

*Don't dream it.  
Just be it...*

**STUDENT  
HANDBOOK**



**APEX ACADEMY**  
PROFESSIONAL GROOMING & ANIMAL ARTS

**AUGUST 1/2021 – JULY 31/2022**

**1180 WINNIPEG STREET  
REGINA, SK. CANADA  
S4R 1J6**

**306.533.9155**

**INFO@APEXACADEMY.CA  
WWW.APEXACADEMY.CA**

Please note that Apex Academy of Professional Grooming and Animal Arts has purchased the Salon Mentorship Program from Paragon School of Grooming and will be integrating this curriculum (but not exclusively) into our specialized program. Each student will be purchasing a membership for the Paragon Learn 2 Groom Online Video Library and a Digital Chalk Online Membership to access the Academy's online lessons and materials.

# TABLE OF CONTENTS

**THE FACULTY 2**

**OUR STORY 4**

**THE FACILITY 5**

**THE TRAINING 5**

**ONSITE PROGRAMS 7**

CANINE ASSISTANT GROOMER PROGRAM 8

CANINE PET STYLIST GROOMER PROGRAM 10

CANINE ALL INCLUSIVE GROOMER PROGRAM 12

CANINE/FELINE ALL INCLUSIVE GROOMER PROGRAM 16

FELINE GROOMER PROGRAM 20

FELINE PERSONALIZED PRIVATE INSTRUCTION  
GROOMER PROGRAM 22

**QUICKSTART PROGRAMS 25**

CANINE QUICK START ASSISTANT GROOMER PROGRAM 26

CANINE QUICK START PET STYLIST GROOMER PROGRAM 28

CANINE QUICK START ALL INCLUSIVE GROOMER PROGRAM 30

**POLICIES & PROCEDURES 35**

**FREQUENTLY ASKED QUESTIONS 47**

**FORMS 53**

SASKATCHEWAN PRIVATE VOCATIONAL SCHOOL  
STUDENT COMPLAINT FORM 54

STUDENT PETITION FOR APPEAL PROCEDURE 55

# THE FACULTY

**CONNIE BUCHANAN, (B. Ed)**

Owner, Founder, Instructor

Canine Pet Stylist (CPS)

Certified Feline Master Groomer (CFMG)

Awarded Breeder

**RHONDA DECK**

Administrator

P: 306.533.9155

E: [info@apexacademy.ca](mailto:info@apexacademy.ca)

**JENNA FRANK (CPS)**

Instructor

**YUFEI HU (CPS)**

Instructor

**NICOLE BRUNDRETT (CFMG)**

Instructor

**MACKENZY DECK (CFMG)**

Instructor



“Find out what you like doing best and  
get someone to pay you for doing it.”

— KATHERINE WHITEHORN

# OUR STORY

Apex Academy of Professional Grooming and Animal Arts is located in the building of Zoom Zoom Groom. Zoom Zoom Groom was started in 2006 by Connie Buchanan. Connie, has a Bachelor of Education Degree and was an elementary/middle years school teacher for 18+ years when she decided to try something new.

With her love of dogs, showing, breeding and training, she felt it was a natural fit to return to what motivated and inspired her the most. Connie took a one year leave from teaching and purchased her first mobile trailer. Through hard work and an emphasis on client relations, her fleet grew to 3 mobiles and a staff of four.

By 2009 there became a need for an indoor salon to accommodate the grooming demands and enable a central home for both the mobile units to park & administration, and staff to unite. Today Zoom Zoom Groom still operates the mobiles, but also has twelve grooming stations, equipped with hydraulic tables, and clipper vac systems.

Apex Academy of Professional Grooming & Animal Arts was founded in 2012, with the goal to assist those who want to follow their dream in the pet industry and more specifically- in grooming.

In 2013, Connie became a Certified Feline Master Groomer (CFMG) by attending the National Cat Groomer's Institute of America and since then has opened a new feline division called PreZoomably Cats: Feline Groomz & Roomz which is specifically equipped with dryers, tables and tubs to accommodate the feline's unique needs. We have grown tremendously and this is due to a wonderful staff that creates the Zoom Zoom Groom & PreZoomably Cats Family. Connie Buchanan, through the love of teaching has come full circle.

Whether you are going to the cats or going to the dogs, we would love to be a part of your journey. Grooming is an incredible profession and we are proud of what Apex can offer to students who have the dream!

In 2018,  
Zoom Zoom Groom  
won the Consumer  
Choice Award.

In 2017,  
Connie was the  
Ambassador  
for Women  
Entrepreneurs of  
Saskatchewan.

Zoom Zoom Groom  
has also been  
awarded with the  
Best of The Best,  
4 years straight by  
LifeStyles Magazine.

In 2011,  
Zoom Zoom Groom  
was a finalist for  
two awards, the  
Regina Chamber  
of Commerce New  
Business Venture  
Paragon Award, and  
the Saskatchewan  
Chamber of  
Commerce New  
Business Apex  
Award.

Connie was also  
a finalist in the  
YWCA Women of  
Distinction.

# THE FACILITY

Zoom Zoom Groom & Apex Academy of Professional Grooming and Animal Arts is located in Regina, Saskatchewan, Canada at 1180 Winnipeg Street. We have a 3000 square foot building, that looks more like an upscale human salon, than your typical dog grooming facility.

When you walk into Zoom Zoom Groom, PreZoomably Cats, & Apex Academy of Professional Grooming and Animal Arts, you will notice the sterile environment and the welcoming reception area.

The grooming space has state-of-the-art grooming tables with hydraulics, and a clipper vac at each station. A clipper vac is a tool used in creating great grooms, plus it is healthier for the groomer in that hair isn't flying all over the place. It is like a vacuum that pulls the hair up while you do your clipper work.

Zoom Zoom Groom has the only Thera-clean system in Regina? That's true to the bone! This machine has billions and billions of micro-bubbles that are so small, they can

penetrate below the skin surface into the pores and hair follicles.

With their negative ion charge, these tiny bubbles attach themselves to any foreign material including: bacteria, fungus, skunk odors, infections, allergens, dander.

The bathing room utilizes stainless steel tubs as well as Hydrosurge bathing equipment to create a thorough bath for the pet. There is a separate drying area that utilizes the Romani Grand Daddy dryers which are the most efficient dryers on the market.

The back of the building houses a separate cat division called PreZoomably Cats, and it is exclusively equipped with dryers, tubs, and tables adapted to the feline needs.

# THE TRAINING

Our curriculum has been created to provide students with the knowledge they need to become skilled, professional groomers. To facilitate the curriculum, Apex Academy of Professional Grooming and Animal Arts has qualified instructors, as well as, Connie Buchanan, who has an Education Degree and 18 years teaching experience.

The program has been divided into a variety of options to allow students with various personal needs to successfully attain certification. Of course we favor the 100% onsite programs because the learning is second to none. In saying this, we recognize that for some, the dream of becoming a professional groomer can only be achieved if they maintain their jobs, stay

home with the children, etc., and thus we offer the Quick Start Programs.

Regardless of the program a student chooses, the content covered will prepare them for the exciting world of pet grooming and styling- promoting creativity and individual expression. Apex Academy of Professional Grooming and Animal Arts students are taught to become competent in applying the standards of the Canadian Kennel Club and the American Kennel Club.

For the Feline Groomer Program we will focus closely on the breed standards set out by The National Cat Groomer's Institute of America.





# ONSITE PROGRAMS



# **CANINE** ASSISTANT GROOMER PROGRAM

**COURSE HOURS:** 80

**THEORY:** 20 Hours

**PRACTICUM:** 60 Hours

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 12 days // 3 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:00 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

**PROGRAM OVERVIEW:** The most important aspects of any groom are the bathing and drying techniques. Students will focus on handling of dogs, as well as basic prep grooming. Skills include; bathing techniques, de-shedding, brushing/combing, nails, cleaning ears, sanitary trims, condition evaluation, and introduction to equipment and products. The students will also be introduced to the various breeds and coat-types.

**OBJECTIVE:** The objective of this program is to educate and prepare the student with the knowledge required to be qualified to enter into the dog grooming industry as a Grooming Assistant / Bather Brusher for any Professional Grooming establishment.

## **THEORY SYLLABUS**

- Groomer & Pet Safety
- Grooming Equipment Selection & Care
- Anatomy & Behaviour
- Breed Standards of the Canadian Kennel Club
- Proper Handling Techniques
- Challenging Pets
- Special Care of Young & Old Pets
- Customer Service
- Business Smarts

## **PRACTICUM SYLLABUS**

- Understanding Canine Language
- Handling- Control Techniques
- Understanding and Recognition of the Anatomy of the Canine
- Use of Tools of the Trade
- Use of Products of the Trade
- Practicing Sanitation Procedures
- Recognition of Various Coat Types
- Practicing and Mastery of Bathing Techniques for the Various Coat Types
- Practicing and Mastery Drying Techniques for the Various Coat Types
- Ability to Provide Condition Evaluation
- Practicing and Mastery of DeShedding Techniques
- Ability to Complete with Mastery Prep Work (Nails, Pads, Ears, Teeth, Sanitary Trims)
- Creating Beautiful Feet on Natural/ Brush Out/ Shedding Dogs
- Creating Finishing Touches For Amazing Client Presentation

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- Notes From the Grooming Table - Melissa Verplank
- AKC Complete Dog Book - American Kennel Club
- Language of Dogs - DVD

