

# West Coast Grooming Academy



## Catalog: Winter 2021 - Winter 2022

October 13, 2021 - December 15, 2022

*West Coast Grooming Academy is a private institution that is licensed to operate by the Bureau for Private Postsecondary Education, and meets compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (CCR).*



# West Coast Grooming Academy

Winter 2021- Winter 2022 Catalog and Announcement of Courses

*“Where Compassion, Dedication and True Style is Born”*

<b>Main Campus</b> <i>Fur Town Pet Spa</i> 155 E. Foothill Blvd. Arcadia, CA 91006 1(800) 823-1305	<b>La Verne Campus</b> <i>Fur Town Pet Spa</i> 1485 Foothill Blvd. La Verne, CA 91750 1(800) 823-1305	<b>Melrose Campus</b> <i>Fur Town Pet Spa</i> 7574 Melrose Ave. La Verne, CA 90046 1(800) 823-1305
<b>Playa Vista Campus</b> <i>Fur Town Pet Spa</i> 12005 Bluff Creek Dr. Los Angeles, CA 90094 (424) 385-9845	<b>Santa Monica Campus</b> <i>Moon Doggy's Grooming</i> 1838 Lincoln Blvd. Santa Monica, CA 90404 (310) 396-3865	<b>Studio City Campus</b> <i>Dog House Studio City</i> 12440 Moorpark St. Studio City, CA 91604 (818) 508-1831

[www.WestCoastGroomingAcademy.com](http://www.WestCoastGroomingAcademy.com)

West Coast Grooming Academy is a private institution that is licensed to operate by the Bureau for Private Postsecondary Education, and meets compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (CCR). Reports are available at the West Coast Grooming Academy campus, located at 155 E. Foothill Blvd. Arcadia, CA 91006.

**Welcome to West Coast  
Grooming Academy!**

We are excited about the opportunity to serve you, whether you are entering WCGA directly from high school, preparing yourself for a career change or preparing to open your own business.

At WCGA, we pride ourselves in offering you a pathway to achieving your academic and career goals, and we are confident that we can assist you on your journey.

WCGA has a stellar track record, as evidenced by our large number of graduates finding successful employment as groomers or opening their own salons or mobile grooming businesses. It is our hope that you too might be added to this growing list of successful professionals.

In the pages of this catalog, you will find information on the various courses that our Academy offers, the steps you need to take to achieve your professional goals, and our outstanding support services tailored to meet every student's needs. Think of this document as your roadmap to success, and you are in the driver's seat.

At WCGA, we share a common goal: to deliver the resources you need to help you achieve your dreams. Your success is our success, and it is the driving force behind everything we do here.

Thank you again for allowing us to serve you. Please know that our door is always open. We look forward to hearing about how you are doing and how we may assist you on your road to a bright future.

Sincerely,

*Chris Jackson & Jessica A. Johnson*

# Academy Overview

## LEADERSHIP ORGANIZATION

WCGA is governed by a three members, consisting of the Academy President as the Chief Executive Officer (CEO) of the Academy and the Academy Vice President as the Chief Operations Officer (COO) of the Academy, and the Chief Financial Officer. The three Executive Officers meet monthly to discuss the overall operations of the Academy, and work together in the Academy's daily operations.

## ACADEMY LEADERSHIP TEAM

### Executive Officers

Chief Executive Officer (CEO)..... Christopher Jackson  
Academy Operations Officer (AOO)... Huber Pineda  
Chief Financial Officer (CFO)..... Nicole Brown  
Chief Academic Officer (CAO)..... Jessica A. Johnson

### Academy Administration

Academy President..... Christopher Jackson  
Academy Vice-President..... Jessica A. Johnson  
Admissions Assistant..... Annjeannette Montoya

### Faculty

Lead Instructor..... Huber Pineda  
Instructor..... Alyssa Solis  
Instructor..... Alma De La Torre  
Instructor..... Brittany Reyes  
Instructor..... Daniel Massey  
Instructor..... Jasmine Albanez  
Instructor..... Mario Baires  
Instructor..... Rachel Jorich  
Instructor's Assistant..... Mario Martin

## MISSION OF THE COLLEGE

Our mission at West Coast Grooming Academy is to provide a high quality learning environment that encourages, supports and facilitates student learning and success in pet grooming. Whether the student's goals are to seek employment professionally as a Certified Groomer in an existing salon or veterinary clinic, to start their own business, or to learn how to groom their own pets for their personal development and growth, West Coast Grooming Academy strives to help students achieve their goals.

## PURPOSE

The purpose of West Coast Grooming Academy is to teach

students how to safely and efficiently groom pets to a higher standard. WCGA hopes that by training the next generation of professional groomers to be well educated and expertly trained in grooming, pet care and professionalism, the industry as a whole will, over time, elevate itself to make the grooming process as safe and enjoyable for the pet, the groomer, and the pet parent as possible. We can only do this by ensuring that each and every student that graduates from the Academy is well skilled in their craft and is provided with a high quality academic understanding about the pets and people that they will spend their careers working with daily.

## OBJECTIVES

At West Coast Grooming Academy we strive to serve our students by:

- Providing academically rigorous courses and hands-on experience that reflect real-world salon environments in order to help the student excel in their professional life after WCGA.
- Promoting professional integrity by holding our students to a higher industry standard of community, compassion and teamwork.
- Fostering a dynamic and creative learning environment that is intellectually stimulating;
- Fostering a deeper sense of compassion and understanding of pets, their behavior, how they communicate, and how to can help them look and feel their best;
- Challenging our students to participate fully in the learning process and encouraging them to be responsible for their own academic success;
- Respecting students as individuals who may require diverse and flexible learning opportunities;
- Supporting organizational practices that facilitate student progress towards their goals;

- Encouraging and supporting continuous learning and professional development in those who serve our students: instructors, staff groomers, managers, and administrators.
- Continuously updating and improving courses to reflect the latest innovations within the industry.
- Developing new and inspiring courses to provide students with opportunities to continue their education and grow as professionals.

### **FINANCIAL HISTORY**

The Academy is in excellent standing, with no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq).

### **FUTURE GOALS**

West Coast Grooming Academy has been created with longevity in mind. As the Academy continues to grow and develop, we hope to offer students with additional courses, Academy locations and more online course offerings in order to provide distance learning. WCGA also hopes to be able to provide State and Federal Financial Aid.

# Academic Calendar

## ARCADIA CAMPUS

### MONDAY-TUESDAY CLASS

#### OFFICIAL ACADEMIC CALENDAR 2022

Winter..... October 25, 2021-February 1, 2022  
Spring..... February 7, 2022 - April 26, 2022  
Summer..... May 9, 2022 - July 26, 2022  
Fall..... August 8, 2022 - November 1, 2022  
Winter..... November 7, 2022 - February 14, 2023

*Dates are tentative and may be subject to change.*

#### Winter 2021

October 24, 2021..... Last Day to Enroll  
October 25, 2021..... First Day of Class  
November 16, 2021..... Final Written Exam  
November 22-28, 2021..... Thanksgiving Break  
Dec 22, 2021 - Jan 2, 2022..... Winter Break  
January 31, 2022..... Technical Exams Week  
February 1, 2022..... Last Day of Class

#### Spring 2022

February 6, 2022..... Last Day to Enroll  
February 7, 2022..... First Day of Class  
March 1, 2022..... Final Written Exam  
April 25, 2022..... Technical Exams Week  
April 26, 2022..... Last Day of Class

#### Summer 2022

May 8, 2022..... Last Day to Enroll  
May 9, 2022..... First Day of Class  
May 30, 2022..... Memorial Day (No Class)  
May 31, 2022..... Final Written Exam  
July 25, 2022..... Technical Exams Week  
July 26, 2022..... Last Day of Class

#### Fall 2022

August 7, 2022..... Last Day to Enroll  
August 8, 2022..... First Day of Class  
August 24-25, 2022..... Instructor In-Service (No Class)  
September 5, 2022..... Labor Day (No Class)  
September 6, 2022..... Final Written Exam  
October 31, 2022..... Technical Exams Week  
November 1, 2022..... Last Day of Class

#### Winter 2022

November 6, 2022..... Last Day to Enroll  
November 7, 2022..... First Day of Class  
November 29, 2022..... Final Written Exam  
Dec 23, 2022 - Jan 8, 2023..... Winter Break  
January 31, 2023..... Technical Exams Week  
February 7, 2023..... Last Day of Class

### WEDNESDAY-THURSDAY CLASS

#### OFFICIAL ACADEMIC CALENDAR 2022

Winter..... October 13, 2021 - January 20, 2022  
Spring..... February 2, 2022 - April 21, 2022  
Summer..... May 4, 2022 - July 21, 2022  
Fall..... August 3, 2022 - October 27, 2022  
Winter..... November 2, 2022 - February 9, 2023

*Dates are tentative and may be subject to change.*

#### Winter 2021

October 12, 2021..... Last Day to Enroll  
October 13, 2021..... First Day of Class  
November 4, 2021..... Final Written Exam  
November 22-28, 2021..... Thanksgiving Break  
Dec 22, 2021 - Jan 2, 2022..... Winter Break  
January 19, 2022..... Technical Exams Week  
January 20, 2022..... Last Day of Class

#### Spring 2022

February 1, 2022..... Last Day to Enroll  
February 2, 2022..... First Day of Class  
February 24, 2022..... Final Written Exam  
April 20, 2022..... Technical Exams Week  
April 21, 2022..... Last Day of Class

#### Summer 2022

May 3, 2022..... Last Day to Enroll  
May 4, 2022..... First Day of Class  
May 26, 2022..... Final Written Exam  
May 30, 2022..... Memorial Day (No Class)  
July 20, 2022..... Technical Exams Week  
July 21, 2022..... Last Day of Class

**Fall 2022**

August 2, 2022..... Last Day to Enroll  
 August 3, 2022..... First Day of Class  
 August 24-25, 2022..... Instructor In-Service (No Class)  
 September 1, 2022..... Final Written Exam  
 October 26, 2022..... Technical Exams Week  
 October 27, 2022..... Last Day of Class

**Winter 2022**

November 1, 2022..... Last Day to Enroll  
 November 2, 2022..... First Day of Class  
 November 23-24..... Thanksgiving Break  
 December 1, 2022..... Final Written Exam  
 Dec 23, 2022 - Jan 8, 2023..... Winter Break  
 February 8, 2023..... Technical Exams Week  
 February 9, 2023..... Last Day of Class

**LA VERNE CAMPUS****MONDAY-TUESDAY CLASS****OFFICIAL ACADEMIC CALENDAR 2022-2023**

Summer..... June 13, 2022 - October 25, 2020  
 Fall..... October 28, 2020 - February 7, 2021  
*Dates are tentative and may be subject to change.*

