

# National Cat Groomers School

## Student Catalogue

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September 1, 2011

Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201.  
803-737-2260

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Please note: The National Cat Groomers School was founded and is operated by Danelle German, the founder of the National Cat Groomers Institute of America, Inc. Ms. German also serves as director and an instructor at the National Cat Groomers School. Ms. German wrote the cat grooming standards for the NCGIA, Inc. and designed the certification program. She serves on the NCGIA, Inc. Board of Directors and is a certifier/instructor.

All monies paid for certification exams go to the National Cat Groomers Institute of America, Inc, which is a for-profit association.

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## Faculty and Staff

### Danelle German, Director/Instructor

Certified Feline Master Groomer, National Cat Groomers Institute of America, 2007

Certified Feline Creative Groomer, National Cat Groomers Institute of America, 2007

### Juli Anderson, Instructor

Certified Feline Master Groomer, National Cat Groomers Institute of America, 2009

Certified Feline Creative Groomer, National Cat Groomers Institute of America, 2009

### Elizabeth Boles, Instructor's Assistant, Instructor

Veterinary Technician, 2006

Bachelor of Science Business Management, Clemson University, 2010

CPR/First Aid Instructor, American Red Cross, 2011

Certified Feline Master Groomer, National Cat Groomers Institute of America, 2011

Certified Feline Creative Groomer, National Cat Groomers Institute of America, 2011

### Olivia German, Instructor

Certified Feline Master Groomer, National Cat Groomers Institute of America, 2007

### Dana Goos, Office Administrator

## **Statement of Purpose**

The National Cat Groomers School exists to teach and train others to master the art of feline grooming.

The purpose is to equip groomers to handle cats as safely as possible and to teach them the methods of producing the best grooming results possible. It is our endeavor to teach groomers in a way that gives them a broad knowledge of feline breeds, colors, coat types, temperaments, anatomy, common health issues, grooming elements, and handling techniques. In doing so, those who complete our program will be equipped to meet the demands of the cat-owning public and to do so with more confidence.

## **Description of Facility**

The National Cat Groomers School is located in the historic part of downtown Greenville, S.C., a few blocks from Falls Park and the heart of the West End. Ample parking is available.

The school is housed in an historic older home built in the early 1900s, complete with original hardwood floors and other original features that help preserve the quaintness of yesteryear.

The two-story, 3800 square foot facility houses a reception area, administrative offices, kitchen, laundry room, handicap-accessible bathroom, and a classroom/library on the ground floor. The upper floor consists of a bathing room, drying room, and grooming area.

The school is fully equipped with state-of-the-art grooming equipment necessary to groom cats effectively. The bathing room is outfitted with Forever Stainless Mini Tubs. The drying room is outfitted with Catty Shack Vac™ drying systems and Romani dryers. The classroom has 10 complete work stations outfitted with cat grooming tables, Clipper Vacs, and storage for grooming equipment. The classroom is also equipped with a projector and screen for use during lectures.

The classrooms are designed for a max capacity of 10 students.

The school facility is approximately 15 miles from the Greenville-Spartanburg Airport. (See attached map and directions)

Restaurants and shops are within walking distance (approximately .5 miles).

Lodging accommodations are approximately one mile away.

## Lodging

The National Cat Groomers School has an agreement with the **Westin Poinsett Hotel** located in downtown Greenville, approximately one mile from the school. You must mention you are a student of the National Cat Groomers School in order to receive the special rate of \$85.00 per night (not including taxes). It includes transportation to and from the Greenville-Spartanburg airport and daily transportation to and from the school.

Room rate also includes wireless internet service.

The historic Westin Poinsett is located in the heart of downtown Greenville and provides access to on-site dining as well as a variety of shopping, dining, and entertainment within close walking distance. It is approximately two blocks from the beautiful Reedy River and Falls Park. The Westin Poinsett is the Upstate's only four diamond hotel.

### **Westin Poinsett**

120 S. Main Street  
Greenville, SC 29601  
864-421-9700  
[www.westinpoinsettgreenville.com](http://www.westinpoinsettgreenville.com)

**To reserve a room at the Westin Poinsett, contact Sharon Rivers directly:**

**Sharon Rivers, Westin Poinsett Sales Dept.**

Sharon.Rivers@westingreenville.com

**864-250-7905**

Contact the school if you are interested sharing a room with another student.

## Tuition and Fees

Tuition (2011)	\$1784.00
Curriculum materials	\$546.00*
Required Tool Kit	\$130.00
CPR/First Aid Course	<u>\$100.00</u>
<b>Total cost:</b>	<b>\$2560.00**</b>

\*Credit will be given for materials already purchased. It is beneficial for students to pre-purchase the curriculum materials ahead of time and begin reading and/or studying these items prior to the start of the course. All items should be brought to the first day of class.

These materials include:

Set of four DVDs  
Set of four Study Packets  
Breed flashcards  
Color flashcards  
Breed poster  
*Ultimate Cat Groomer Encyclopedia*

\*\*The tuition listed above does NOT include exam costs required for CFMG™ (Certified Feline Master Groomer™) certification. Please see the certification publication for more information.