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page 52) before shopping for alternative tools. AAPGAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- Aescalap Fav 5
- Akkurata Cordless Clipper
- #30 Blade
- Wahl Universal Comb Set
- Master Comb
- Long Tooth Comb XL
- Double Sided Slicker Brush Small
- Zolitta Medium Pretty Pink Slicker Brush
- Oval Rubber Brush
- Medium Nail Trimmer
- Bird Clipper
- Dremel
- Dematting Comb
- Coat King 8 Blade
- Wundercoat'r
- 2 – Groomer's Helper Lead
- Mixing Bottle
- Ear Cleaner
- Ear Powder
- Kwik Stop
- Blade Cleaner
- Thinning Shear
- Graffitti Straight Shear
- Graffitti Curved Shear
- Clipper Vac Attachment
- Grooming Smock
- Grooming Gloves
- Grooming Case
- Face Mask

TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE	FEE
<b>REGISTRATION FEE:</b> (Non-Refundable)	<b>\$140</b>
<b>TUITION:</b>	<b>\$1441</b>
<b>BOOKS:</b>	<b>\$262</b>
<b>TOOLS:</b>	<b>\$2805</b>
<b>OTHER:</b> (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)	<b>\$185</b>
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>\$4833</b>

# CANINE PET STYLIST GROOMER PROGRAM

**COURSE HOURS:** 480

**THEORY:** 55 Hours

**PRACTICUM:** 425 Hours

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 69 days // 14 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:00 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Dip., GED, Mature Student, Canine Assistant Groomer Program

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

**PROGRAM OVERVIEW:** This program is to be taken after the Assistant Groomer Program as it furthers the students understanding in the importance of bathing, drying and finishing skills, and expands their learning into the basic skills of grooming in accordance to the standards set out by the Canadian Kennel Club. Health, anatomy and diseases will be studied. Business skills will be introduced in this program to assist any future groomers in establishing their own grooming business or building their clientele within an established salon.

**OBJECTIVE:** The objective of this program is to facilitate strong skills in professional grooming and allow students who have completed this course to enter the industry with confidence and success. The graduate of this course will display exemplary skills in grooming techniques, customer service, time management, business smarts and more.

## THEORY SYLLABUS

- Recognizing breeds of the Canadian Kennel Club and their specific characteristics, and coat requirements.
- Understanding Clipping Skills- use of Clipper Combs, Various Blades, Reverse Clipping, Use of Clipper Vac
- Understanding Advanced Speed Techniques
- Understanding Advanced Scissoring & Thinning Techniques
- Recognition of CKC Patterns and How to Create Them
- Discussing and Interpreting Creative Patterns for Mixed Breeds
- First Aid- Acquiring Knowledge to Accommodate First Aid Needs & Certification
- Recognizing causes, symptoms, diagnosis, and treatment of various Zoonotic Diseases.
- Recognizing parasites and their symptoms, and elimination procedures in the grooming salon.
- Understanding how to correct faults in all breeds including mixed breeds.
- Understanding the use of colors, products for Creative Grooming.
- Identifying the need for incredible presentation in your services and yourself!
- Client Relations- Communication skills
- Mobile, Owning My Own Business, Working in a Salon- Pro's and Cons to All
- Running a Business and Keeping/Attracting Clientele/ Referrals
- Business Techniques- including multi-media, advertising, promotions etc.
- Understanding the importance of a business plan

## PRACTICUM SYLLABUS

- Hands on Advanced Bathing/ Drying/ Handling Techniques
- Higher Recognition of Various Products/ Tools for Amazing Trims
- Carding and Stripping the Wire Coat Breeds
- Pattern Setting for all groups of dogs including mixed breeds
- Higher Level of Clippering Skills, and use of Clipper Vac
- Higher Level of Scissoring, Thinning & Finishing Techniques
- Identifying faults and correcting them
- Within the Walks N' Wags First Aid Course you will be applying your knowledge to "Dummy" Dogs as a Hands-On Program
- You will be providing customer service and practicing your customer communication with your own- hands-on dogs

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- Theory of Five - Melissa Verplank
- Dog Grooming Simplified - Jodi Murphy
- Caring For The Canine Coat

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page 52) before shopping for alternative tools . AAPGAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- The Canine Assistant Groomer Program Tool Kit, **PLUS**
- Double Sided Slicker Brush Large
- Hemostat
- Coat King 23 Blade
- Matt Splitter
- Chunkers
- Stripping Stone
- #30 Blade
- #10 Blade
- #7FC Blade
- #5FC Blade
- #4FC Blade

TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE	FEE
<b>REGISTRATION FEE:</b> (Non-Refundable)	<b>\$250</b>
<b>TUITION:</b>	<b>\$5551</b>
<b>BOOKS:</b>	<b>\$305</b>
<b>TOOLS:</b>	<b>\$612</b>
<b>OTHER:</b> (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)	<b>\$185</b>
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>\$6903</b>

# **CANINE** ALL INCLUSIVE GROOMER PROGRAM

**COURSE HOURS:** 560

**THEORY:** 75 Hours

**PRACTICUM:** 485 Hours

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 80 days // 16 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:00 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

## **PROGRAM OVERVIEW:**

The **CANINE** Assistant Groomer Program

This program is simply an introduction to the world of grooming. Even though we title it the introduction, don't underestimate it's importance. Learning to properly handle, bath, brush and dry are the most essential skills in creating a superior groom. This program enables the student to acquire the knowledge of proper handling of dogs and cats-identifying bathing, brushing, combing, cleaning ears, eye cleaning, clipping or dremeling nails, de-shedding procedures, and basic finishing techniques of the various coated breeds. An introduction to tools used in the bathing/ drying/ and preparation stages will be discussed and the learner will have the opportunity to spend 60 hours of hands-on-practical time to experience their use. Clipper blade and maintenance will be reviewed. The objective of this program is to educate and prepare the student with the knowledge required to be qualified to enter into the dog grooming industry as a Grooming Assistant / Bather Brusher for any Professional Grooming establishment.

The **CANINE** Pet Stylist Program

Students will complete this program understanding the basic skills of pet grooming dogs according to the standards set out by the Canadian Kennel Club. Students will be able to identify the groups of dogs selected by the Canadian Kennel Club, identify the breeds & identify their grooming needs. The learner will identify various diseases- both zoonotic and those that are simply passed between dogs/ cats etc. The learner will also be able to perform first aid techniques. More advanced learning on the fundamentals of brushing, combing, nail care, ear care, bathing, drying will take place. In addition to expanding learning from the Assistant Program, the students will be introduced to clipper skills, use of the Clipper Vac, scissoring skills, pattern identification to CKC standards & anatomy, Focus will be on increasing speed to create superior grooms.

**OBJECTIVE:** The objective of this program is to facilitate strong skills in professional grooming and allow students who have completed this course to enter the industry with confidence and success. The graduate of this course will display exemplary skills in grooming techniques, customer service, time management, business smarts and more.



## THEORY SYLLABUS

- Groomer & Pet Safety
- Grooming Equipment Selection & Care
- Anatomy & Behaviour
- Breed Standards of the Canadian Kennel Club
- Proper Handling Techniques
- Challenging Pets
- Special Care of Young & Old Pets
- Customer Service
- Business Smarts Recognizing breeds of the Canadian Kennel Club and their specific characteristics, and coat requirements.
- Understanding Clippering Skills- use of Clipper Combs, Various Blades, Reverse Clipping, Use of Clipper Vac
- Understanding Advanced Speed Techniques
- Understanding Advanced Scissoring & Thinning Techniques
- Recognition of CKC Patterns and How to Create Them
- Discussing and Interpreting Creative Patterns for Mixed Breeds
- First Aid- Acquiring Knowledge to Accommodate First Aid Needs & Certification
- Recognizing causes, symptoms, diagnosis, and treatment of various Zoonotic Diseases.
- Recognizing parasites and their symptoms, and elimination procedures in the grooming salon.
- Understanding how to correct faults in all breeds including mixed breeds.
- Understanding the use of colors, products for Creative Grooming.
- Identifying the need for incredible presentation in your services and yourself!
- Client Relations- Communication skills
- Mobile, Owning My Own Business, Working in a Salon- Pro's and Cons to All
- Running a Business and Keeping/Attracting Clientele/ Referrals
- Business Techniques- including multi-media, advertising, promotions etc.
- Understanding the importance of a business plan.

## PRACTICUM SYLLABUS

- Understanding Canine Language
- Handling- Control Techniques
- Understanding and Recognition of the Anatomy of the Canine
- Use of Tools of the Trade
- Use of Products of the Trade
- Practicing Sanitation Procedures
- Recognition of Various Coat Types
- Practicing and Mastery of Bathing Techniques for the Various Coat Types
- Practicing and Mastery Drying Techniques for the Various Coat Types
- Ability to Provide Condition Evaluation
- Practicing and Mastery of DeShedding Techniques
- Ability to Complete with Mastery Prep Work (Nails, Pads, Ears, Teeth, Sanitary Trims)
- Creating Beautiful Feet on Natural/ Brush Out/ Shedding Dogs
- Creating Finishing Touches For Amazing Client Presentation
- Hands on Advanced Bathing/ Drying/ Handling Techniques
- Higher Recognition of Various Products/ Tools for Amazing Trims
- Carding and Stripping the Wire Coat Breeds
- Pattern Setting for all groups of dogs including mixed breeds
- Higher Level of Clippering Skills, and use of Clipper Vac
- Higher Level of Scissoring, Thinning & Finishing Techniques
- Identifying faults and correcting them
- Within the Walks N' Wags First Aid Course you will be applying your knowledge to "Dummy" Dogs as a Hands-On Program
- You will be providing customer service and practicing your customer communication with your own- hands-on dogs

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- |  |                                     |   |
|--|-------------------------------------|---|
| • Notes From the Grooming Table - Melissa Verplank | • Language of Dogs - DVD            | • Dog Grooming Simplified - Jodi Murphy |
| • AKC Complete Dog Book - American Kennel Club     | • Theory of Five - Melissa Verplank | • Caring For The Canine Coat            |