**Summer 2022**

June 12, 2022..... Last Day to Enroll  
 June 13, 2022..... First Day of Class  
 July 4, 2022..... Holiday- No Class  
 July 5, 2022..... Final Written Exam  
 August 29, 2022..... Technical Exams Week  
 August 30, 2022..... Last Day of Class

**Fall 2022**

September 11, 2022..... Last Day to Enroll  
 September 12, 2022..... First Day of Class  
 October 4, 2022..... Final Written Exam  
 November 24-27, 2022..... Thanksgiving Break  
 November 28, 2022..... Technical Exams Week  
 November 29, 2022..... Last Day of Class

**Winter 2022**

December 4, 2022..... Last Day to Enroll  
 December 5, 2022..... First Day of Class  
 Dec 23, 2022 -Jan 8, 2023..... Christmas Break

January 10, 202..... Final Written Exam  
 March 6, 2023..... Technical Exams Week  
 March 7, 2023..... Last Day of Class

**WEDNESDAY-THURSDAY CLASS****OFFICIAL ACADEMIC CALENDAR 2022**

Summer..... June 15, 2022 - September 8, 2022  
 Fall..... October 4, 2022 - December 22, 2022  
*Dates are tentative and may be subject to change.*

**Summer 2022**

June 14, 2022..... Last Day to Enroll  
 June 15, 2022..... First Day of Class  
 July 7, 2022..... Final Written Exam  
 August 24-25, 2022..... Instructor In-Service (No Class)  
 September 7, 2022..... Technical Exams Week  
 September 8, 2022..... Last Day of Class

**Fall 2022**

October 4, 2022..... Last Day to Enroll  
 October 5, 2022..... First Day of Class  
 October 27, 2022..... Final Written Exam  
 November 24-27, 2022..... Thanksgiving Break  
 December 21, 2022..... Technical Exams Week  
 December 22, 2022..... Last Day of Class

**PLAYA VISTA CAMPUS****TUESDAY-WEDNESDAY CLASS****OFFICIAL ACADEMIC CALENDAR 2021-2023**

Winter..... Nov 30, 2021-March 2, 2022  
 Spring.....March 8, 2022 - May 25, 2022  
 Summer..... June 7, 2022 - August 24, 2022  
 Fall..... September 6, 2022 - November 23, 2022  
 Winter..... December 6, 2022 - February 22, 2023  
*Dates are tentative and may be subject to change.*

**Winter 2021**

November 29, 2021..... Last Day to Enroll  
 November 30, 2021..... First Day of Class  
 Dec 21, 2021 - Jan 3, 2022..... Winter Break  
 January 5, 2022..... Final Written Exam

March 1, 2022..... Technical Exams Week  
March 2, 2022..... Last Day of Class

**Spring 2022**

March 7, 2022..... Last Day to Enroll  
March 8, 2022..... First Day of Class  
March 30, 2022..... Final Written Exam  
May 24, 2022..... Technical Exams Week  
May 25, 2022..... Last Day of Class

**Summer 2022**

June 6, 2022..... Last Day to Enroll  
June 7, 2022..... First Day of Class  
June 29, 2022..... Final Written Exam  
August 23, 2022..... Technical Exams Week  
August 24, 2022..... Last Day of Class

**Fall 2020**

September 5, 2022..... Last Day to Enroll  
September 6, 2022..... First Day of Class  
September 28, 2022..... Final Written Exam  
November 22, 2022..... Technical Exams Week  
November 23, 2022..... Last Day of Class

**Winter 2022**

December 5, 2022..... Last Day to Enroll  
December 6, 2022..... First Day of Class  
December 28, 2022..... Final Written Exam  
February 21, 2023..... Technical Exams Week  
February 22, 2023..... Last Day of Class

**THURSDAY-FRIDAY CLASS**

**OFFICIAL ACADEMIC CALENDAR 2021-2023**

Winter..... Dec 2, 2021-March 11, 2022  
Spring.....March 17, 2022 - June 3, 2022  
Summer..... June 16, 2022 - September 2, 2022  
Fall..... September 15, 2022 - December 9, 2022  
Winter..... December 15, 2022 - March 10, 2023  
*Dates are tentative and may be subject to change.*

**Winter 2021**

December 1, 2021..... Last Day to Enroll  
December 2, 2021..... First Day of Class  
Dec 21, 2021 - Jan 3, 202..... Winter Break  
January 7, 2022..... Final Written Exam  
March 10, 2022..... Technical Exams Week  
March 11, 2022..... Last Day of Class

**Spring 2022**

March 16, 2022..... Last Day to Enroll  
March 17, 2022..... First Day of Class  
April 8, 2022..... Final Written Exam  
June 2, 2022..... Technical Exams Week  
June 3, 2022..... Last Day of Class

**Summer 2022**

June 15, 2022..... Last Day to Enroll  
June 16, 2022..... First Day of Class  
July 8, 2022..... Final Written Exam  
September 1, 2022..... Technical Exams Week  
September 2, 2022..... Last Day of Class

**Fall 2020**

September 14, 2022..... Last Day to Enroll  
September 15, 2022..... First Day of Class  
October 7, 2022..... Final Written Exam  
Nov 23-28, 2022..... Thanksgiving Break  
December 8, 2022..... Technical Exams Week  
December 9, 2022..... Last Day of Class

**Winter 2022**

December 14, 2022..... Last Day to Enroll  
December 15, 2022..... First Day of Class  
Dec 24, 2022 - Jan 1, 2023..... Holiday Break  
January 13, 2023..... Final Written Exam  
March 9, 2023..... Technical Exams Week  
March 10, 2023..... Last Day of Class

**SATURDAY-SUNDAY CLASS**

**OFFICIAL ACADEMIC CALENDAR 2021-2023**

Winter..... Nov 13, 2021- Feb 20, 2022  
Spring.....March 5, 2022 - May 22, 2022  
Summer..... June 4, 2022 - August 21, 2022  
Fall..... September 3, 2022 - November 20, 2022  
Winter..... December 3, 2022 - March 5, 2023  
*Dates are tentative and may be subject to change.*

**Winter 2021**

November 12, 2021..... Last Day to Enroll  
November 13, 2021..... First Day of Class  
Nov 23-28, 2021..... Thanksgiving Break  
December 12, 2021..... Final Written Exam  
Dec 20, 2021 - Jan 2, 2022..... Holiday Break  
February 19, 2022..... Technical Exams Week  
February 20, 2022..... Last Day of Class



**Spring 2022**

March 4, 2022..... Last Day to Enroll  
March 5, 2022..... First Day of Class  
March 27, 2022..... Final Written Exam  
May 21, 2022..... Technical Exams Week  
May 22, 2022..... Last Day of Class

**Summer 2022**

June 3, 2022..... Last Day to Enroll  
June 4, 2022..... First Day of Class  
June 26, 2022..... Final Written Exam  
August 20, 2022..... Technical Exams Week  
August 21, 2022..... Last Day of Class

**Fall 2022**

September 2, 2022..... Last Day to Enroll  
September 3, 2022..... First Day of Class  
September 25, 2022..... Final Written Exam  
November 19, 2022..... Technical Exams Week  
November 20, 2022..... Last Day of Class

**Winter 2022**

December 2, 2022..... Last Day to Enroll  
December 3, 2022..... First Day of Class  
Dec 24, 2022 - Jan 1, 2023.....Holiday Break  
January 8, 2023..... Final Written Exam  
March 4, 2023..... Technical Exams Week  
March 5, 2023..... Last Day of Class

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**SANTA MONICA CAMPUS**

**MONDAY-TUESDAY CLASS**

**OFFICIAL ACADEMIC CALENDAR 2022-2023**

Spring..... July 5, 2022- September 29, 2022  
Summer..... August 1, 2022 - October 18, 2022  
Fall..... October 31, 2022 - February 7, 2023  
*Dates are tentative and may be subject to change.*

**Spring 2022**

July 3, 2022..... Last Day to Enroll  
July 4, 2022..... 4th of July (Closed)  
July 5, 2022..... First Day of Class  
July 28, 2022..... Final Written Exam

September 28, 2022..... Technicals Exam Week  
September 29, 2022..... Last Day of Class

**Summer 2022**

July 31, 2022..... Last Day to Enroll  
August 1, 2022..... First Day of Class  
August 23, 2022..... Final Written Exam  
October 17, 2022..... Technical Exams Week  
October 18, 2022..... Last Day of Class

**Fall 2020**

October 30, 2022..... Last Day to Enroll  
October 31, 2022..... First Day of Class  
November 22, 2022..... Final Written Exam  
November 28-29, 2022..... Thanksgiving Break  
Dec 26, 2022 -Jan 8, 2023..... Christmas Break  
February 6, 2023..... Technical Exams Week  
February 7, 2023..... Last Day of Class

**WEDNESDAY-THURSDAY CLASS**

**OFFICIAL ACADEMIC CALENDAR 2022-2023**

Summer..... July 6, 2022 - September 22, 2022  
Fall..... October 5, 2022 - December 29, 2023  
*Dates are tentative and may be subject to change.*

**Summer 2022**

July 5, 2022..... Last Day to Enroll  
July 6, 2022..... First Day of Class  
July 28, 2022..... Final Written Exam  
September 21, 2022..... Technical Exams Week  
September 22, 2022..... Last Day of Class

**Fall 2020**

October 4, 2022..... Last Day to Enroll  
October 5, 2022..... First Day of Class  
October 27, 2022..... Final Written Exam  
November 23-24, 2022..... Thanksgiving Break  
December 28, 2022..... Technical Exams Week  
December 29, 2022..... Last Day of Class

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## STUDIO CITY CAMPUS

### MONDAY-TUESDAY CLASS

#### OFFICIAL ACADEMIC CALENDAR 2022-2023

Summer..... June 27, 2022 - September 13, 2022

Fall..... September 26, 2022 - December 13, 2022

*Dates are tentative and may be subject to change.*

#### Summer 20202

June 26, 2022..... Last Day to Enroll

June 27, 2022..... First Day of Class

July 19, 2022..... Final Written Exam

September 12, 2022..... Technical Exams Week

September 13, 2022..... Last Day of Class

#### Fall 2022

September 25, 2022..... Last Day to Enroll

September 26, 2022..... First Day of Class

October 18, 2022..... Final Written Exam

December 12, 2022..... Technical Exams Week

December 13, 2022..... Last Day of Class

## MELROSE CAMPUS

### TUESDAY/THURSDAY CLASS

#### Winter 2022

November 7, 2022..... Last Day to Enroll

November 8, 2022..... First Day of Class

November 24, 2022..... Thanksgiving (No Class)

December 1, 2023..... Final Written Exam

Dec 27, 2022 - Jan 5, 2023..... Holiday Break

February 7, 2023..... Technical Exams Week

February 8, 2023..... Last Day of Class

# Facilities



**Arcadia, CA-** West Coast Grooming Academy has five campuses to serve our student's educational needs. Our main campus is located at 155 E. Foothill Blvd, Arcadia, CA 91006, within a 1,200 square foot grooming salon called Fur Town (formerly The Pawlor) that is owned and operated by West Coast Grooming Academy. Fur Town is a state of the art salon, with every detail designed with making work easier and more efficient for the groomer. The Bathing and Drying rooms boast custom designed walls and flooring that enables the entire room to be safely cleaned and sanitized daily, with the drying system built into the ceiling to reduce noise for the pet's comfort. The Kennel Room features state of the art kennels with built-in plumbing to enable fast and thorough cleaning and sanitizing of each kennel in-between pets, and top of the line kennel dryers to keep business operations moving smoothly. The Salon classroom is large, equipped with 4 large hydraulic grooming tables and 4 foot-pump grooming tables to accommodate even the busiest grooming day with ease. Dry erase boards and educational charts adorn the walls to facilitate academic learning.