A signed Student Enrollment Agreement and a \$600.00 deposit are required to reserve attendance at the National Cat Groomers School. Payment in full is due no later than 45 days prior to the course session start date.

Tuition payments can be made by these methods:

- Check made payable to National Cat Groomers School.
- Credit Card (Visa, MC, or Discover) paid by phone to the National Cat Groomers School office 864-271-7430.
- Money Order payable to National Cat Groomers School.

## Admission Requirements

Admission to the National Cat Groomers School requires submission of:

Student Enrollment Agreement with a specific available course start date

\$600 deposit (or payment in full if less than 45 days from start date)

Signed Hold Harmless Agreement

Signed Student Responsibility Agreement

Payment in full is required no less than 45 days before the start date of the course session a student will attend. If less than 45 days prior to the start of a course session, admission will be accepted only if space is available, payment is made in full, and the administration deems that an exception for timely enrollment can be made.

The Student Enrollment Agreement and other forms may be submitted via fax, mail, or email.

National Cat Groomers School  
701 Pendleton Street  
Greenville, SC 29601  
info@nationalcatgroomers.com  
Fax: 864-271-7828

Students must be at least 17 years of age or older.

No previous grooming experience or groomer training is required.

No previous post-secondary education is required.

A high school diploma is preferred, but not required.

## **Course Credits**

The National Cat Groomers School does not grant credit for previous education or training.

The National Cat Groomers School makes no claim or guarantee that credits earned will transfer to another institution.

## **Occupational Objectives**

Each two-week course will cover:

Feline health and anatomy

Breeds and colors

Working with different coat types

Understand feline temperaments

Safe handling skills

Feline grooming needs

Product, tool, equipment usage

CPR and pet first aid

Grooming elements

Hands-on grooming

Business management

Starting and growing your feline grooming business

Marketing your business

The course is designed to give each student theory and hands-on practice to make them proficient and skilled cat groomers. The course covers topics and information that are necessary for building a sizable cat grooming business.

## **Graduation Requirements**

A student must attend the 60-hour course and complete all assignments in order to receive a Certificate of Completion.

### **Optional Certification Available:**

Optional certification is available through the National Cat Groomers Institute of America, Inc. In order to receive the Certified Feline Master Groomer™ (CFMG™) title, a student must complete the nine (9) exams required for certification by the National Cat Groomers Institute of America, Inc. and receive an 85% or higher passing grade on all exams. There is an additional cost for the nine (9) certification exams (Please see National Cat Groomers Institute of America, Inc. certification publication for more information.)

In order to receive the Certified Feline Creative Groomer™ (CFCG™) title, a student must first earn the CFMG™ title and then take the Creative Grooming Practical Exam and receive an 85% or higher passing grade. There is an additional cost for this exam. (Please see National Cat Groomers Institute of America, Inc. certification publication for more information.)

A certificate/s will be awarded on the final day of class for any accomplishments, as applicable.

## Program Description

The program consists of 60 hours total classroom time. The course is two weeks long, meeting Monday through Friday of each week. Class begins promptly at 8:30 AM each day and ends at 3:00 PM each day. A half hour lunch time is scheduled into each day.

Lecture/classroom work, as well as hands-on grooming, make up the entire course.

### Subjects include:

- Feline health and anatomy
- Breeds and colors
- Working with different coat types
- Understand feline temperaments
- Safe handling skills
- Feline grooming needs
- Product, tool, equipment usage
- CPR and pet first aid
- Grooming elements
- Hands-on grooming
- Business management
- Starting and growing your feline grooming business
- Marketing your business
- Creative Grooming (optional for those seeking CFCG™ certification)

Each student will have the opportunity to groom 15-17 cats during the course.

Assignments will be given that may require some homework time after class hours.

## **Course Dates**

2012

January 9 – 20

February 6-17

March 12-23

May 7-18

July 16-27

August 20-31

October 8-19

November 5-16

## **Attendance and Conduct**

All students are expected to attend during scheduled class hours. In order to benefit from the course, a student should make every effort to be on time, attend all classes, complete all assignments, and take all exams (optional).

**Tardiness:** a student will be marked TARDY if he/she is more than five minutes late for the beginning of class each day.

**Absences:** A student who is absent for more than two days during the course session will not receive a certificate of completion unless extenuating circumstances are the cause of such absences and all work is made up. Each situation will be determined on a case-by-case basis by the director and staff.

**Makeup Work:** Due to the nature of the course, especially the the hands-on work involved, makeup work will be difficult, if not impossible, to accomplish. If extenuating circumstances prevent a student from attending class, every effort will be made to provide an opportunity for makeup work for that student. However, no hands-on grooming makeup work will be provided.

**Conduct:** All students are expected to show respect to fellow students, staff, instructors, cats, and school property at all times. Any student who displays behavior that is deemed unprofessional or may cause harm to other students, staff, faculty, cats, clients, or any others, will be expelled and must immediately leave the school property. Refund policies will be in effect in such an event.