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page ??) before shopping for alternative tools. AAPGAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- |                                    |                                  |                            |
|------------------------------------|----------------------------------|----------------------------|
| • Aescalap Fav 5                   | • Slicker Brush                  | • Kwik Stop                |
| • Akkurata Cordless Clipper        | • Oval Rubber Brush              | • Blade Cleaner            |
| • 2 – #30 Blade                    | • Medium Nail Trimmer            | • Thinning Shear           |
| • #10 Blade                        | • Bird Clipper                   | • Graffitti Straight Shear |
| • #7FC Blade                       | • Dremel                         | • Graffitti Curved Shear   |
| • #5FC Blade                       | • Dematting Comb                 | • Clipper Vac Attachment   |
| • #4FC Blade                       | • Coat King Double Wide 23 Blade | • Grooming Smock           |
| • Wahl Universal Comb Set          | • Coat King 8 Blade              | • Grooming Gloves          |
| • Master Comb                      | • Wundercoat'r                   | • Grooming Case            |
| • Long Tooth Comb XL               | • 2 – Groomer's Helper Lead      | • Face Mask                |
| • Double Sided Slicker Brush Small | • Mixing Bottle                  | • Hemostat                 |
| • Double Sided Slicker Brush Large | • Ear Cleaner                    | • Matt Splitter            |
| • Zolitta Medium Pretty Pink       | • Ear Powder                     | • Chunkers                 |
|                                    |                                  | • Stripping Stone          |





TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE	FEE
<b>REGISTRATION FEE:</b> (Non-Refundable)	\$250
<b>TUITION:</b>	\$6800
<b>BOOKS:</b>	\$567
<b>TOOLS:</b>	\$3417
<b>OTHER:</b> (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)	\$185
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	\$11219

# **CANINE/FELINE**

## ALL INCLUSIVE GROOMER PROGRAM

**COURSE HOURS:** 640

**THEORY:** 85 Hours

**PRACTICUM:** 555 Hours

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 85 days // 19 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:12 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

### **PROGRAM OVERVIEW:**

The **CANINE** Assistant Groomer Program

This program is simply an introduction to the world of grooming. Even though we title it the introduction, don't underestimate it's importance. Learning to properly handle, bath, brush and dry are the most essential skills in creating a superior groom. This program enables the student to acquire the knowledge of proper handling of dogs and cats-identifying bathing, brushing, combing, cleaning ears, eye cleaning, clipping or dremeling nails, de-shedding procedures, and basic finishing techniques of the various coated breeds. An introduction to tools used in the bathing/ drying/ and preparation stages will be discussed and the learner will have the opportunity to spend 60 hours of hands-on-practical time to experience their use. Clipper blade and maintenance will be reviewed. The objective of this program is to educate and prepare the student with the knowledge required to be qualified to enter into the dog grooming industry as a Grooming Assistant / Bather Brusher for any Professional Grooming establishment.

The **CANINE** Pet Stylist Program

Students will complete this program understanding the basic skills of pet grooming dogs according to the standards set out by the Canadian Kennel Club. Students will be able to identify the groups of dogs selected by the Canadian Kennel Club, identify the breeds & identify their grooming needs. The learner will identify various diseases- both zoonotic and those that are simply passed between dogs/ cats etc. The learner will also be able to perform first aid techniques. More advanced learning on the fundamentals of brushing, combing, nail care, ear care, bathing, drying will take place. In addition to expanding learning from the Assistant Program, the students will be introduced to clipper skills, use of the Clipper Vac, scissoring skills, pattern identification to CKC standards & anatomy, Focus will be on increasing speed to create superior grooms.

## The **FELINE** Groomer Program

The Apex Academy provides this program to educate the student in the art of cat grooming. We will teach all of the theory and hands-on instruction for the student to graduate with a keen understanding of the core learning listed below. Our learning objectives are aligned with those of the National Cat Groomers Institute.

In saying this, students have two options:

1. Take the Apex Academy Feline Program with full intentions of achieving their CFMG (Certified Feline Master Groomer) status through the National Cat Groomers Institute, plus their Apex Academy Feline Program Certificate.
2. Take the Apex Academy Feline Program with the goal of achieving their Feline Groomer Program Certificate

There's a lot to learn about grooming cats and this is an intense course- we have had many manage to complete all the written and practicum exams in our two-week program, but we have also experienced many students who feel it is too much and would prefer to focus on the guided practice and hands-on experience, without the stress of exams.

**Option 1-** I want to achieve my National Cat Groomers Institute (NCGI) Certified Feline Master Groomer (CFMG) status during my two week program at Apex Academy

- This program is intense but doable!
- We set aside time during the course to complete both NCGI written and NCGI practicum exams.
- Strong students successfully complete all requirements for both and reach their CFMG status during this two-week course.
- Some students complete some of the requirements, but will need to practice and return at a later time to finish all requirements for CFMG status.
- NCGIA Certification Fees are included in your tuition fees.
- Should a student NOT pass all exams (written and/or practicum) in their efforts to achieve their CFMG status, extra days outside of this course will need to be arranged with Apex Academy and there will be an additional fee of \$400/day.
- If successful with Option 1- you complete the program with your Apex Feline Groomer Program Certificate, plus your Certified Feline Master Groomer Certificate.

**Option 2-** I don't want to achieve my CFMG status but want to take the Apex Academy Feline Groomer Program for the learning and hands-on-experience.

- You will still be expected to learn the same theory and practicum skills as the student going for their CFMG (option 1), however you will be writing the Apex Academy written exams, and the Apex Academy Practicum exams.
- There are no extra fees for these exams as they are a part of The Feline Groomer Program.
- You complete the program with your Feline Groomer Program Certificate.

**OBJECTIVE:** The Canine / Feline All Inclusive Program is designed for students who have a love of both worlds and upon graduation wish to groom both Canine's and Feline's. In this program students complete the Assistant Groomer, Canine Pet Stylist and Feline Groomer, all in one complete program.

### THEORY SYLLABUS

- |   |  |  |
|---|--|--|
| • Orientation; Groomer & Pet Safety; Equipment Selection & Care;              | • CKC Standards- group/ breed identification           | • Fault Correction; Speed Grooming Techniques  |
| • Dogs 101; Anatomy & Behavior; Breed Standards of The American Kennel        | • Further learning on brushing / dematting techniques. | • Advertising, clientele, social networking, website, budgeting, employment opportunities. |
| • Club/ Canadian Kennel Club; Proper Handling Techniques; Challenging Pets;   | • Basic Finishing Techniques                           | • Feline health and anatomy  |
| • Special Care Of Young & Old Pets; Customer Service; Keeping Up Professional | • Running a Business and Keeping/Attracting Clientele  | • Feline breeds and colors   |
| • Appearances; Diseases- Zoonotic and others/ first aid                       | • Advanced Scissoring & Thinning                       | • Understanding temperaments   |
| • Clipper Techniques; Basic Scissoring, & Thinning Techniques;                | • CKC Patterns; Creative Patterns for Mixed Breeds     | • CPR and First Aid  |
|   | • Handling Techniques                                  | • Business management  |
|   | • Advanced Clipping, Techniques & Tools                | • Starting and growing your feline grooming business                                       |
|   | • Head Pattern Review; Putting Patterns Together       | • Marketing your business  |

### PRACTICUM SYLLABUS

- |  |   |  |
|--|---|--|
| • Hands On Canine/Feline Bathing                   | Types   | • Basic Head Patterns  |
| • Hands On Canine/Feline Grooming                  | • Canine/Feline Eyes, Ears, Nails & Teeth care                              | • Finishing Touches  |
| • Brushing & Drying, Recognition of Skin Disorders | • Deshedding/ Matt techniques/ clipper blade maintenance/ Fou Fou Finishing | • Pattern Setting for all Canine/ Feline groups including mixed breeds |
| • Choosing The Proper Products; Tools & Techniques | • Brushing & Drying   | • Scissoring, Thinning & Finishing Techniques                          |
| • Management of All Coat                           | • Clipping, Thinning & Scissoring   | • Identifying Faults and Correcting them                               |
|  |   | • Safe Handling Skills   |

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- |  |   |                                     |
|--|---|-------------------------------------|
| • Notes From the Grooming Table - Melissa Verplank | • Theory of Five - Melissa Verplank     | • Ultimate Cat Groomer Encyclopedia |
| • AKC Complete Dog Book - American Kennel Club     | • Dog Grooming Simplified - Jodi Murphy | • Written Exam Certification Prep   |
| • Language of Dogs - DVD                           | • Caring For The Canine Coat            |                                     |

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page 52) before shopping for alternative tools. AAPGAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- Aescalap Fav 5
- Akkurata Cordless Clipper
- 2 –#30 Blade
- #10 Blade
- #7FC Blade
- #5FC Blade
- #4FC Blade
- Wahl Universal Comb Set
- Wahl 5 in 1 Guide Comb Attachments
- Master Comb
- Long Tooth Comb XL
- Double Sided Slicker Brush Small
- Double Sided Slicker Brush Large
- Zolitta Medium Pretty Pink Slicker Brush
- Oval Rubber Brush
- Medium Nail Trimmer
- Bird Clipper
- Dremel
- Dematting Comb
- Coat King Double Wide 23 Blade
- Coat King 8 Blade
- Wundercoat'r
- Groomer's Helper Lead
- Mixing Bottle
- Ear Cleaner
- Ear Powder
- Kwik Stop
- Blade Cleaner
- Thinning Shear
- Graffitti Straight Shear
- Graffitti Curved Shear
- Clipper Vac Attachment
- Grooming Smock
- Grooming Gloves
- Grooming Case
- Face Mask
- Hemostat
- Matt Splitter
- Chunkers
- Stripping Stone
- Blunt Tipped Small Scissor
- Small Slicker Brush
- Cat Carding Comb 6"
- Greyhound Carding Comb
- E-Collar
- Air Muzzle
- Rubber Curry
- Rubber Booties



TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE	FEE
<b>REGISTRATION FEE:</b> (Non-Refundable)	<b>\$250</b>
<b>TUITION:</b>	<b>\$10195</b>
<b>BOOKS:</b>	<b>\$710</b>
<b>TOOLS:</b>	<b>\$3725</b>
<b>OTHER:</b> (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)	<b>\$185</b>
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>\$15065</b>

# FELINE

# GROOMER PROGRAM

**COURSE HOURS:** 80

**THEORY:** 10 Hours

**PRACTICUM:** 70 Hours

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 10 days // 2 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 5:00 p.m. (1 hour lunch break)

**AAPGAA CERTIFICATION:** is a recognized NCGIA training facility for this program.

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

**STUDENT CAPACITY:** Minimum - 4 registered students

**PROGRAM OVERVIEW:** The Apex Academy provides this program to educate the student in the art of cat grooming. We will teach all of the theory and hands-on instruction for the student to graduate with a keen understanding of the core learning listed below. Our learning objectives are aligned with those of the National Cat Groomers Institute.