**La Verne, CA-** Recently opened in February of 2022, Fur Town in La Verne is West Coast Grooming Academy's newest satellite campus addition. Featuring a private grooming room just for WCGA students, this salon is warm, inviting, and conveniently located next to shops and restaurants nestled at the foothills of the San Gabriel Mountains. Located at 1485 Foothill Blvd, La Verne, CA 91750, Fur Town in La

Verne has been recently renovated and is everything a new student could ask for.

**Melrose, CA-** West Coast Grooming Academy is excited to announce a new satellite campus, starting in November 2022! Fur Town acquired an existing salon with a long history on Melrose Avenue in Los Angeles, situated in the heart of Hollywood and West Hollywood. Recently renovated and updated to WCGA standards, Fur Town is sure to dazzle! Fur Town is located at 7574 Melrose Ave. Los Angeles, CA 90046, conveniently located next to quaint boutique shops and small cafes and restaurants within walking distance.

**Playa Vista, CA-** West Coast Grooming Academy is excited to announce a new satellite campus, which opened in December 2019 within the Wallis Annenberg PetSpace in Playa Vista, at 12005 Bluff Creek Dr. Los Angeles, CA 90094. Wallis Annenberg PetSpace is a state-of-the-art community space, specializing in pet adoptions, educational programming, and a leadership institute. PetSpace features a two-story paradise for pets, with a full service veterinary care center on-site, dog parks, a children's play area, a community cat room, a physical therapy center, and more!

**Santa Monica, CA-** West Coast Grooming Academy is excited to announce a new satellite campus, located at Moon Doggy's Grooming in Santa Monica. Moon Doggy's is a popular grooming salon with a long history, conveniently located steps away from the pier and the Santa Monica Pier,

located at 1838 Lincoln Blvd. Santa Monica, CA 90404. Spend your days learning to groom, and your time after class enjoying surf, sun and shopping! This campus is conveniently located within walking distance from the Downtown Santa Monica Metro station on the Expo Line.

**Studio City, CA-** West Coast Grooming Academy is excited to welcome a new satellite campus, located at Dog House Studio City at 12440 Moorpark St. Studio City, CA 91604. Dog House Studio City is a busy 2500 sq ft boarding and daycare facility with a newly remodeled, large grooming salon inside. Studio City is considered the “Jewel of the Valley” and is the gateway to Hollywood and West LA. Movie studios located within close proximity are what give the city its name, so you might feel the glitz and glamour of Old Hollywood on your way to class. Who owns the dog you are working on, a famous celebrity perhaps? You never know! This campus also offers complimentary Doggie Daycare services during class for current students, if needed.

#### **EQUIPMENT USED**

- Electric Grooming Tables
- Hydraulic Grooming Tables
- Modular Cage Banks
- High Velocity Dryers
- Bark 2 Basics Bathing Products
- Chris Christensen Bathing Products
- Personal Protective Equipment (smocks, gloves, etc)
- Animal Restraints (muzzles, leads, loops, etc)
- Stainless Steel Bathing Tubs with Hair Catching Systems

#### **STUDENT TOOL KITS**

If the student does not have or chooses not to purchase a Tool Kit, Student Tool Kits are available for use. Each student tool kit includes:

- Andis, Artero or Wahl Electric Clippers, Combs and Blades
- Artero & Andis Brushes
- Pawlor Shears
- Artero or Pawlor Nail Clippers

#### **COURSE MATERIALS**

Recommended course materials include:

- “Notes From the Grooming Table” by Melissa Verplank
- “The New Complete Dog Book” by the American Kennel Club

#### **LEARNING RESOURCES**

West Coast Grooming Academy has a lending library of books and DVDs available for student rentals on a wide variety of topics including animal training and behavior, breeds, health and wellness, nutrition, species history, common skin and medical conditions, grooming techniques and how-to guides, and more.

Books and DVDs, up to two at a time, may be checked out for seven (7) days. Rental periods may be renewed weekly, for up to one month. In order to check out books or DVDs, the student must provide a copy of their ID and credit card. In the event the item(s) are lost, damaged or stolen, the student will be charged the cost to repair or replace the item(s). Once the items are returned, repaired or replaced, the student’s credit card is securely destroyed. There is no fee for renting items.

Computers and Internet access is also available for student use. Students may use a facility computer for 20-minute intervals, based on availability, and only to access information on the web using scholarly websites, industry-related websites, or videos online related to the topic they are researching. Facility computers are not for personal use.

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**Li-**

#### **brary Services**

In addition to book and DVD rentals, WCGA also offers these additional services:

- Career Counseling
- Business Counseling
- Instructor Office Hours for Tutoring
- Book & DVD Rental
- Computers/Internet

# Faculty

## **CHRISTOPHER JACKSON**

### **Academy President, CEO**

*Qualifications:* Christopher Jackson has been involved in dog grooming since he started as a bather at the age of 12. It started as a hobby that made him some extra money, but he found that he loved it so much that he decided to make it a career; one that he still enjoys today. Aside from grooming, Chris has worked both as a dog trainer and as a veterinary assistant. By the time he was 18, he became a Salon Manager for various Petco stores before moving on to Petsmart. There, he worked as an Academy Instructor, training and certifying people in the art of dog grooming for nearly a decade. During his time with Petsmart, he eventually earned the recognition as one of the top 3 Academy Instructors and Salon managers for the entire company. His photo hung on display in every Petsmart store in the country for several years. Throughout his career, Chris has managed over 15 salons all over California for companies both large and small. He has also owned a mobile grooming business as well as his own salon in Hollywood, California. He regularly shows Standard Poodles and Springer Spaniels in grooming competitions and has won many awards, including Top 20 in the World at Super Zoo in Las Vegas, Nevada, which showcases only the best dog groomers in the world.



Science- Pre-Veterinary. In 2015, Jessica obtained her Advanced Certified Feline Training & Behavior Specialist (ACFTBS) certification through Animal Behavior Institute in 2017. In August of 2016, Jessica received her certification as a Certified Feline Master Groomer (CFMG) from the National Cat Groomers Institute of America and is one of only 280 CFMGs in the world. She is also the only trained Certifier for the NCGIA in all of Los Angeles county. In May of 2018, Jessica also received her certification as a Pet First Aid & CPR Instructor through PetTech. As a CFMG and ACFTBS, Jessica is trained to the highest of standards in canine and feline health, behavior, breeds, colors and handling to ensure the best life possible for the pets that she works with.

## **HUBER PINEDA**

### **Academy Operations Officer**

*Qualifications:* Huber Pineda started showing dogs at 8 years old, when he began learning how to groom for competition. In 1990. He worked in a corporate salon that grew to be the second highest volume store on the West Coast, where it held that title for 9 years.

He has experience in salon management, both in large corporate salons as well as privately owned salons. In 2008 he appeared on Animal Planet's "Groomer Has It," beating out 4,600 other applicants to win the distinguished title of "Groomer of the Year, 2009." In 2020 he also won "Best in Show" on HBO's grooming competition show, "Haute Dog."



## **JESSICA JOHNSON, CFMG, ACFTBS**

### **Academy Vice President & Chief Academic Officer**

*Qualifications:* Jessica is WCGA's Co-Owner and resident cat expert, currently working as a Feline and Canine behaviorist, Certified Feline Master Groomer (CFMG) and Lead Instructor at WCGA. She started training dogs professionally in 2005 at Petco before forming her own training business in 2006, Dog Sense, LLC. Jessica attended Cal Poly Pomona's College of Agriculture where she worked with livestock and domestic animals until she graduated in 2012 with her Bachelor's Degree in Animal



## **ACADEMY INSTRUCTORS**

## **ALMA DE LA TORRE**

### **Academy Instructor**

*Qualifications:* WCGA Certified Dog Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained. Alma has been grooming since 2013 and has managed Moon Doggy's in Santa Monica for many years. She excels in customer service and building positive relationships with her clients. She is excited to pass on her knowledge to the next generation of groomers!



**ALYSSA SOLIS**

**Assistant Academy Instructor**

*Qualifications: WCGA Certified Dog & Cat Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained.* Alyssa has been a groomer since 2019. After graduating WCGA, she earned her Cat Groomer certification before becoming Store Manager of Fur Town in Arcadia in 2021. In 2022 she was promoted to Fur Town General Manager, overseeing operations at the Arcadia, La Verne and Playa Vista locations. She received her Certified Dog Grooming Instructor certification in late 2021 and enjoys coaching students in business management.



*Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained.* Jasmine has been grooming since 2007, having started her career in a corporate grooming salon with her mom. In 2022 she received her Certified Dog Groomer title and her Certified Instructor title. She has extensive knowledge in express grooming and doggie daycare & boarding facility operations.



**BRITTANY REYES**

**Academy Instructor**

*Qualifications: WCGA Certified Dog Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained.* Brittany has been a groomer since 2013, having started her career in a corporate grooming salon. In 2022, she joined the WCGA team and received her Certified Dog Groomer certification, followed by her Certified Dog Grooming Instructor certification. She enjoys teaching students in La Verne to express their artistic side through creative grooming styles, including hair dye and coat carving.



**MARIO BAIREZ**

**Academy Instructor**

*Qualifications: WCGA Certified Dog Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained.* Mario B. Is a graduate of WCGA as a Certified Dog, Cat and Small Animal Groomer. He has been grooming since 2015, both in-shop and mobile, specializing in large breed dogs and small critters. He is quiet and patient with a gift for calming nervous or fearful pets.