**Re-entry:** Any student who, for any reason, is unable to complete the course session may be admitted to another session as space is available. The director and school administration retains the right to deny any student re-entry as determined by the reason the original course session was not completed. A student who wishes to re-enter the program must follow the admission procedures and pay the required tuition and fees.

## **Standards of Progress**

No grading system is used for lecture assignments or hands-on grooming work. Verbal critique will be given to students during all hands-on grooming work. Written assessment reports will be given to each student at the end of each week of the course session.

Each student's progress is measured by the instructor during the class. Notes will be kept on each student's work and shared with the student throughout the course so that the student can better master each skill that is being taught.

In order to graduate from the National Cat Groomers School, a student must attend the entire course and participate in all lectures, activities, and hands-on work.

Student records will be maintained for 50 years.

## **Cancellation and Refund Policy**

The cancellation/refund policy is as follows:

A full refund will be given for monies paid for tuition, CPR/First Aid, and tool kit if cancellation is within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of receipt of signed enrollment agreement by the school or if the student is not accepted by the institution. Refunds for books and curriculum materials will only be given if all books and curriculum materials are returned in new condition, without damage of any kind.

Cancellation must be presented in writing to the National Cat Groomers School office by fax, email, or standard mail service.

A prorated refund, less a \$100 administrative fee, of monies paid for tuition will be refunded if a student withdraws during the first week of the two-week course session and up to the end of the teaching day on the sixth day of the course (this is equal to 60% of the course session). No refunds for tuition will be given after 60% of the course session has been completed.

No refunds will be given for the Pet CPR/First Aid course beyond the 72 hour cancellation period from date of enrollment, as the school is required to make pre-payment to the American Red Cross for this course.

Once the course has begun, no refunds will be given to students for monies paid for curriculum materials and tool kits as they will have been used.

A prorated refund, less a \$100 administrative fee, of monies paid for tuition only will be given for students who must withdraw from the course session beyond 60% of the course duration due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of the program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active duty military service.

Refunds shall be paid within forty days after the effective date of termination.

## **Job Placement Assistance**

From time to time the National Cat Groomers School is contacted by grooming salon owners looking for trained employees. Referrals will be made for those students who have completed the cat grooming course.

Cat owners contact the National Cat Groomers School on a regular basis, looking for a trained cat groomer. The National Cat Groomers School refers these cat owners to those who have completed our training course and have achieved a certain level of quality.

No other job placement assistance is guaranteed. Enrollment in or completion of the National Cat Groomers School course does not guarantee employment.

## **Student Complaints**

Any complaint that a student may have pertaining to the training at the National Cat Groomers School should be submitted in writing to the instructor or another staff member as soon as possible. The instructor will make every effort to find a suitable solution. If the instructor is unable to effectively address a complaint, the complaint will be sent to the director and then to the school administration for discussion and action.

All complaints will be taken seriously and appropriate action taken in a timely manner.

It is important to the National Cat Groomers School to maintain a quality educational experience for its students and to provide a forum for making the training program as productive as possible.

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the students may contact the school director for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The school director will provide the students with the necessary form.

## Student Instructions

All students must bring the following to the first 2 days of class:

Any curriculum material purchased beforehand\*\*

*Ultimate Cat Groomers Encyclopedia*

Breed Flashcards

Color Flashcards

Temperament and Handling Skills Study Packet

Breeds, Colors, and Genetics Study Packet

Business Management Study Packet

Health and Anatomy Study Packet

Here Kitty Kitty DVD

Kryptonite for Cats DVD

The Comb Cut DVD

Cat with a Mat DVD

(Breed Poster **not** necessary for class)

Notebook or binder

Pens/pencils

All students need to bring the following to class beginning on day 3:

(If not brought to class, these items are available for purchase onsite)

Clipper with sharpened #10 blade

Greyhound comb (fine/med is best)

Nail trimmers (appropriate size for cats)

Grooming smock or appropriate clothing that repels cat hair (optional)

\*\*Credit will be given for curriculum materials already purchased and brought to class. Any items not already purchased and brought to class will be provided for the student as part of the school cost as stated.

### Checkin:

Students should be appropriately dressed and ready for class to begin at 8:30 AM each day. Students should bring all curriculum materials and required tools as listed above to class on the specified days.

The school hours are 8:30 AM – 3:00 PM Monday through Friday. The school building will be open to students at 8:15 AM each morning and will close again at 3:15 each afternoon. The school is closed on weekends and holidays.

### Lunch:

A half hour is scheduled for lunch each day. A kitchen with a refrigerator and microwave is available to students. Each student is responsible for providing his or her own food. There are nearby restaurants, but only one within reasonable walking distance to the school.

## **Admission Forms**

The attached forms are needed for enrollment:

Student Enrollment Agreement with payment

Hold Harmless Agreement

Student Responsibility Agreement