In saying this, students have two options:

1. Take the Apex Academy Feline Program with full intentions of achieving their CFMG (Certified Feline Master Groomer) status through the National Cat Groomers Institute, plus their Apex Academy Feline Program Certificate.
2. Take the Apex Academy Feline Program with the goal of achieving their Feline Groomer Program Certificate

There's a lot to learn about grooming cats and this is an intense course- we have had many manage to complete all the written and practicum exams in our two-week program, but we have also experienced many students who feel it is too much and would prefer to focus on the guided practice and hands-on experience, without the stress of exams.

**Option 1-** I want to achieve my National Cat Groomers Institute (NCGI) Certified Feline Master Groomer (CFMG) status during my two week program at Apex Academy

- This program is intense but doable!
- We set aside time during the course to complete both NCGI written and NCGI practicum exams.
- Strong students successfully complete all requirements for both and reach their CFMG status during this two-week course.
- Some students complete some of the requirements, but will need to practice and return at a later time to finish all requirements for CFMG status.
- NCGIA Certification Fees are included in your tuition fees.
- Should a student NOT pass all exams (written and/or practicum) in their efforts to achieve their CFMG status, extra days outside of this course will need to be arranged with Apex Academy and there will be an additional fee of \$400/day.
- If successful with Option 1- you complete the program with your Apex Feline Groomer Program Certificate, plus your Certified Feline Master Groomer Certificate.

**Option 2-** I don't want to achieve my CFMG status but want to take the Apex Academy Feline Groomer Program for the learning and hands-on-experience.

- You will still be expected to learn the same theory and practicum skills as the student going for their CFMG (option 1), however you will be writing the Apex Academy written exams, and the Apex Academy Practicum exams.
- There are no extra fees for these exams as they are a part of The Feline Groomer Program.
- You complete the program with your Feline Groomer Program Certificate.



**NOTE:** For information on the costs/fees for the CFMG Certification - see CFMG Certification, on page 42, of the Policies and Procedures section of this handbook.

**OBJECTIVE:** To prepare students to write the (NCGIA) exams with success. Our curriculum is based on teaching cat groomers to most safely handle cats and providing them with methods and techniques to create the most beautiful grooms possible. Along with the techniques and methods, knowledge will be gained on breeds, coat types, colors, temperaments, anatomy, health issues, and more. The goal is to provide cat groomers with the opportunity to leave the Academy with all the tools and knowledge to successfully start a cat grooming career.

#### **THEORY AND PRACTICUM SYLLABUS**

- Feline Health and Anatomy
- Feline Breeds and Colors
- Working on Different Feline Coats
- Understanding Temperaments
- Safe Handling Skills
- Feline Grooming Needs
- Product, Tool, Equipment Usage
- CPR and First Aid
- Grooming Elements
- Hands-on Grooming
- Business Management
- Starting and Growing your Feline Grooming Business
- Marketing your Business

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts. Packaged D- Certification Prep Plus Includes:

- Ultimate Cat Groomer Encyclopedia
- Written Exam Certification Prep

**REQUIRED TOOLS:** The following tools and products are the minimum requirements for this training program. Students are not required to purchase their tools through the Apex Academy of Professional Grooming & Animal Arts, but must assure the Academy they have the proper tools upon attending the program. The Academy has all tools required and can be purchased for this program.

- Aescalap Fav 5
- Akkurata Cordless Clipper
- Wahl Universal Comb Set
- Wahl 5 in 1 Guide Comb Attachments
- Greyhound comb (fine/med)
- Nail Trimmers Small
- Kwik Stop
- Rubber Curry
- Rubber Booties
- Grooming Smock
- Blunt Tipped Small Scissors
- Air Muzzle
- E-Collar
- Cat Carding Comb 6"

<b>TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE</b>	<b>FEE</b>
<b>REGISTRATION FEE:</b> (Non-Refundable)	<b>\$200</b>
<b>TUITION:</b> (50% of tuition, is due 60 days prior to program start date, or upon registration)	<b>\$3395</b>
<b>BOOKS:</b>	<b>\$155</b>
<b>TOOLS:</b>	<b>\$1475</b>
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>\$5225</b>

# **FELINE** PERSONALIZED PRIVATE INSTRUCTION GROOMER PROGRAM

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 5:00 p.m. (1 hour lunch break)

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**CERTIFICATION:** AAPGAA is a recognized NCGIA training facility for this program. This program is not registered with the Ministry of Advanced Education.

**SUGGESTED PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

**CURRENT AVAILABILITY:** PPI dates book up quickly. It is wise to plan at least several months in advance. This will provide the additional benefit of allowing time to study prior to attending PPI.

- 1 or 2 days (Some flexibility available, please allow 2-3 months notice)
- 3, 4, 5, or more days (please allow minimum 3 months notice)

**PROGRAM OVERVIEW:** Need hands on training with real cats? We provide the industry's most thorough and effective hands on training for beginners, experienced groomers and those wanting to obtain certification. Whatever your needs are, we can customize a program just for you with one or more days of Personalized Private Instruction (PPI).

PPI is a one-on-one training based on your needs to prepare you for the cat grooming world and for achieving your Certified Feline Master Groomer title. This program will be designed exclusively for YOU! Should you take the Personalized Private Instruction, you can complete your theory online with the Complete Cat Groomer Training Syllabus through the National Cat Groomers Institute. Should you use the Syllabus path for your learning, use coupon code CONNIE2018 to save \$200 off!

**NOTE:** For information on the costs/fees for the CFMG Certification - see CFMG Certification, on page 42, of the Policies and Procedures section of this handbook.

All the materials are available a la carte through their webstore. Perhaps you just need help in one area? Check out their resources to pinpoint the areas you are looking to improve. This way we can tailor the program to your specific needs. Please note the National Cat Groomers Institute also offers a 3-month payment plan for the Syllabus. All PPI Days are completed with a full written and verbal assessment for the student.

Some popular formats are below.

## **EXAMPLE PPI SCHEDULES**

**For the Cat Owner (1 day)**

- overview of equipment and tools
- demonstration of a full groom
- practice at home maintenance (nails, ears, eyes, combing)
- assistance with full groom



### Beginner Cat Groomer (4-5 days recommended)

- **Day 1:** Safety & handling discussion, becoming a professional cat groomer, demonstration of full groom can include nails, ears, sanitary trimming techniques
- **Day 2:** Handling skills and grooming can include sanitary trim, belly shave, de-shedding techniques, and Soft Paws application. Afternoon lecture of Breeds and Colors
- **Day 3:** Handling skills and grooming can include belly shave, comb cut, face trim and reinforcement of previous grooming elements. Afternoon lecture of Health and Anatomy
- **Day 4:** Handling skills and grooming can include lion cuts and reinforcement of previous grooming elements. Afternoon lecture of Business Overview
- **Day 5:** Handling skills and grooming can include lion cuts, more challenging temperaments and behaviours. Afternoon lecture of Marketing and Business Growth

### Intermediate Cat Groomer (1-3 days recommended)

- Safety and handling discussion, demonstration of full groom can include nails, ears, sanitary and clipping techniques. Hands-on grooming of full groom with sanitary and/or belly shaving, de-shedding techniques, etc. Presentation of lion cut.
- Handling skills and grooming can include lion cuts, comb cuts and shaving techniques. Afternoon lecture of Client Relations/ How to Sell Cat Grooming
- More practice of shaving techniques, more variety of feline temperaments and behaviours, challenging cats (senior, aggressive, matted, etc.), business growth, certification prep.

**REQUIRED TOOLS:** The following tools and products are the minimum requirements for this training program. Students are not required to purchase their tools through the Apex Academy of Professional Grooming & Animal Arts, but must assure the Academy they have the proper tools upon attending the program. The Academy has all tools required and can be purchased for this program.

- |                                      |                               |
|--------------------------------------|-------------------------------|
| • Aescalap Fav 5                     | • Rubber Curry                |
| • Akkurata Cordless Clipper          | • Rubber Booties              |
| • Wahl Universal Comb Set            | • Grooming Smock              |
| • Wahl 5 in 1 Guide Comb Attachments | • Blunt Tipped Small Scissors |
| • Greyhound comb (fine/med)          | • Air Muzzle                  |
| • Nail Trimmers Small                | • E-Collar                    |
| • Kwik Stop                          | • Cat Carding Comb 6"         |

If any of the above items are not brought to PPI training, they are available for purchase at the start of the training day. All other necessary tools, equipment and grooming products are provided by the Apex Academy and use of such is included in the cost.