**DANIEL MASSEY**

**Assistant Academy Instructor**

*Qualifications: WCGA Certified Dog Groomer, Pet First Aid & CPR Trained.* Daniel and his father both run Moon Doggy's Grooming as well as an innovative grooming tool company called De-Matador. He began his grooming career in 2019 as a Bather before earning his Certified Dog Grooming title in 2020. He is now pursuing his Certified Dog Grooming Instructor certification as well. Daniel specializes in customer relations, conflict resolution, grooming large breeds and advanced de-matting techniques.



**MARIO MARTIN**

**Academy Instructor's Assistant**

*Qualifications: WCGA Certified Dog Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained.* Mario M. Is a graduate of WCGA as a Certified Dog Groomer with a love for making dogs as cute and artistic as he can. He brings with him a wealth of customer service experience to ensure that every pet and pet parent has a great time.



**RACHEL JORICH**

**Assistant Academy Instructor**

*Qualifications: WCGA Certified Dog Groomer, WCGA Certified Dog Grooming Instructor, Pet First Aid & CPR Trained.* Rachel has been a groomer since 2010 and has experience in Salon Management. She enjoys working with shy and fearful dogs, helping them gain confidence and learn to love the grooming experience. She enjoys teaching students how to groom with kindness and compassion.



**JASMINE ALBANEZ**

**Academy Instructor**

*Qualifications: WCGA Certified Dog*

# Academy Guidelines

## **PROHIBITION OF HARASSMENT**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. West Coast Grooming Academy is committed to providing an academic and work environment that respects the dignity of individuals and groups. The Academy shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because one is perceived to have one or more of the foregoing characteristics, or based on one's association with a person or group with one or more of these actual or perceived characteristics.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Chief Academic Officer, or an administrative official such as the Academy Vice President or the Academy President. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

## **NONDISCRIMINATION**

West Coast Grooming Academy is committed to equal opportunity in educational programs, employment, and all access to academy programs and activities. The Academy, and each individual who represents the Academy, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or vet-

eran status, or because he/ she is perceived to have one or more of the foregoing characteristics, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

## **EQUAL EMPLOYMENT OPPORTUNITY**

West Coast Grooming Academy affirms that diversity in the learning environment fosters cultural awareness, mutual understanding, harmony and respect, and suitable role models for all students. To that end, the Academy supports the intent set forth by the California legislature to assure that efforts are made to build a community in which opportunity is equalized, and which fosters a climate of acceptance, with inclusion of faculty and staff from a wide variety of backgrounds. The Academy is committed to promoting the total realization of equal employment through embracing diversity in its employees and representatives.

## **STUDENT CONDUCT & ACADEMIC HONESTY**

It is the policy of West Coast Grooming Academy to seek to maintain a safe, orderly, and constructive campus environment in which there is freedom to learn and respect for the dignity of all members of the Academy community, both human and animal. Students are expected to be responsible, honest, and non-violent in exercising their rights to free inquiry and free speech.

The Student Code of Conduct and Enrollment Agreement identify conduct that is prohibited by Academy policy. Students who violate the Student Code of Conduct will be subject to disciplinary action. Disciplinary sanctions depend on the nature of the offense, the past pattern of behavior of the student, and other relevant factors. In addition, student drug or alcohol offenses or other criminal acts, may be referred to law enforcement officials.

## **STUDENT CODE OF CONDUCT**

- 1) The Student agrees to come to class every day with a calm, positive, professional attitude.
- 2) The Student agrees to treat all instructors, peers, pets and customers with kindness, compassion, dignity and respect at all times.

3) Inhumane treatment of animals will not be tolerated and will result in immediate dismissal from the course. This includes any overly aggressive shouting, handling, hitting, kicking, spanking, choking, purposely injuring, deliberately ignoring safety guidelines, or any other treatment deemed inhumane by the Academy.

4) The Student agrees that if they witness any cruelty or inhumane treatment, they will report it to their Instructor or Academy staff immediately.

5) The Student agrees that if they have not followed the Academy's safety rules and guidelines and, as a result, an incident occurs to them, to a pet or to another person, the student is solely responsible for any medical or veterinary care that is needed.

6) The Academy promotes an environment of tolerance and acceptance. Bullying or hateful remarks on the basis of age, race, gender, sexual orientation, or any other personal attributes will not be tolerated and will result in disciplinary action, including but not limited to dismissal from the course.

7) Sexual harassment will not be tolerated in any form, and will result in disciplinary action, including but not limited to, dismissal from the course.

8) If the Student has been removed from the course due to behavioral reasons, they may petition the Academy for reinstatement, which may or may not be granted at the Academy's sole discretion.

### **Forms of Prohibited Behavior**

1. Discrimination is defined as prejudicial and/or harmful actions taken against a person on the basis of the following protected classifications: race, ethnicity, national origin, sex, marital status, age, veteran status, medical condition, physical handicap, or other protected classification as defined by federal or state law.

2. Harassment is defined as verbal, physical and/or visual conduct that creates an intimidating, offensive or hostile working or learning environment or that unreasonably interferes with a person's work or academic performance.

### **3. Sexual Harassment**

Definition: Sexual Harassment is defined as unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or status in a course, program or activity; or
- b. Submission to or rejection of such conduct by a person is used as a basis for an academic or employment decision adversely affecting that person; or
- c. Such conduct has the purpose or effect of unreasonable interfering with a person's work or academic performance, or of creating an intimidating, hostile or offensive learning or work environment.

#### **Forms of Sexual Harassment**

Sexual harassment can be objectively and readily identifiable, relative to the specific circumstances and relations of the persons involved, or it can be of a nature seemingly harmless to many yet subjectively perceived by some persons as unwelcome and offensive. The following constitutes examples of conduct and situations representative of sexual harassment:

- Physical Assault
- Direct or implied threats that submission to sexual advances will be a condition of successful completion of the educational program, letters of recommendation or employment retention or promotion;
- Direct or Subtle Propositions of a Sexual Nature
- Sexual references or sexually explicit statements unrelated to legitimate matters of employment or education, including but not limited to: sexual questions, jokes, anecdotes, remarks concerning the sexual nature of another's clothing, sexual activity, sexual preference, or speculations about a person's previous sexual experience.
- Unnecessary and/or unwanted touching, patting, hugging or brushing against another's body.



- Displaying posters, calendars, graffiti, symbols or other visual objects or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education.
- Using computers, including the Internet, E-mail, social media and related systems of communication to transmit or receive text or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education.

4. Retaliation is defined as inappropriate words or actions directed against persons who consider or register discrimination, harassment or retaliation complaints, or against persons who assist with or participate in an investigation of the reported conduct.

#### **DRUG AND ALCOHOL POLICY**

West Coast Grooming Academy is committed to providing a safe learning environment conducive to the fullest possible human development and pet safety. To achieve this goal, the Academy holds that a drug-, alcohol- and tobacco-free lifestyle is essential. Thus, the Academy maintains policies that seek a campus environment free of those substances. The Academy intends to maintain a drug-free campus in harmony with federal and state laws. The unlawful use, possession, distribution, dispersal, or manufacture of controlled substances by its employees, whether student, faculty or staff, is prohibited. Furthermore, the Academy expects any person employed by the Academy, who receives federal or state funding as an individual, to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the Academy. If any student is suspected to be under the influence of drugs while on campus, the student will be suspended from courses until a drug test can be taken and passed, the cost of which shall be the bared by the student. If the student is suspected of being under the influence of alcohol, the student will be subject to disciplinary action, including but not limited to suspension or expulsion.

# ADMISSION INFORMATION



## ADMISSION INFORMATION

WCGA examines evidence of scholastic competence, moral and ethical standards, and significant qualities of character and personality of each applicant. The Academy reserves the right to refuse admission to any applicant on the basis of the foregoing considerations or to any applicant who, on the application, deliberately omits pertinent information, and/or purposely supplies wrongful information. Such subterfuge, if discovered later, may cause a student to be subjected to dismissal.

### Scholastic Requirements

Students who are high school graduates or the equivalent (GED, California High School Proficiency Examination) may attend West Coast Grooming Academy.

### Ability-to-Benefit

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who has not received a High School Diploma or GED but possesses the competency to benefit from the Academy's programs. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). West Coast Grooming Academy requires that English speaking applicants take the ACCUPLACER exam, which includes Reading Comprehension, Sentence Skills, and Arithmetic, or for applicants whose primary language is Spanish, the Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2. Students who take and pass either of these exams may then enroll for courses at West Coast Grooming Academy.

## Open Enrollment Policy

It is the policy of WCGA that, unless specifically exempted by statute, every course supported by state funds shall be open for enrollment to any person who has been admitted to the Academy. Each class is allowed a maximum number of students which is based on the special nature of the course and/or physical limitations of the facility. Whenever pre-enrollment in such a class reaches this number, the class is designated as "closed." Admission to the Academy does not guarantee space in any class. **Late Enrollment after the first day of class is not permitted.**

## APPLICATION AND ACCEPTANCE

### Where to Write

Inquiries about admission and acceptance should be addressed to:

Website: [www.WestCoastGroomingAcademy.com](http://www.WestCoastGroomingAcademy.com)

Email: [Info@WestCoastGroomingAcademy.com](mailto:Info@WestCoastGroomingAcademy.com)

Phone: 1(800) 823-1305

### Procedure

In order to enroll at West Coast Grooming Academy, the student must follow these steps:

**APPLICATION:** submit a completed Pre-Enrollment Application form (either in person or online) and a copy of their Driver's License, Photo ID or Passport. An applicant requesting any accommodation because of any physical or learning disability or handicap should so specify at the time of application so that the Academy may assist.

**EDUCATION:** submit a copy of your high school diploma, GED or ATB exam results to Jessica@WestCoastGrooming-Academy.com or bring physical copies with you to your Consultation.

**CONSULTATION:** After WCGA has received your application, you will be contacted by phone and by email to schedule an appointment for a Pre-Enrollment Consultation. At this consultation, an Academy representative will give you a tour of the campus and answer any questions that you may have about the Academy and the courses offered. At this time, the Academy may extend an offer of Enrollment and the student may complete their enrollment process.

**TEST RESULTS:** (if applicable). Prior to executing an enrollment agreement with an Ability To Benefit (ATB) student, the Academy is required to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). West Coast Grooming Academy requires that English speaking applicants take the ACCUPLACER ATB exam, which includes Reading Comprehension, Sentence Skills, and Arithmetic, or for ATB applicants whose primary language is Spanish, the Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2. If the student speaks a language other than English, the Academy may also require the student to take the Test of English as a Foreign Language (TOEFL) to assess whether the student is proficient enough in English to be successful in their course.

**PRE-ENROLLMENT:** As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**ENROLLMENT AGREEMENT:** Prior to enrollment, you will be presented with the Course Catalog, a School Performance Fact Sheet and an Enrollment Agreement which the student is encouraged to review thoroughly before signing. Once the Enrollment Agreement is signed, the student is admitted to the Academy.