<b>PPI FEES ARE NON-REFUNDABLE, DATES MAY BE TRANSFERRED WITH APPROPRIATE NOTICE.</b> (A deposit of 50% and completed registration form is required to book dates. Balance is due 30 days prior to first day of training.)	<b>FEE</b>
<b>TUITION PER DAY:</b>	<b>\$600</b>
<b>TOOLS:</b>	<b>\$1475</b>
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>TBD</b>



# QUICKSTART PROGRAMS



# **CANINE** QUICK START ASSISTANT GROOMER PROGRAM

**COURSE HOURS:** 80

**THEORY:** 20 Hours (completed online at home)

**PRACTICUM:** 60 Hours (completed onsite at Apex Academy)

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 12 days // 3 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:00 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

**PROGRAM OVERVIEW:** The most important aspects of any groom are the bathing and drying techniques. Students will focus on handling of dogs, as well as basic prep grooming. Skills include; bathing techniques, de-shedding, brushing/combing, nails, cleaning ears, sanitary trims, condition evaluation, and introduction to equipment and products. The students will also be introduced to the various breeds and coat-types.

**OBJECTIVE:** The objective of this program is to educate and prepare the student with the knowledge required to be qualified to enter into the dog grooming industry as a Grooming Assistant / Bather Brusher for any Professional Grooming establishment.

## **THEORY SYLLABUS**

- Groomer & Pet Safety
- Grooming Equipment Selection & Care
- Anatomy & Behaviour
- Breed Standards of the Canadian Kennel Club
- Proper Handling Techniques
- Challenging Pets
- Special Care of Young & Old Pets
- Customer Service
- Business Smarts

## **PRACTICUM SYLLABUS**

- Understanding Canine Language
- Handling- Control Techniques
- Understanding and Recognition of the Anatomy of the Canine
- Use of Tools of the Trade
- Use of Products of the Trade
- Practicing Sanitation Procedures
- Recognition of Various Coat Types
- Practicing and Mastery of Bathing Techniques for the Various Coat Types
- Practicing and Mastery Drying Techniques for the Various Coat Types
- Ability to Provide Condition Evaluation
- Practicing and Mastery of DeShedding Techniques
- Ability to Complete with Mastery Prep Work (Nails, Pads, Ears, Teeth, Sanitary Trims)
- Creating Beautiful Feet on Natural/ Brush Out/ Shedding Dogs
- Creating Finishing Touches For Amazing Client Presentation

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- Notes From the Grooming Table - Melissa Verplank
- AKC Complete Dog Book - American Kennel Club
- Language of Dogs - DVD

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page 52) before shopping for alternative tools. AAPCAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- Aescalap Fav 5
- Akkurata Cordless Clipper
- #30 Blade
- Wahl Universal Comb Set
- Master Comb
- Long Tooth Comb XL
- Double Sided Slicker Brush Small
- Zolitta Medium Pretty Pink Slicker Brush
- Oval Rubber Brush
- Medium Nail Trimmer
- Bird Clipper
- Dremel
- Dematting Comb
- Coat King 8 Blade
- Wundercoat'r
- 2 – Groomer's Helper Lead
- Mixing Bottle
- Ear Cleaner
- Ear Powder
- Kwik Stop
- Blade Cleaner
- Thinning Shear
- Graffitti Straight Shear
- Graffitti Curved Shear
- Clipper Vac Attachment
- Grooming Smock
- Grooming Gloves
- Grooming Case
- Face Mask

TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE	FEE
<b>REGISTRATION FEE:</b> (Non-Refundable)	<b>\$140</b>
<b>TUITION:</b>	<b>\$1441</b>
<b>BOOKS:</b>	<b>\$262</b>
<b>TOOLS:</b>	<b>\$2805</b>
<b>OTHER:</b> (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)	<b>\$185</b>
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>\$4833</b>

# **CANINE** QUICK START PET STYLIST GROOMER PROGRAM

**COURSE HOURS:** 480

**THEORY:** 55 Hours (completed online at home)

**PRACTICUM:** 425 Hours (completed onsite at Apex Academy)

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 69 days // 14 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:00 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

**PROGRAM OVERVIEW:** This program is to be taken after the Assistant Groomer Program as it furthers the students understanding in the importance of bathing, drying and finishing skills, and expands their learning into the basic skills of grooming in accordance to the standards set out by the Canadian Kennel Club. Health, anatomy and diseases will be studied. Business skills will be introduced in this program to assist any future groomers in establishing their own grooming business or building their clientele within an established salon.

**OBJECTIVE:** The objective of this program is to facilitate strong skills in professional grooming and allow students who have completed this course to enter the industry with confidence and success. The graduate of this course will display exemplary skills in grooming techniques, customer service, time management, business smarts and more.

## **THEORY SYLLABUS**

- Recognizing breeds of the Canadian Kennel Club and their specific characteristics, and coat requirements.
- Understanding Clipping Skills- use of Clipper Combs, Various Blades, Reverse Clipping, Use of Clipper Vac
- Understanding Advanced Speed Techniques
- Understanding Advanced Scissoring & Thinning Techniques
- Recognition of CKC Patterns and How to Create Them
- Discussing and Interpreting Creative Patterns for Mixed Breeds
- First Aid- Acquiring Knowledge to Accommodate First Aid Needs & Certification
- Recognizing causes, symptoms, diagnosis, and treatment of various Zoonotic Diseases.
- Recognizing parasites and their symptoms, and elimination procedures in the grooming salon.
- Understanding how to correct faults in all breeds including mixed breeds.
- Understanding the use of colors, products for Creative Grooming.
- Identifying the need for incredible presentation in your services and yourself!
- Client Relations- Communication skills
- Mobile, Owning My Own Business, Working in a Salon- Pro's and Cons to All
- Running a Business and Keeping/Attracting Clientele/ Referrals
- Business Techniques- including multi-media, advertising, promotions etc.
- Understanding the importance of a business plan

## PRACTICUM SYLLABUS

- Hands on Advanced Bathing/ Drying/ Handling Techniques
- Higher Recognition of Various Products/ Tools for Amazing Trims
- Carding and Stripping the Wire Coat Breeds
- Pattern Setting for all groups of dogs including mixed breeds
- Higher Level of Clippering Skills, and use of Clipper Vac
- Higher Level of Scissoring, Thinning & Finishing Techniques
- Identifying faults and correcting them
- Within the Walks N' Wags First Aid Course you will be applying your knowledge to "Dummy" Dogs as a Hands-On Program
- You will be providing customer service and practicing your customer communication with your own- hands-on dogs

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- Theory of Five - Melissa Verplank
- Dog Grooming Simplified - Jodi Murphy
- Caring For The Canine Coat

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page 52) before shopping for alternative tools . AAPGAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- The Canine Assistant Groomer Program Tool Kit, **PLUS**
- Double Sided Slicker Brush Large
- Hemostat
- Coat King 23 Blade
- Matt Splitter
- Chunkers
- Stripping Stone
- #30 Blade
- #10 Blade
- #7FC Blade
- #5FC Blade
- #4FC Blade

TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE	FEE
REGISTRATION FEE: (Non-Refundable)	\$250
TUITION:	\$5551
BOOKS:	\$305
TOOLS:	\$612
OTHER: (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)	\$185
<b>TOTAL TUITION / BOOKS / SUPPLIES:</b> (A 2% surcharge will be added to the payment when using a credit card)	<b>\$6903</b>



# **CANINE** QUICK START ALL INCLUSIVE GROOMER PROGRAM

**COURSE HOURS:** 560

**THEORY:** 75 Hours (completed online at home)

**PRACTICUM:** 485 Hours (completed onsite at Apex Academy)

**POTENTIAL LEARNING METHOD(S):** Lecture/Lab, Online

**PASSING GRADE:** 80%

**PROGRAM LENGTH:** (approx.): 80 days // 16 weeks

**HOURS OF OPERATION:** Weekdays // 9:00 a.m. - 4:00 p.m. (30 minute lunch break)

**PREREQUISITES:** Grade 12 Diploma, GED, Mature Student

Grooming is a very physical job - although we have tables, tubs etc. that aid in the lifting of dogs, a groomer still must have physical strength and endurance to lift and stand for long periods of time.

## **PROGRAM OVERVIEW:**

The **CANINE** Assistant Groomer Program

This program is simply an introduction to the world of grooming. Even though we title it the introduction, don't underestimate it's importance. Learning to properly handle, bath, brush and dry are the most essential skills in creating a superior groom. This program enables the student to acquire the knowledge of proper handling of dogs and cats-identifying bathing, brushing, combing, cleaning ears, eye cleaning, clipping or dremeling nails, de-shedding procedures, and basic finishing techniques of the various coated breeds. An introduction to tools used in the bathing/drying/ and preparation stages will be discussed and the learner will have the opportunity to spend 60 hours of hands-on-practical time to experience their use. Clipper blade and maintenance will be reviewed. The objective of this program is to educate and prepare the student with the knowledge required to be qualified to enter into the dog grooming industry as a Grooming Assistant / Bather Brusher for any Professional Grooming establishment.

The **CANINE** Pet Stylist Program

Students will complete this program understanding the basic skills of pet grooming dogs according to the standards set out by the Canadian Kennel Club. Students will be able to identify the groups of dogs selected by the Canadian Kennel Club, identify the breeds & identify their grooming needs. The learner will identify various diseases- both zoonotic and those that are simply passed between dogs/ cats etc. The learner will also be able to perform first aid techniques. More advanced learning on the fundamentals of brushing, combing, nail care, ear care, bathing, drying will take place. In addition to expanding learning from the Assistant Program, the students will be introduced to clipper skills, use of the Clipper Vac, scissoring skills, pattern identification to CKC standards & anatomy, Focus will be on increasing speed to create superior grooms.



**OBJECTIVE:** The objective of this program is to facilitate strong skills in professional grooming and allow students who have completed this course to enter the industry with confidence and success. The graduate of this course will display exemplary skills in grooming techniques, customer service, time management, business smarts and more.

### **THEORY SYLLABUS**

- Groomer & Pet Safety
- Grooming Equipment Selection & Care
- Anatomy & Behaviour
- Breed Standards of the Canadian Kennel Club
- Proper Handling Techniques
- Challenging Pets
- Special Care of Young & Old Pets
- Customer Service
- Business Smarts Recognizing breeds of the Canadian Kennel Club and their specific characteristics, and coat requirements.
- Understanding Clipping Skills- use of Clipper Combs, Various Blades, Reverse Clipping, Use of Clipper Vac
- Understanding Advanced Speed Techniques
- Understanding Advanced Scissoring & Thinning Techniques
- Recognition of CKC Patterns and How to Create Them
- Discussing and Interpreting Creative Patterns for Mixed Breeds
- First Aid- Acquiring Knowledge to Accommodate First Aid Needs & Certification
- Recognizing causes, symptoms, diagnosis, and treatment of various Zoonotic Diseases.
- Recognizing parasites and their symptoms, and elimination procedures in the grooming salon.
- Understanding how to correct faults in all breeds including mixed breeds.
- Understanding the use of colors, products for Creative Grooming.
- Identifying the need for incredible presentation in your services and yourself!
- Client Relations- Communication skills
- Mobile, Owning My Own Business, Working in a Salon- Pro's and Cons to All
- Running a Business and Keeping/Attracting Clientele/ Referrals
- Business Techniques- including multi-media, advertising, promotions etc.
- Understanding the importance of a business plan.

### **PRACTICUM SYLLABUS**

- Understanding Canine Language
- Handling- Control Techniques
- Understanding and Recognition of the Anatomy of the Canine
- Use of Tools of the Trade
- Use of Products of the Trade
- Practicing Sanitation Procedures
- Recognition of Various Coat Types
- Practicing and Mastery of Bathing Techniques for the Various Coat Types
- Practicing and Mastery Drying Techniques for the Various Coat Types
- Ability to Provide Condition Evaluation
- Practicing and Mastery of DeShedding Techniques
- Ability to Complete with Mastery Prep Work (Nails, Pads, Ears, Teeth, Sanitary Trims)
- Creating Beautiful Feet on Natural/ Brush Out/ Shedding Dogs
- Creating Finishing Touches For Amazing Client Presentation
- Hands on Advanced Bathing/ Drying/ Handling Techniques
- Higher Recognition of Various Products/ Tools for Amazing Trims
- Carding and Stripping the Wire Coat Breeds
- Pattern Setting for all groups of dogs including mixed breeds
- Higher Level of Clipping Skills, and use of Clipper Vac
- Higher Level of Scissoring, Thinning & Finishing Techniques
- Identifying faults and correcting them
- Within the Walks N' Wags First Aid Course you will be applying your knowledge to "Dummy" Dogs as a Hands-On Program
- You will be providing customer service and practicing your customer communication with your own- hands-on dogs

**REQUIRED TEXTBOOKS:** The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Apex Academy of Professional Grooming and Animal Arts.

- Notes From the Grooming Table - Melissa Verplank
- Language of Dogs - DVD
- Dog Grooming Simplified - Jodi Murphy
- AKC Complete Dog Book - American Kennel Club
- Theory of Five - Melissa Verplank
- Caring For The Canine Coat

**REQUIRED TOOLS:** Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Apex Academy of Professional Grooming and Animal Arts. You can purchase these tools all or in part should you have acceptable tools already. You can also shop elsewhere, but please take time to read our Frequently Asked Questions (on page 52) before shopping for alternative tools. AAPGAA may need to see the quality of your tools first, as the reputation of this program relies on safety.

**GROOMING SUPPLIES:** All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student's assignments and instructions are supplied by the school.

- Aescalap Fav 5
- Akkurata Cordless Clipper
- 2 – #30 Blade
- #10 Blade
- #7FC Blade
- #5FC Blade
- #4FC Blade
- Wahl Universal Comb Set
- Master Comb
- Long Tooth Comb XL
- Double Sided Slicker Brush Small
- Double Sided Slicker Brush Large
- Zolitta Medium Pretty Pink Slicker Brush
- Oval Rubber Brush
- Medium Nail Trimmer
- Bird Clipper
- Dremel
- Dematting Comb
- Coat King Double Wide 23 Blade
- Coat King 8 Blade
- Wundercoat'r
- 2 – Groomer's Helper Lead
- Mixing Bottle
- Ear Cleaner
- Ear Powder
- Kwik Stop
- Blade Cleaner
- Thinning Shear
- Graffitti Straight Shear
- Graffitti Curved Shear
- Clipper Vac Attachment
- Grooming Smock
- Grooming Gloves
- Grooming Case
- Face Mask
- Hemostat
- Matt Splitter
- Chunkers
- Stripping Stone



TUITION MUST BE PAID IN FULL PRIOR TO START OF COURSE		FEE
REGISTRATION FEE: (Non-Refundable)		\$250
TUITION:		\$6800
BOOKS:		\$567
TOOLS:		\$3417
OTHER: (Video membership - student's purchase a 3 month membership directly from Learn 2 Groom Dogs)		\$185
TOTAL TUITION / BOOKS / SUPPLIES: (A 2% surcharge will be added to the payment when using a credit card)		\$11219



# POLICIES & PROCEDURES



---

# REGISTRATION

No previous experience is necessary for the Assistant Groomer Program. Applicants must have a genuine concern and affection for animals. The minimum age for acceptance is 18 or be a high school graduate. To enrol in the Canine Pet Stylist Program (whether onsite or quick start), you must have completed with an 80% average or higher, in the Assistant Groomer Program. Professional pet grooming is a physically active profession. To excel in this profession, a prospective student needs to stay mentally focused, stand all day, and have good dexterity with their hands and arms, and lift up to forty pounds with relative ease.

---

# TO ENROL

Apex Academy of Professional Grooming and Animal Arts will contact the applicant after receiving the registration. At this time the applicant will be sent a package with all information, dates, policies and procedures within. The applicant should review all materials, and call the school with any questions. Complete the entire packet and send it to Apex Academy of Professional Grooming and Animal Arts along with the applicable Non Refundable Registration Fee. Apex Academy of Professional Grooming and Animal Arts will contact the applicant to confirm a start date.

---

# APPLY

Submit the completed Registration Form with the applicable registration fee (please refer to each program's outline). The Admissions Department will review each candidate's application and contact them to schedule a personal interview, or telephone interview for out-of-town applicants, prior to acceptance. The school reserves the right to accept or decline an application for enrolment. You may apply on-line at [www.apexacademy.ca](http://www.apexacademy.ca) or [www.zoomzoomgroom.com](http://www.zoomzoomgroom.com)

---

# TUITION, TOOLS & BOOKS

Payments can be made by cash, check, VISA, MasterCard or email transfer. If paying by Visa or Mastercard there will be a 2% surcharge added on. If you are paying for tuition without a student loan, all funds must be paid in full by 50% completion of your training program.

**INSTALLMENT PLAN:** Tuition can be paid in installments as follows; Day 1: 25%; Wednesday of Week 3: 25%; Wednesday of Week 5: 25%; Wednesday of Week 6: 25%.

All books and tools must be paid in full by the beginning of the first day of the program. A credit card or Paypal account is required to purchase online memberships and fees.

---

## STUDENT LOANS

Student loans are available for the Canine Pet Stylist Program, Canine All Inclusive Program and the Canine/Feline All Inclusive program. To apply for student loans follow the instructions at <https://www.saskatchewan.ca/residents/education-and-learning/student-loans>

---

## DRESS CODE

In general, all students are urged to dress and groom themselves in a manner that conforms to standards set by business and industry. At AAPGAA, pants that repel hair (jeans or windpants, NO leggings), cool loose fitting top (NO tank tops), a smock, and clean, non-skid footwear (runners or shoes) is the dress code that is expected. A smock must be worn at all times (if a student forgets their smock they must go home and get it).

---

## SCHOOL HOLIDAYS

Apex Academy of Professional Grooming and Animal Arts is closed on Statutory holidays. There will be a school recess between Christmas and New Years. The school may be closed for various industry-related seminars and shows, bad weather, or other non-scheduled holidays.

Each student will be provided with a schedule of dates, and holidays included in their Enrolment Contract. Should any variations of the schedule outlined occur, an amendment to the contract is required, and is signed by the student and staff representative. During holidays the communication with instructors & the Quick Start students will not be available.



---

# ATTENDANCE

Attendance records are kept each day and become a part of the student's permanent files. In order to successfully complete their training program, students are expected to regularly attend their scheduled classes, and must complete a minimum of 90% of their scheduled clock hours. Classes are scheduled from 9:00 a.m. - 4:00 p.m. and students are expected to be prepared to start class (whether in the classroom or on the floor) at 9:00 a.m. sharp, and plan to train until 4:00 p.m. each day.

If a student's absence hours are more than 8% of their scheduled hours during any one marking period, the student will be placed on probation for one marking period. Five tardies and/or leaving prior to the scheduled start and/or end of class equals one absence. Students will be credited with the full number of clock hours listed on their enrolment agreement on a daily basis. Absenteeism, class cuts (leaving early from class) and tardiness will be excused, on a limited basis and if written documentation regarding the absence is provided. Failure to comply with this policy may result in termination.

**ATTENDANCE AND INVOLVEMENT FOR THE QUICK START PROGRAMS:** The Quick Start Program is located on an online platform called Digital Chalk. The structure of the online programs is that one must complete one component and pass at an 80% level, before being allowed to continue. The Digital Chalk Program also has checkpoints the student has to acknowledge during videos, and webinars. This insures the students are actively involved in the teachings. Live chats will be organized between the instructors and students to check for understanding and clarification if needed.