**PAY FOR COURSES:** In order to secure your enrollment for the course you wish to take, you will need to pay a \$250

non-refundable registration fee, and a course tuition deposit which will be credited towards the overall course tuition. The remaining balance of the student's course will need to be paid 1 week before the first day of class.

**Under most circumstances, the student may complete their Interview, Sign the Enrollment Agreement and pay the Course Deposit on the same day.**

# GENERAL INFORMATION & DISCLOSURES



## ACCREDITATION

### NOTICE TO PROSPECTIVE CERTIFICATE STUDENTS

West Coast Grooming Academy is a state-approved private institution that is licensed to operate by the Bureau for Private Postsecondary Education, and meets compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (CCR). At the time of publication, the Academy nor its certificate programs are accredited by an accrediting agency recognized by the United States Department of Education.

Known limitations of the unaccredited certificate program include: (A) Certifications awarded by WCGA are not considered state or national licenses. Each State, Country or Providence may have its own requirements for pet professional licensure, so it is up to the Student to research and pursue proper licensing in their state or country of residence. At this time, the State of California does not require state or national licensure of any kind to work as a pet Groomer or Bather. (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California (C) A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## ATTENDANCE POLICY

The student shall not miss more than 3 days of class OR be more than 15 minutes late more than 4 times, unless approved, or the student will be dropped from the class. If the student must be absent or leave early from class, the Student must request approval from the Instructor as early as possible. Approved reasons for absences include: personal,

family or pet illnesses or medical emergencies, religious holidays, natural disasters, or other personal reasons, as long as they are discussed and approved in advance by an Instructor. If the student is absent for an approved reason, WCGA will allow the student to schedule a make-up day at the next available class time at the Academy's convenience, and depending on availability. If the student fails to call or show up for class, the student will be marked as a NO CALL/NO SHOW and may not be eligible for a make-up class day.

## COURSE ENROLLMENT POLICY

Once a student is enrolled in the course, the instructor's evaluation and exam score(s) will determine whether or not a student advances to the next course. Students may not skip a course in a sequence.

## DISTANCE LEARNING

Due to the hands-on nature of the courses offered, the Academy is unable to accommodate distance learning at this time. For hybrid courses where a portion of the program's instruction is not offered in real time, the Academy shall transmit the first lesson and any materials to any student within seven days after the Academy accepts the Student for admission.

## DROPS/WITHDRAWAL FROM COURSES

**Drop for Absenteeism** – Students who fail to attend the first class are considered “no shows” and may be dropped. Excessive, continuous or cumulative absence may also result in being dropped. Students must make arrangements with instructors prior to any planned absences from class.

**Drop for Unsafe Performance** – A student whose classroom actions are dangerous to the health or welfare of the student, pet or other persons may be dropped from the class.

**Drop for Unsatisfactory Conduct** – A student may be dropped from class for unsatisfactory conduct related to the class. This includes, but is not limited to, conduct in class, in the salon or on a field trip. Unsatisfactory conduct includes, but is not limited to, cheating, plagiarism, other forms of academic dishonesty, flagrant violation of instructor direction, actions disruptive to the on-going teaching and learning process, inhumane treatment of animals, sexual harassment, bullying, violence, theft, possession of weapons, alcohol or drugs, or being under the influence of alcohol or drugs.

A student subject to class drops for condition(s) noted in the above may be counseled by the Instructor and the Academy President and given a chance to improve, except when the violation is so flagrant that immediate suspension from class is in order.

If a student is counseled for improvement but there is insufficient improvement in the judgment of the Instructor and the Academy President, or if immediate suspension appears to be in order, a signed class drop form and a written report on the incident will be submitted to the Academy and kept with the Student's Records. The Academy President and Academy Vice President will obtain and review information available and take action deemed appropriate. The Academy Vice President will inform the student of due process rights if the class drop or other discipline is imposed.

### **Withdrawal**

If the student needs to take a leave of absence due to extenuating circumstances beyond their control, they may do so at any time. The student must submit a request for a leave of absence in writing to an Academy Instructor or Manager. The student will have one (1) year from the date of withdrawal to return, at the Academy's convenience and depending on availability, to complete their course.

### **GRADUATION REQUIREMENTS**

The student may consider themselves a Graduate of West Coast Grooming Academy upon successful completion of all written and technical exams and receipt of their diploma.

Diplomas are given for successful completion from the Certified Dog Groomer, Advanced Dog Groomer courses. Other courses deemed as "pre-requisites" are given certificates of completion and are required to move forward into higher level classes, if the student chooses to continue their education.

### **HOUSING**

West Coast Grooming Academy does not have dormitory facilities and has no responsibility to find or assist a student in finding housing. Hotels are available nearby for students who would prefer to stay near campus.

#### **Hotels Near Arcadia**

Extended Stay America- \$\$

401 E. Santa Clara St. Arcadia, CA 91006

Ph: (626) 446-6422. Web: [www.ExtendedStayAmerica.com](http://www.ExtendedStayAmerica.com)

Hampton Inn Los Angeles/Arcadia/Pasadena- \$

311 E. Huntington Dr. Arcadia, CA 91006

Ph: (626) 574-5600. Web: [www.Hilton.com](http://www.Hilton.com)

#### **Hotels Near La Verne**

DoubleTree by Hilton Claremont

555 W. Foothill Blvd. Claremont, CA 91711

Ph: (909) 626-2411. Web: [www.Hilton.com](http://www.Hilton.com)

Extended Stay America- Los Angeles- San Dimas- \$\$

601 W. Bonita Ave. San Dimas, CA 91773

Ph: (909) 394-1022. Web: [www.ExtendedStayAmerica.com](http://www.ExtendedStayAmerica.com)

#### **Hotels Near Playa Vista**

Extended Stay America- Los Angeles- LAX Airport- \$\$

6531 S. Sepulveda Blvd. Los Angeles, CA 90045

Ph: (310) 568-9337. Web: [www.ExtendedStayAmerica.com](http://www.ExtendedStayAmerica.com)

Four Points by Sheraton Los Angeles Westside- \$\$

5990 Green Valley Circle, Culver City, CA 90230

Ph: (310) 641-7740. Web: [www.Marriot.com](http://www.Marriot.com)

#### **Hotels Near Santa Monica**

Palm Motel- \$

2020 14th St. Santa Monica, CA 90405

Ph: (310) 452-3861. Web: [www.ThePalmMotel.com](http://www.ThePalmMotel.com)

Santa Monica Motel- \$\$  
2102 Lincoln Blvd. Santa Monica, CA 90405  
(Ph: 310) 392-6806. Web: [www.SantaMonicaMotel.com](http://www.SantaMonicaMotel.com)

### **Hotels Near Studio City**

Mikado Hotel- \$  
12600 Riverside Dr. North Hollywood, CA 91607  
Ph: (818) 763-9141. Web: [www.MikadoHotels.com](http://www.MikadoHotels.com)

Studio City Inn- \$\$  
11733 Ventura Blvd. Studio City, CA 91604  
Ph: (818) 766-9599. Web: [www.StudioCityInnLosAngeles.us](http://www.StudioCityInnLosAngeles.us)

## **INTERNATIONAL STUDENTS**

West Coast Grooming Academy permits enrollment of students from any state or country, as long as the student is able to attain a visa. WCGA is not able to provide visa services, but is prepared to provide proof of the student's enrollment status.

## **JOB PLACEMENT**

Students who have graduated from West Coast Grooming Academy and have received their Certified Dog/Cat Hygienist, Certified Dog/Cat Groomer or Certified Advanced Dog Groomer or Certified Dog Grooming Instructor certifications are eligible for job placement assistance. Our graduates are in very high demand from corporate grooming salons and privately owned salons and mobile grooming businesses alike. The Academy keeps a record of employers requesting to hire our graduates and matches them up with interested WCGA graduates in their local area or who are willing to travel. The Academy is also able to place groomers and bathers with both PetSmart and Petco locations throughout the nation.

## **Standard Occupational Classification Codes**

West Coast Grooming Academy prepares its graduates to meet the qualifications for the following job classification(s) according to the United States Department of Labor's Standard Occupational Classification Codes:

39-2021 Non-farm Animal Caretakers  
Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, orna-

mental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. Excludes "Veterinary Assistants and Laboratory Animal Caretakers" (31-9096).

Illustrative examples: *Dog Groomer, Zookeeper, Kennel Worker, Animal Shelter Worker*

Broad Occupation: 39-2020 Nonfarm Animal Caretakers  
Minor Group: 39-2000 Animal Care and Service Workers  
Major Group: 39-0000 Personal Care and Service Occupations

## **LANGUAGE OFFERINGS**

At this time, West Coast Grooming Academy courses are offered only in English. If the student's native language is not English, the student must demonstrate enough proficiency in English to understand basic instructions and terminology. To assess whether the student is proficient enough in English to be successful in their course, the Academy may require the student to take the Test of English as a Foreign Language (TOEFL).

If the Student is unable to demonstrate enough English language proficiency using TOEFL or the United States Foreign Service Language Rating System, the student may seek approval from the Academy to bring an interpreter/translator with them to class. Any translator/interpreter the Student is approved to bring may not participate in hands-on grooming of any kind and will not receive any kind of credits or certifications.

In the near future, WCGA hopes to add Instructors who are fluent in other languages to accommodate English as a Second Language and non-English speaking students.

At this time, student textbooks are offered only in English.

## **QUESTIONS/COMPLAINTS**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

### **Bureau for Private Postsecondary Education**

1747 N. Market Blvd. Suite 225  
Sacramento, CA 95834

### **Bureau for Private Postsecondary Education**

P.O. Box 980818  
West Sacramento, CA 95798-0818

Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: (888) 370-7589 or (916) 574-8900

Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **RECORDS**

All student records in their original form will be stored at the Academy. All hard copies of student records, with the exception of student transcripts, shall be kept for a period of ten (10) years. All hard copies of student transcripts shall remain with the Academy permanently. Digital copies of student records, including copies of student transcripts, shall also be stored electronically. All digital copies shall be kept permanently in the event of fire or flood.

### **STUDENT GRIEVANCES**

West Coast Grooming Academy promotes a positive work and learning environment based on tolerance, acceptance, compassion and professionalism. Inhumane treatment of animals, bullying, sexual harassment, or hateful remarks on the basis of age, race, gender, sexual orientation, or any other personal attributes will not be tolerated and will result in disciplinary action, including but not limited to dismissal from the course. If the student feels that they have been unjustly treated by a peer, customer, instructor or staff member, they may file a complaint with the Academy Vice President or President. WCGA has an open door policy and encourages students to speak with Academy staff at any time, for any reason, without fear of retribution or judgement. All student grievances are considered private and confidential. If the student is not comfortable speaking with an Academy staff

member directly, they may submit their grievance in writing or via email instead. Emails may be addressed to: [Jessica@WestCoastGroomingAcademy.com](mailto:Jessica@WestCoastGroomingAcademy.com).