---

# SATISFACTORY PROGRESS

Students must maintain satisfactory progress in order to achieve the objectives of their chosen program and remain in school. If a student's GPA falls below 80% during any one marking period the student will be placed on probation for one marking period.

For students attending the Canine Pet Stylist Program, a progress report will be completed every 150 hours. For students attending the 80 clock hours program (Assistant Groomer Program), a summary of progress/advancement will be given.

To maintain satisfactory progress, students must comply with the following regulations: attendance, grades, leave of absence, make-ups, terminations, and re-instatements. This precludes any extenuating circumstances, which at the discretion of the Director, are documented and maintained on the student's permanent file.



---

# GRADING

**FOR ONSITE & QUICK START PROGRAMS:** The grading system involves testing students in a number of different areas: practical skill application, written tests, speed, and effort.

Practical skill advancement tests and a series of written tests are developed for each training program to track a student's progress. If a student does not pass a practical skill test for a given level, he/she may repeat the practical testing on or before his/her scheduled end date for that level. Students may not move ahead in their practical skills training until successful completion of each practical skills test. If a written test is not completed by the end of the level, the student will receive a '0' for that test.

Report cards are issued at the end of each level for the 560 clock hour program and a student must maintain a 80% GPA in order to graduate.

The following grading system is used to create report cards:

- |   |  |                                       |
|---|--|---------------------------------------|
| • Written Test Grade 15% of total grade | 60% of total grade                             | • Attendance Grade 10% of total grade |
| • Practical Skills Test Grade           | • Effort / Sanitation Grade 15% of total grade |                                       |

**THE QUICK START PROGRAM GRADING SYSTEM:** Many of the quizzes and checkpoints will be evaluated immediately within the Digital Chalk platform. Photo journals, reports, and essay or open questions will be emailed to the instructors and manually graded.

The following grading system is used for the Quick Start Programs:

- |   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| • Written quizzes and checkpoints within Digital Chalk : 35% of total grade | • Essays/ reports: 20% of total grade | • Photo Journal/ videos: 45% of grade |
|---|---------------------------------------|---------------------------------------|

**REWRITES:** There will be an additional cost of \$65/exam for any student required to retest on any practicum exams.

## CERTIFICATES AND DIPLOMAS

At the completion of the 80 clock hour Apex Assistant Groomer Program (onsite or quick start), and the 480 clock hour Apex Canine Pet Stylist Program (onsite or quick start,), the Apex Assistant Groomer & Apex Canine Pet Stylist All Inclusive Program & the Apex Feline Grooming Program, students who have attained a 80% grade average will receive a diploma.

Presentation of diplomas is dependent upon fees being paid in full, including tuition, tools, and supplies.

---

# CERTIFIED FELINE MASTER GROOMER CERTIFICATION

**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, Inc. and receive an 85% or higher passing grade on all exams. These fees are included in both the Canine/Feline All Inclusive Program and the Feline Groomer program. 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.)

**FELINE GROOMER PROGRAM STUDENTS** - All administration fees are included if students complete certification exams during the 10 day program. An additional administration fee of \$400 per day is required, if a student chooses to complete the CFMG certification after completion of the 10 day program. This fee is payable to AAPGAA, for administrating the tests and will be added to your account for each (full or partial) test day you require.

**FELINE PERSONALIZED PRIVATE INSTRUCTION GROOMER PROGRAM STUDENTS** - An additional administration fee of \$600 per day is required, if a student chooses to complete the CFMG certification immediately following the program. This fee is payable to AAPGAA, for administrating the tests and will be added to your account for each (full or partial) test day you require.

**SUCCESSFUL COMPLETION OF THE FOLLOWING FOUR WRITTEN AND FIVE PRACTICAL EXAMS ARE REQUIRED TO BECOME A CERTIFIED FELINE MASTER GROOMER THROUGH THE NATIONAL CAT GROOMER'S INSTITUTE OF AMERICA.**

**THE FOUR WRITTEN EXAMS COVER:**

1. Business Management (essay)
2. Breeds, Colors, Genetics (50 questions, fill-in-the-blank)
3. Health & Anatomy (55 questions, fill-in-the-blank)
4. Temperaments & Handling Skills (50 questions, fill-in-the-blank)

A passing grade of 85% or better is required for each. The purchase of all four corresponding Study Packets by each student is also required (no exceptions).

**THE FIVE PRACTICAL EXAMS COVER:**

1. Long hair full-coat groom
2. Short hair full-coat groom
3. Comb cut
4. Lion cut – Standard
5. Lion cut – Variation

A passing grade of 85% or better is required for each.

### **FOLLOW THE STEPS BELOW TO BECOME A (CFMG™) :**

1. To join the NCGIA, fill out the membership application and send it in or submit the form online. Cost for first year: \$60 (\$35/year renewal) Initial Membership and Renewal fees can now be paid online under Products/Registrations.
2. The very best way to get your training is to attend the 2 week course at the Apex Academy of Professional Grooming & Animal Arts in Regina, Sk, Canada, or find a remote certifier near you.
3. Both Written and Practical Exams can be taken during our cat grooming school course. Any retakes are an additional \$65 CAD per exam.

Membership with the NCGIA must be current in order to take any exams and earn the CFMG or CFCC title. To retain any titles earned through the NCGIA, membership must remain current, otherwise all titles will be lost, and the exam process would need to be repeated to attain the titles once again. Total cost for all 9 exams: \$585 US.

PPI students must purchase their membership and pay exam fees directly to the NCGIA.

---

## PLACEMENT

Graduates are offered placement assistance at no additional charge. This assistance is available to them throughout the span of their careers. Although employment is not guaranteed, a comprehensive list of local and national job opportunities in the pet care field is maintained at the school. Placement assistance is offered on a personal basis and every effort is made to give each student the special attention needed to aid him/her in securing employment in a position which best suits his/her career objectives.

---

## LEAVE OF ABSENCE

The school recognizes that certain personal emergencies arise resulting in a need for leave of absence. Students will be advised by the school of the implications of their extended absence. The student must request a leave of absence in writing. The request will be reviewed and a decision to grant the leave will be at the discretion of the Director. A return date will be scheduled, based on space availability. Upon return, the student will be placed in class and continue his/her program by accumulating clock hours from his/her last day of attendance prior to the leave. A new scheduled end date will then be assigned. Should a leave of absence occur, the student contract will be amended to show changes and both the student and representative staff member will sign it. Students are allowed only one leave during their training program. If a student does not return to school or requests a return date within 100 days of his/her last day of attendance, they will be terminated from their program. This policy includes Quick Start programs should they go over the stated maximum time.

---

# MAKE-UP FOR ON-SITE PROGRAM & QUICK START PROGRAMS (PRACTICUM COMPONENT)

Any students not completing 90% of their hours by their scheduled end date for each level will be required to make up those hours after their scheduled end date for that level in order to graduate or receive a certificate. The student must make arrangements with the office to schedule a time (based on space availability) to make up these hours. There will be a \$40.00 per hour charge for these make up hours. Payment must be made prior to attendance for make up hours. Please note that should "make-up" hours be required an amendment to the student enrolment contract must be signed by the student and a representative of the school.

---

## TERMINATION

Students are expected to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below, may result in termination.

1. Any type of dishonesty, including knowingly furnishing false information to the institution, or presenting documents of any kind with intent to mislead or defraud.
2. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
3. Failure to comply with directions of institutional officials acting in the performance of their duties.
4. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives.
5. Disorderly conduct or lack of physical or emotional control that jeopardizes any person or animal at Apex Academy of Professional Grooming and Animal Arts.
6. Disregarding school policies.
7. Failure to maintain student loan payments.
8. Failure to maintain satisfactory progress. PLEASE NOTE THAT IF A STUDENT IS DISMISSED FOR CAUSE, THE NORMAL TUITION REFUND POLICY APPLIES.

---

# STUDENT COMPLAINTS

It is the desire of Apex Academy of Professional Grooming and Animal Arts to resolve complaints or concerns in a prompt and courteous manner. It is the expectation of Apex Academy of Professional Grooming and Animal Arts that most issues will be resolved informally by way of discussion between the student and the appropriate staff member.

## **GENERAL GUIDELINES:**

- Appeals regarding grades or dismissals are subject to the academic Appeal Policy. Please use the Student Petition to Appeal Form.
- Complaints are subject to the relevant policies established by Apex Academy of Professional Grooming and Animal Arts such as harassment/discrimination, unsafe work conditions, breach of privacy or confidentiality. Please use the Student Complaint Form to file your grievance.
- Statements of complaint must be made in writing.
- All complaints are confidential.
- The procedure outlined below must be followed
- A staff presented with a verbal complaint will ask the student to follow the procedure and remind the student of the written complaint requirement.
- The Administrator (Connie Buchanan) will also ask for a copy of any written responses from those already contacted by the student in accordance with the procedure.
- Arrangements for meetings and written responses from the person being complained about will be made in a timely and professional fashion. No complaint will go unanswered.
- Records of Complaints will be maintained at the location where they originated for a period of at least three years.

## **PROCEDURE FOR COMPLAINTS ABOUT APEX ACADEMY OF PROFESSIONAL GROOMING AND ANIMAL ARTS OR ANOTHER STUDENT**

### **STEP 1:**

The student will request a meeting with the Instructor responsible for the course to discuss the complaint verbally. If not resolved at this level, the student will proceed to Step 2.

### **STEP 2:**

The student will submit a completed written complaint to the Administrator. The Administrator will arrange a meeting with the student within 3 days of receipt of written complaint. The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. Minutes will be taken at this meeting or discussion. The administrator will provide a written response to the student, outlining the discussion and any proposed and/or agree upon solution(s) within 3 days of the meeting. This response will include a decision statement, together with reasons on which the decision is based and minutes of meetings held. If not resolved at this level, the student will proceed to Step 3.