### **STUDENT SERVICES**

The following student services are available:

- Business Counseling
- Complimentary Grooming Service for Personal Pets
- Discounted Grooming Services for Family & Friends
- Discounts on Grooming Tools & Equipment
- Educational Workshops
- Field Trips
- Instructor Office Hours for Tutoring
- Job Placement Assistance
- Learning Library & Resources
- Facility Computers, Internet & Wifi
- Unpaid Internships (based on availability)

### **PROBATION, DISMISSAL AND READMISSION**

#### **Academic Probation**

A student shall be placed on academic probation if the student has scored below 50% on over half of their quizzes or fails to submit 25% or more of their assignments. Academic probation may be removed and regular status attained when the student submits all missing assignments and re-takes their failed quizzes, scoring a passing grade.

#### **Academic Dismissal**

A student who is on academic probation shall be subject to dismissal if the student fails to submit their assignments and/or fails to re-take and pass all failed quizzes before the last day of class. Students are notified of their dismissal in person by the Chief Academic Officer. Dismissed students who are enrolled for another course are withdrawn until the failed course is re-taken and completed.

A dismissed student may petition for readmission after a lapse of one semester or more. The student must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted,

the student will be admitted on a second stage academic probation and may have enrollment limitations. If the student is subsequently dismissed a second time due to continued substandard academic performance, a petition for readmission will not be considered until two or more semesters have lapsed. If readmitted following a second dismissal, the student will be placed on a second stage academic probation. If the student is subsequently dismissed a third time, a petition for readmission will not be considered until one year has lapsed.

### **Probation for Unsatisfactory Conduct**

Each student should be thoroughly familiar with the Student Code of Conduct and with regulations of the Academy. Students attending the Academy are expected to maintain satisfactory standards of conduct at all times on the campus and in the community. Satisfactory conduct includes conduct which respects the rights of all individuals, which avoids actions disruptive to the on-going educational program and which does not violate specific prohibitions outlined in the Code of Conduct and Enrollment Agreement.

When it is indicated that conduct is unsatisfactory, the student may be subject to the following: reprimand, disciplinary probation, administrative course withdrawal, suspension or expulsion, as conditions warrant. Unsatisfactory conduct includes, among other things, cheating, plagiarism, hazing, harassment, bullying, conduct disruptive to the teaching-learning process, and cruelty, neglect or inhumane treatment of animals. In addition, falsification of information provided to the Academy is basis for dismissal from a course or from the Academy. Individuals engaged in destructive activities involving any kind of physical or psychological mistreatment of students or animals are subject to prosecution under the California State Law banning hazing, animal cruelty, animal abuse or animal neglect, and to dismissal from the Academy. Penalties for individuals, organizations and institutions can be severe.

### **STANDARDS FOR STUDENT ACHIEVEMENT**

The Standards for Student Achievement are graded on a Pass/Fail basis. Each course has its own minimum standards for completion, which are as follows:

#### Introduction to Dog Grooming: Hybrid Course

Part 1: 60 Hours Completed

Minimum of 75% on the Final Written Exam

Part 2: 60 Hours Completed

Minimum of 80% on Technical Evaluation

#### Certified Dog Groomer Course:

120 Hours Completed

Minimum of 80% on Technical Evaluation

#### Advanced Dog Groomer Course:

60 Hours Completed

Minimum of 80% on Technical Evaluation

#### Introduction to Cat Grooming: Hybrid Course

Part 1: 10 Hours Completed

Minimum of 75% on the Final Written Exam

Part 2: 25 Hours Completed

Minimum of 80% on Technical Evaluation

#### Certified Cat Groomer Course: Hybrid Course

Part 1: 10 Hours Completed

Minimum of 75% on the Final Written Exam

Part 2: 50 Hours Completed

Minimum of 80% on Technical Evaluation

#### Certified Dog Grooming Instructor: Hybrid Course

Part 1: 30 Hours Completed

Minimum of 75% on the Final Written Exam

Part 2: 70 Hours Completed

Minimum of 80% on three (3) Technical Evaluations

After the minimum standards for the student's enrolled course have been achieved, the student will have Passed the course.

### **TRANSFER CREDITS**

West Coast Grooming Academy has not entered into any articulation or transfer agreements with any other colleges or universities, and is unable to accept credit transfers from other colleges, universities, vocational or other grooming schools. There is also no award of credit for prior experiential learning, challenge examinations, achievement tests, or provisions for appeal.

#### **Transferability of Credits Earned**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION



The transferability of credits you earn at West Coast Grooming Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the educational program that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending West Coast Grooming Academy to determine if the educational program will transfer.

### TUITION & FEES

There is a non-refundable \$250 Registration Fee to become a student at West Coast Grooming Academy. Each course is individually priced and listed in the Catalog and Academy Website. Students or former students are expected to meet proper financial obligations due to the Academy. Services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his/her financial obligation to the Academy.

### Schedule of Charges

The Registration Fee and Tuition Deposit are due at the time of enrollment. If needed, the student or third party responsible for payment may make payments on a monthly or bi-monthly basis until the balance of the remaining Tuition is paid. The amount of each payment and the dates each payment is scheduled to be paid on must be arranged at the time of enrollment and be mutually agreed upon. The balance of the remaining Tuition must be fully paid 1 week prior to the first day of class.

The majority of students enrolling at West Coast Grooming Academy enroll in both the Introduction to Dog/Cat Grooming Hybrid Course and the Certified Dog/Cat Groomer Course together, and return after they have had a year or more of grooming experience before enrolling in the Advanced Dog Groomer Course.

INTRODUCTION TO DOG GROOMING: HYBRID COURSE	
List of Institutional Charges	Amount
Introduction to Dog Grooming: Part 1	\$1,750
Introduction to Dog Grooming: Part 2	\$1,750
Registration Fee <i>(non-refundable)</i>	\$250
Tuition Deposit <i>(credited towards overall course tuition)</i>	\$875
State Tuition Recovery Fund <i>(\$2.50 for every \$1,000, non-refundable)</i>	\$7.50
<b>TOTAL CHARGES:</b>	<b>\$3,757.50</b>

CERTIFIED DOG GROOMER COURSE	
List of Institutional Charges	Amount
Certified Dog Groomer Course	\$3,500
Registration Fee* <i>(non-refundable)</i>	\$250
Tuition Deposit <i>(credited towards overall course tuition)</i>	\$875
State Tuition Recovery Fund <i>(\$2.50 for every \$1,000, non-refundable)</i>	\$7.50
<b>TOTAL CHARGES:</b>	<b>\$3,757.50</b>

\* Note: Registration fee is waived if taken within 2 semesters of Introduction to Dog Grooming Course.

ADVANCED DOG GROOMER COURSE	
List of Institutional Charges	Amount
Advanced Dog Groomer Course	\$2,500
Registration Fee* <i>(non-refundable)</i>	\$250
Tuition Deposit <i>(credited towards overall course tuition)</i>	\$875
State Tuition Recovery Fund <i>(\$2.50 for every \$1,000, non-refundable)</i>	\$5.00
<b>TOTAL CHARGES:</b>	<b>\$2,755.00</b>

\* Note: Registration fee is waived if taken within 2 semesters of Certified Dog Groomer Course.

ENTIRE EDUCATIONAL PROGRAM (DOG)	
List of Institutional Charges	Amount
Introduction to Dog Grooming Hybrid Course	\$3,500
Certified Dog Groomer Course	\$3,500
Advanced Dog Groomer Course	\$2,500
Registration Fee* (non-refundable)	\$250
Tuition Deposit (credited towards overall course tuition)	\$2,375
State Tuition Recovery Fund (\$2.50 for every \$1,000, non-refundable)	\$22.50
<b>TOTAL CHARGES:</b>	<b>\$9,772.50</b>

\* Note: Registration fee is waived if taken within 2 semesters of Introduction to Dog Grooming Course.

INTRODUCTION TO CAT GROOMING: HYBRID COURSE	
List of Institutional Charges	Amount
Introduction to Cat Grooming: Part 1	\$1,250
Introduction to Cat Grooming: Part 2	\$1,250
Registration Fee (non-refundable)	\$250
Tuition Deposit (credited towards overall course tuition)	\$625
State Tuition Recovery Fund (\$2.50 for every \$1,000, non-refundable)	\$5.00
<b>TOTAL CHARGES:</b>	<b>\$2,755.00</b>

CERTIFIED CAT GROOMER: HYBRID COURSE	
List of Institutional Charges	Amount
Certified Cat Groomer Course: Part 1	\$1,250
Certified Cat Groomer Course: Part 2	\$1,250
Registration Fee* (non-refundable)	\$250
Tuition Deposit (credited towards overall course tuition)	\$625
State Tuition Recovery Fund (\$2.50 for every \$1,000, non-refundable)	\$5.00
<b>TOTAL CHARGES:</b>	<b>\$2,755.00</b>

\* Note: Registration fee is waived if taken within 2 semesters of Introduction to Cat Grooming Course or any Certified Dog Groomer program.

ENTIRE EDUCATIONAL PROGRAM (CAT)	
List of Institutional Charges	Amount
Introduction to Cat Grooming: Hybrid Course	\$2,500
Certified Cat Groomer Course	\$2,500
Registration Fee* (non-refundable)	\$250
Tuition Deposit (credited towards overall course tuition)	\$1,250
State Tuition Recovery Fund (\$2.50 for every \$1,000, non-refundable)	\$12.50
<b>TOTAL CHARGES:</b>	<b>\$5,252.50</b>

CERTIFIED DOG GROOMING INSTRUCTOR: HYBRID COURSE	
List of Institutional Charges	Amount
Certified Dog Grooming Instructor: Part 1	\$10,000
Certified Dog Grooming Instructor: Part 2	\$15,000
Registration Fee (non-refundable)	\$250
Tuition Deposit (credited towards overall course tuition)	\$6,250
State Tuition Recovery Fund (\$2.50 for every \$1,000, non-refundable)	\$62.50
<b>TOTAL CHARGES:</b>	<b>\$25,312.50</b>

ADDITIONAL INSTITUTIONAL CHARGES	
List of Institutional Charges	Amount
† Dog Grooming Tool Kit (optional but recommended for employment)	\$750-\$1,050 + tax
† Cat Grooming Tool Kit (optional but recommended for employment)	\$250-\$750 + tax
‡ Grooming Smock (optional but recommended)	\$35 each + tax

† Note: Grooming tool kits are recommended for employment due to the fact that employers may expect you to have your own tool kit when you begin your career.

‡ Note: Grooming tool kits and smocks are optional and may be purchased at any time during the course. We recommend purchasing two grooming smocks in the event one gets dirty during class.

### Instructional Materials Fee

Students enrolled in grooming courses may wish to purchase certain materials including, but not limited to, text-

books, tools and clothing. Student tool kits are available for purchase if the student wishes to acquire their own. Each purchased tool kit comes with a smock. Additional smocks are available for purchase separately. Tool kits and smocks vary in price and include state sales tax. Student tool kits are available for rent, free of charge. Rented tool kits may not leave campus.

### **Refunds**

To cancel their Enrollment Agreement or withdraw from the Academy and obtain a refund of charges paid, the student must submit a request for a refund in writing to the Academy President or Academy Vice President. If the class has already begun and the student has completed less than 60% of the course, refunds will be pro-rated from the first day of class up through the student's last day of attendance. If the student has completed more than 60% of the course, the Student is no longer eligible for a refund.

For Part 1 of the Introduction to Dog Grooming hybrid course, the amount owed will be equal to the percentage of the program completed (\$29.17 per 1% of course completed). For Part 2 of the Introduction to Dog Grooming hybrid course, the amount owed will be equal to the daily charge for the program (\$109.38/day) multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. (For example: if a student completes Part 1 of the course and 1 day of hands-on training in Part 2, they will receive \$1859.38).

### **Student's Right to Cancel**

The student has the right to cancel their enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any moneys paid through a third party, will be returned to the third party payer according to the Refund Policy. To cancel the enrollment agreement or withdraw from the Academy and obtain a refund, the Student must notify an Academy Instructor or Manager in writing, following the Refund Policy as outlined in this Agreement.

### **Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suf-

fered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

### **Student Tuition Recovery Fund (STRF) Disclosures**

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Financial Aid**

At this time, WCGA does not eligible accept Federal Financial Aid. WCGA does accept State Financial Aid through accepted third party funding.

### **Financial Aid Refund Policy**

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any moneys paid through a third party, will be returned to the third party payer according to the Refund Policy. To cancel the

enrollment agreement or withdraw from the Academy and obtain a refund, the Student must notify an Academy Instructor or Manager in writing, following the Refund Policy as outlined in this Agreement.

### **Credit/Money Lending/Personal Loans**

If the student obtains a personal loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student defaults on a federal or state loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. The Institution does not, at this time, extend credit or lend money to an individual

# COURSES OFFERED



## Semester Start Dates

### Arcadia

Winter 2021..... October 13, 2021  
 Spring 2022..... February 2, 2022  
 Summer 2022..... May 4, 2022  
 Fall 2022..... August 3, 2022

### Playa Vista

Winter 2021..... November 13, 2021  
 Spring 2022..... March 3, 2022  
 Summer 2022..... June 4, 2022  
 Fall 2022..... September 3, 2022

### La Verne

Spring 2022..... June 13 2, 2022  
 Summer 2022..... September 12, 2022  
 Fall 2022..... October 5, 2022

### Santa Monica

Spring 2022..... July 6, 2022  
 Summer 2022..... August 1, 2022  
 Fall 2022..... October 31, 2022

### Studio City

Summer 2022..... June 27, 2022  
 Fall 2022..... September 26, 2022

*Dates may be subject to change.*

## INTRODUCTION TO DOG GROOMING COURSE

**Description:** This is a hybrid course that is taken in two parts, with one part conducted at home either via textbook or online, and the other part taken on campus. The at-home portion of the course is designed to provide the student with foundational knowledge of dogs, AKC breeds, colors and coat types, AKC breed groups, canine nutrition, handling and safety around dogs, reading canine body language and canine behavior. The on-campus portion of the course is designed to provide the student with the hands-on training and instruction required to become a professional dog bather. The student will be introduced to common tools, equipment and products used by groomers, salon etiquette, communicating with co-workers and pet parents, and proper pre-grooming, bathing, drying and brushing procedures.

To complete the written portion of the course, the student must score an 80% or higher on the final written exam and score 60% or higher on all assignments and quizzes (6). To complete the hands-on portion of the course, the student must complete a minimum of **60 hours** of hands-on experience, to be performed both on-campus and during field trips to a WCGA participating Animal Shelter. The student must also score a minimum of 55 points out of 70 points on the Final Technical Evaluation, in which they must bathe a dog to completion without assistance. This course does not require internships or externships.

Completion of this course is a pre-requisite for the Certified Dog Groomer Course. Upon completion of this course, the student is eligible for job assistance to seek employment as a Bather or Pet Hygienist (*title may vary by location*).

### Curriculum Includes:

- AKC Dog Groups
- AKC Dog Breeds
- Canine Anatomy
- Canine Body Language & Stress Signals
- Animal Handling & Safety
- Breed Standard Grooming Styles
- Grooming Tools & Equipment
- Safety & Sanitation Protocols
- Tool Cleaning & Maintenance
- Introductory Grooming Procedures
- Hygienist Tools & Equipment
- Salon Etiquette & Teamwork
- Dog Anatomy & Behavior
- Animal Handling & Safety
- Dog Breeds, Colors & Coat Types
- Grooming Products (Shampoos, Conditioners, Sprays, etc)
- Identification of Common Skin Conditions

- Parasite Identification & Treatment
- Pre-Grooming Assessment & Check-In Procedures
- Pre-Grooming Preparation (Nails, Sanitaries, Paw Pads)
- Bathing Procedures & Anal Gland Expression
- Drying Techniques
- Brushing, De-Tangling & De-Matting
- Making Bows and Bandanas
- Booking Appointments & Check-Out Procedures
- Customer Service Basics
- Cleaning & Disinfection Protocols

**Pre-Requisite:** None

**Format:** Both at-Home via Textbook or Online and Hands-On Taken On-Campus

**Duration:** The at-home portion of the course is Self-Paced; the student will have up to 3 months to complete the textbook learning or online course and submit all assignments to the Instructor. Quizzes may be taken either on campus or online. The Final Written Exam must be taken On Campus. The student will be on-campus for 4 hours per day, Monday-Thursday, for 4-weeks to complete the hands-on portion of the course.

**Cost:** \$3,750 (*includes testing and non-refundable registration fees*).

**Program Outcomes:**

- 1) Certified Pet Hygienist certificate received.
- 2) Ability to build trust with potential clients by demonstrating knowledge and understanding of dogs.
- 3) Adequately prepared to follow the steps necessary to groom dogs.
- 4) Adequately and safely bathe, dry, brush and do pre-grooming work on dogs.
- 5) Build familiarity and confidence with the tools and equipment required to groom dogs.
- 6) Identify common skin conditions and treat common external parasites.
- 7) Identify individual dog breeds and their characteristics and make adjustments to how each dog can best be handled.
- 8) Work with dogs safely and without incident.

**Semesters Offered:** Winter, Spring, Summer, Fall

*Disclosure:* The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.



**CERTIFIED DOG GROOMER COURSE**

**Description:** This course is designed to provide students with the instruction and hands-on experience grooming dogs within an actual salon environment. The student will learn how to properly bathe dogs and style their hair according to breed standard and owner requests. The student will work with dogs of a wide variety of breeds, coat types and temperaments, as well as gain experience working with peers and communicating with pet parents. This invaluable experience will prepare the student for providing exemplar customer service and high quality grooming services in their future careers endeavors. Upon completion of this course as well as the Introduction to Dog Grooming hybrid course, the student will be eligible for job placement assistance and will be able to work in any dog grooming salon or veterinary office as a Certified Dog Groomer.

To complete this course, the student must complete a minimum of 120 hours of hands-on experience, to be performed both on-campus and during field trips to a WCGA participating Animal Shelter. The student must also score a minimum of 75 points out of 100 points on the Final Technical Evaluation, in which they must groom a dog to completion without assistance. This course does not require internships or externships, but 2-month long internships with the Academy may be applied for, if available.

**Curriculum Includes:**

- Review of Pet Hygiene Basics
  - Review of Proper Bathing, Drying & Brushing Techniques
  - Introduction to Clippers, Blades and Guard Combs
- 
- Disinfection Protocols for Grooming Tools & Equipment
  - Basic Clipper and Nail Grinder Repair & Maintenance
  - Use & Maintenance of Tools
  - Guard Comb Comparison Charts
  - Body Contour Cuts (i.e. Shave Downs) Hands-On Practice
  - The 10 Danger Zones
  - Avoiding the Bite Zone & Reading Stress Signals
  - Advanced De-matting
  - Communicating with Pet Parents
  - Breed Profiles
  - Common Breed Health Concerns
  - Functions of the Coat
  - Steps to Grooming a Dog
  - Breed Standard Hair Cuts & Styles
  - Creative Interpretation & Effective Communication
  - Customer Service & Relations
  - Safe Puppy Grooming
  - Grooming Senior/Disabled/Special Needs Dogs
  - Canine Personalities & Temperaments
  - Canine Nutrition
  - Business Management
  - Marketing & Customer Retention
  - Introduction to Advanced Grooming Styles

**Pre-Requisite:** (1) Completion of the Introduction to Dog Grooming Hybrid Course, and (2) Completion of the Introduction to Dog Grooming Course.

**Format:** Hands-on class on campus.

**Duration:** 8-weeks for 4 hours per day, Mondays-Thursdays.

**Cost:** \$3,750 (includes testing and non-refundable registra-

tion fees). Registration fee waived if course is taken within 2 semesters of Introduction to Dog Grooming.

**Program Outcomes:**

- 1) Certified Dog Groomer certificate received.
- 2) Ability to build trust with potential clients by demonstrating knowledge and understanding of dogs.
- 3) Adequately and safely groom dogs of a variety of breeds and temperaments.
- 4) Comfortably use the tools, products and equipment required to groom dogs.
- 5) Handle a wide variety of dog temperaments and personalities.
- 6) Work with dogs safely and without incident.
- 7) Communicate effectively with pet parents.
- 8) Job placement assistance
- 9) Have a clear pathway to business ownership.

**Semesters Offered:** Winter, Spring, Summer, Fall

*Disclosure:* The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.

**ADVANCED DOG GROOMER COURSE**

**Description:** This course is designed to provide the student with the instruction and hands-on instruction required to achieve advanced level dog grooming skills to become an Advanced Professional Dog Groomer. This course, along with the Introduction to Dog Grooming Hybrid Course and the Certified Dog Groomer Course, the student will be able

to seek employment in any dog grooming facility or veterinary office as a Certified Advanced Dog Groomer.

To complete this course, the student must complete a minimum of 60 hours of hands-on experience, to be performed both on-campus and during field trips to a WCGA participating Animal Shelter. The student must also score a minimum of 55 points out of 70 points on the Final Technical Evaluation, in which they must groom a dog to completion without assistance. This course does not require internships or externships, but 2-month long internships with the Academy may be applied for, if available.

**Curriculum Includes:**

- Review of Hygienist Tools, Maintenance & Disinfection
- Review of Grooming Tools, Maintenance & Disinfection
- Review of Grooming Products
- Dog Anatomy & Behavior
- Safe Animal Handling
- Dog Breeds, Colors & Coat Types
- Breeds, Temperaments & Personalities
- Review of Pre-Grooming, Bathing, Drying & Brushing Procedures
- Review of Full Body Contour Cuts (Puppy Cut, Lamb Cut, Breed Cuts, etc)
- Identification and Treatment of Parasites
- Review of Common Skin Conditions & Breed Health Concerns
- Review of Danger Zones & Avoiding the Bite Zone
- Advanced De-matting & De-pelting
- Functions of the Coat & Skin Care
- Creative Interpretation/Effective Communication
- Review of Breed Styles (Terrier, Poodle, Spaniel, Shih Tzu, etc)
- Review of Senior/Disabled/Special Needs Dog Grooming
- Review of Puppy Grooming
- Hand-Stripping the Terrier Coat

- Barber Rolling
- Creative Hair Dying & Hair Styles
- Introduction to Show Grooming
- Advanced Grooming Techniques
- Canine Nutrition
- Business Management
- Marketing & Customer Retention

**Pre-Requisite:** (1) Completion of the Introduction to Dog Grooming Hybrid Course and (2) Completion of the Certified Dog Groomer Course.

**Format:** Hands-on class on campus.

**Duration:** 4-weeks for 4 hours per day, Mondays-Thursdays.

**Cost:** \$2,750 (includes testing and non-refundable registration fees). Registration fee waived if course is taken within 2 semesters of Dog Groomer Certification Course.

**Program Outcomes:**

- 1) Certified Advanced Dog Groomer certificate received.
- 2) Ability to build trust with potential clients by demonstrating expert knowledge and understanding of dogs.
- 3) Adequately prepared to groom dogs to show quality standards
- 4) Expertly use the tools and equipment required to groom dogs using advanced techniques.
- 5) Confidence to begin wading into the world of competitive dog grooming.
- 6) Ability to satisfactorily execute creative grooming techniques.
- 7) Work with dogs safely and without incident.

**Semesters Offered:** Summer, Winter.

*Disclosure:* The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.

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## INTRODUCTION TO CAT GROOM- ING: HYBRID COURSE

**Description:** This is a hybrid course that is taken in two parts, with one part conducted at home either via textbook or online, and the other part taken on campus. The at-home portion of the course is designed to provide



the student with foundational knowledge of cats, CFA & TICA breeds, colors and coat types, feline care, nutrition, handling, safe handling, reading feline body language and behavior. The on-campus portion of the course is designed to provide the student with the hands-on training and instruction required to become a professional cat bather. The student will be introduced to common tools, equipment and products used by cat groomers, salon etiquette, communicating with pet parents, and proper pre-grooming, bathing, drying and brushing procedures.

To complete the written portion of the course, the student must score an 75% or higher on the final written exam and complete the online course or textbook work. To complete the hands-on portion of the course, the student must complete a minimum of **25 hours** of hands-on training, to be performed both on-campus. The student must also score a minimum of 80% on the Final Technical Evaluation, in which they must bathe a cat to completion without assistance. This course does not require internships or externships, but internships with the Academy may be applied for, if available.

Completion of this course is a pre-requisite for the Certified Cat Groomer Course. Upon completion of this course, the student is eligible for job assistance to seek employment as a Cat Bather or Cat Hygienist (*title may vary by location*).

### **Curriculum Includes:**

- CFA & TICA Cat Breeds
- Feline Anatomy & Behavior

- Coat Colors & Coat Types
- Feline Body Language & Stress Signals
- Feline Handling & Safety
- Standard Cat Hygiene Services
- Cat Grooming Tools & Equipment
- Safety & Sanitation Protocols
- Tool Cleaning & Maintenance
- Salon Etiquette & Teamwork
- Grooming Products (Shampoos, Conditioners, Sprays, etc)
- Identification of Common Skin Conditions
- Parasite Identification & Treatment
- Pre-Grooming Assessment & Check-In Procedures
- Pre-Grooming Preparation (Nails & Sanitaries)
- Bathing & Drying Techniques
- Brushing, De-Tangling & De-Matting
- Customer Service Basics

**Pre-Requisite:** None

**Format:** Both at-Home via Textbook or Online and Hands-On Taken On-Campus

**Duration:** The at-home portion of the course is Self-Paced; the student will have up to 3 months to complete the textbook learning or online course and submit all assignments to the Instructor. Quizzes may be taken either on campus or online. The Final Written Exam must be taken on campus. The student will be on-campus for 6 hours per day, one day per week, for 4-weeks to complete the hands-on portion of the course.

**Cost:** \$2,750 (*includes testing and non-refundable registration fees*).

### **Program Outcomes:**

- 1) Certified Cat Bather certificate received.
- 2) Ability to build trust with potential clients by demonstrating knowledge and understanding of cats.
- 3) Adequately prepared to follow the steps necessary to continue onto the Certified Cat Groomer Course.
- 4) Adequately and safely bathe, dry, brush and perform hygiene trims on cats.
- 5) Build familiarity and confidence with the tools and equipment required to groom cats.

the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.

## **CERTIFIED CAT GROOMER COURSE**

**Description:** In this course, the student will learn how to properly bathe cats and style cat's hair according to what is necessary for the cat with consideration to owner requests. The student will work with a wide variety of breeds, coat types and



temperaments, as well as gain experience communicating with pet parents. Upon completion of this course as well as the Introduction to Cat Grooming hybrid course, the student will be eligible for job placement assistance and will be able to work in any pet grooming salon or veterinary clinic that services cats. Certified Cat Groomer. Certified Cat Groomers are also more likely to be hired by salons if they have received their Certified Dog Groomer title as well.

To complete this course, the student must complete a minimum of **50 hours** of hands-on experience, to be performed both on-campus. The student must also score a minimum of 75% on the Final Written Exam and 80% points on the Final Technical Evaluation, in which they must groom a cat to completion without assistance. This course does not require internships or externships, but internships with the Academy may be applied for, if available.

### **Curriculum Includes:**

- Review of Cat Hygiene Basics
- Review of Proper Bathing, Drying & Brushing Techniques
- Introduction to Clippers, Blades and Guard Combs
- Disinfection Protocols for Grooming Tools & Equipment
- Lion Cut & Kitten Cut Hands-On Practice
- Safety Around Danger Zones

- Avoiding the Bite Zone & Reading Stress Signals
- Advanced Mat Removal
- Communicating with Pet Parents
- Breed Profiles
- Common Breed Health Concerns
- Functions of the Coat
- Steps to Grooming a Cat
- Customer Service & Relations
- Safe Kitten Grooming
- Grooming Senior/Disabled/Special Needs Cats
- Feline Personalities & Temperaments
- Feline Nutrition
- Business Management & Pricing
- Marketing & Customer Retention

**Pre-Requisite:** (1) Completion of the Introduction to Cat Grooming Hybrid Course, and (2) Completion of the Introduction to Cat Grooming Course.

**Format:** Hands-on class on campus.

**Duration:** 8-weeks for 6 hours per day, one day per week.

**Cost:** \$2,750 (includes testing and non-refundable registration fees). Registration fee waived if course is taken within 2 semesters of Introduction to Cat Grooming.

### **Program Outcomes:**

- 1) Certified Cat Groomer certificate received.
- 2) Ability to build trust with potential clients by demonstrating knowledge and understanding of cats.
- 3) Adequately and safely groom cats of a variety of breeds and temperaments.
- 4) Comfortably use the tools, products and equipment required to groom cats.
- 6) Work with cats safely while minimizing risk of incident.
- 7) Communicate effectively with pet parents.
- 8) Job placement assistance
- 9) Have a clear pathway to business ownership.

**Semesters Offered:** Winter, Spring, Summer, Fall

**Disclosure:** The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or



## **CERTIFIED DOG GROOMING INSTRUCTOR COURSE**

**Description:** This course is designed to provide experienced groomers with the instruction and tools need to teach WCGA Certified Dog Grooming Programs in WCGA Satellite Campus locations. The student will learn how to properly bathe and style dogs to WCGA standards, and how to manage their classrooms, how to teach WCGA curriculum, how to find grooming clients, how to schedule according to the student's needs, conflict resolution, and how to track and manage student progress to graduation. The student will work with cats of a wide variety of dogs and students, and gain valuable experience teaching in a real classroom setting. Upon completion of this course as well as the Dog Groomer Certification course, the student will be eligible to teach WCGA dog grooming programs in any WCGA Satellite Campus location.

To complete this course, the student must complete a minimum of **100 hours** of hands-on training, to be performed both on-campus and other participating WCGA Satellite campuses. The student must also score a minimum of 75% points on the three Technical Evaluations, in which they must execute a First Day of Class Orientation and grooming demo, a Haircut Demo, and a Last Day of Class demo unassisted. This course does not require internships or externships.

### **Curriculum Includes:**

- Introduction to Dog Grooming: Hybrid Course
- Dog Groomer Certification Course

- Review of Proper Bathing & Styling Techniques
- Disinfection Protocols for Grooming Salons
- Emergency & Safety Protocols for the Classroom
- Teaching Adult Learners
- Overview of Student Personality Types
- Overview of Teaching Students w/ Learning Disabilities
- Business Management & Pricing
- Scheduling & Sourcing Student Dogs
- Consultations & Enrollment Procedures
- Internships
- Customer Service & Relations
- Marketing & Customer Retention

**Pre-Requisite:** (1) Completion of the Introduction to Dog Grooming Hybrid Course, and (2) Completion of the Introduction to Dog Grooming Course.

**Format:** Hands-on class on campus.

**Duration:** 12-weeks for 6 hours per day, one day per week.

**Cost:** \$25,262.50 (includes testing and non-refundable registration fees). Registration fee waived if course is taken within 2 semesters of Dog Groomer Certification Course.

### **Program Outcomes:**

- 1) Certified Dog Groomer certificate received.
- 2) Certified Dog Grooming Instructor certificate received.
- 3) Ability to manage a classroom, administer tests and teach curriculum to WCGA standards.
- 4) Adequately and safely teach students to groom dogs of a variety of breeds and temperaments.
- 5) Comfortably use the tools, products and equipment required to groom cats.
- 6) Teach students with a wide variety of backgrounds, temperaments and personalities.
- 7) Communicate effectively with students and pet parents.
- 8) Pet First Aid & CPR training received.

**Semesters Offered:** By appointment.

**Disclosure:** The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.