### **STEP 3:**

#### **Contact:**

Government of Saskatchewan  
Universities and Private Vocational Schools

1120-2010 12th Avenue  
Regina, Saskatchewan S4P 0M3

Phone: 306-787-7381  
Fax: 306-798-3379

<http://www.saskatchewan.ca/residents/education-and-learning/universities-colleges-and-schools/career-colleges>

---

# TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

Students may voluntarily withdraw at any time if they choose. In such cases, a letter to the Director from the student is required. Students may be dismissed for any infraction of the school rules or policies which are listed in the school catalogue. The termination date for refund computation purposes is the last date of actual attendance by the student. Refunds of tuition are as follows:

---

## REFUNDS

**THE PRIVATE VOCATIONAL SCHOOL REGULATIONS, 1995** (The Regulations) govern the procedures to be used for the refund of tuition and fees to students who leave a training program prior to program completion. The Regulations also include provisions for the handling of refunds of books/supplies and other fees and for the cancellation of student contracts.

### REFUND OF STUDENT FEES

15 (1) An operator of a Category I school shall immediately refund to a student all amounts paid to the operator pursuant to the student contract where any of the following circumstances occurs:

- (a) at the time the student contract was entered into, the operator did not have a certificate of registration
- (b) the program or course contracted for was not approved by the minister pursuant to the Act and these regulations;
- (c) the operator or his or her employees made a false or misleading statement regarding the program or course contracted for, or the nature of the student contract, that induced the student to enter into the student contract.

(2) Where an operator of a Category I school has failed to fully deliver a program or course contracted for, the minister may require the operator to:

- (a) refund unearned tuition fees paid to the student; or
- (b) make up the deficiency in the program or course.

(3) Nothing in this section is to be construed as abrogating or limiting in any way the rights and remedies that a student otherwise has at law with respect to a breach by an operator of a student contract with that student.

## REFUNDS AND RETAINING FEES AND OTHER PAYMENTS

27 (1) If a student commences a program or course contracted for and provides written notice to an operator of a Category I school that he or she intends to cease taking the program or course, the operator may retain the applicable proportion, in accordance with subsection (2), of the tuition fee payable for the program or course.

(2) If, at the time notice is given:

- (a) 20% or less of the hours of instruction for the program or course have been delivered, the operator may retain 25% of the tuition fee payable;
- (b) more than 20% but 50% or less of the hours of instruction for the program or course have been delivered, the operator may retain 60% of the tuition fee payable; or
- (c) more than 50% of the hours of instruction for the program or course have been delivered, the operator may retain 100% of the tuition fee payable.

(3) If a student is absent from a course or program for 21 consecutive calendar days:

- (a) the student is deemed to have discontinued the course or program; and
- (b) the operator shall immediately provide written notice to the student that the operator will retain the applicable proportion, in accordance with subsection (5), of the tuition fee payable for the course or program.

(4) The operator shall send the written notice mentioned in subsection (3) by ordinary mail, courier or hand delivery addressed to the most recent permanent address that the student has provided to the operator.

(5) If, on the twenty-first consecutive calendar day that a student has been absent from a program or course:

- (a) 20% or less of the hours of instruction for the program or course have been delivered, the operator may retain 25% of the tuition fee payable;
- (b) more than 20% but 50% or less of the hours of instruction for the program or course have been delivered, the operator may retain 60% of the tuition fee payable; or
- (c) more than 50% of the hours of instruction for the program or course have been delivered, the operator may retain 100% of the tuition fee payable.

(6) If part of a tuition fee is retained by an operator of a Category I school:

- (a) pursuant to subsections (1) and (2), the operator, within 30 days after the notice mentioned in subsection (1) is given, shall refund the balance of the tuition fee, if any, to the student who paid the tuition fee; or
- (b) pursuant to subsections (3) and (5), the operator within 30 days after the notice mentioned in subsection (4) is given, shall refund the balance of the tuition fee, if any, to the student who paid the tuition fee.



(7) A written notice sent by ordinary mail pursuant to subsection (4) is deemed to have been received by the student on the tenth day after it was mailed, unless the student establishes that, through no fault of his or her own, the notice was received at a later date.

(8) If a student has paid for but not received any texts, books or other instructional material or equipment on the day the operator becomes eligible to retain part of the student's tuition fee pursuant to this section, the operator shall refund to the student the moneys the student has paid for those texts, books and other instructional material and equipment.

#### **POWER TO CANCEL A STUDENT CONTRACT**

17(1) A student in a Category I school may cancel his or her student contract within 10 days of entering into the student contract if the student has not attended any program or course contracted for in the student contract.

(2) If a student cancels his or her student contract pursuant to subsection (1), the Category I school shall refund to the student:

- (a) all registration and tuition fees paid by the student pursuant to the student contract; and
- (b) any moneys that the student has paid for texts, books and other instructional material and equipment and that the student has not received.

THERE IS NO OTHER SCHOOL LIKE OURS IN SASKATCHEWAN. Please understand that should something happen to prevent Apex Academy of Professional Grooming and Animal Arts to not fulfill the terms of the contract, students enrolled would receive a full refund of all unearned tuition fees. This is calculated on the hours of training not made available as a result of the circumstance.

# FREQUENTLY ASKED QUESTIONS



**1. WHAT COURSES DO YOU PROVIDE?**

Presently we are offering the Canine Assistant Groomer Program, Canine Pet Stylist Program, Canine All Inclusive Groomer Program, Canine/Feline All Inclusive Program, Feline Groomer Program, Feline Personalized Private Instruction Groomer Program, and Certified Feline Master Groomer Certification. We also provide a Quick-Start option for the Canine Assistant Groomer Program, Canine Pet Stylist Program, and Canine All Inclusive Groomer Program, to suit the needs of individuals who can't travel to the Academy.

**2. WHY IS IT IMPORTANT TO BECOME CERTIFIED?**

Currently there are no laws on who can groom and what education one must have to be a groomer and some provinces are closer to making grooming certification mandatory than others. You can actually teach yourself how to groom as a career if you are extremely committed. This is how many of the instructors at AAPGAA did start. It was a long frustrating process for many of us. Through discussion, the instructors agree that if we could do it all over again – the benefits of becoming certified through a reputable school would have been of the highest benefit. An education in the field of professional grooming will not only speed up your career, it will assist you in producing work to the highest standards and thus a more profitable/ successful business.

**3. IS THE SCHOOL REGISTERED?**

AAPGAA is registered with the Saskatchewan Advanced Education Universities and Private Vocational Schools Branch which means the Academy is regulated and required to follow strict criteria laid out by the ministry.

**4. DO ANY INSTRUCTORS HAVE EXPERIENCE WITH CONFIRMATION SHOWING?**

At Apex, two instructors have extensive show background, and understanding of grooming-to-breed standards.

**5. HOW MUCH HANDS-ON-TIME IS AVAILABLE FOR STUDENTS?**

At Apex, the students have their own dogs and cats coming in daily. Not just that, Apex works in combination with a two busy salons, Zoom Zoom Groom and PreZoomably Cats. There are plenty of experiences that can take place! We also have the mobile grooming vans, which all students can experience.

**6. HOW ARE THE LECTURES AND THEORY PART OF THE PROGRAM MANAGED?**

For the most part, Connie Buchanan (founder of Apex) will be conducting the lectures. Connie has a degree in education and taught middle years education for 18 years prior to starting her grooming career. The skills she learned through her teaching degree and experiences are transferred to the instruction at Apex. It was her love for teaching, and seeing a strong need for grooming education that created her passion to open the school. Many of the lectures are online and provided on a platform called Digital Chalk.

**7. IS THE FACILITY CLEAN, ORGANIZED AND SET UP TO FACILITATE STUDENTS?**

The Apex Academy, Zoom Zoom Groom, and PreZoomably Cats just did an amazing renovation in 3500 square feet of space. A beautiful classroom area has been created.

For Canine programs each student now has their personal hydraulic table, and clipper vac system. The Feline Course facilitates cat specific tubs, tables and dryers.

We take great pride in our facility with plenty of tubs, kennels, and drying stations and it is clean, bright and safe. It is evident that the staff treats their clients( both two legged and four) with the upmost respect and dignity. four) with the utmost respect and dignity.

#### **8. WHAT TYPE OF STUDENT IS APEX ACADEMY LOOKING FOR?**

Even if we were the best school in the world, we can only be responsible for 50% of your learning- the rest is up to you! Grooming school is tough as there is so much to learn. The time you spend at Apex to become certified is just the beginning of your wonderful profession! Learning is continuous and there is not a day that goes by that through teaching I do not learn something new!

Apex is looking for focused students who are determined to immerse themselves in every aspect and opportunity to learn. Students need to have positive energy, and a passion for animals. Dogs & cats are very intuitive creatures and they can quickly decipher your intentions. Grooming is an extremely physical job. Groomers are constantly on their feet, and lifting occurs even though we try to provide equipment (ramped tubs, hydraulic tables etc.) to lessen the load. Creative skills and an eye for shapes, balance and symmetry is a must, however some of our best graduates have been students who felt they had none of these skills! Sometimes there is a hidden gift that just needs to be unwrapped!

#### **9. WHAT ABOUT ACCOMMODATIONS?**

The academy keeps a list of potential accommodations. Many of them are clients who have offered a bedroom or basement suite for our students. Please contact us if you have more questions about accommodations.

#### **10. WHAT DOES THE INDUSTRY LOOK LIKE RIGHT NOW?**

We tell all our students that if they are a skilled groomer, they will attract clientele! According to the Pet Industry Joint Advisory Council of Canada, about half of Canadian households own some kind of pet, and Canadians dropped \$8.3 billion on them in 2018, a figure that's been rising steadily annually. That has spelled opportunity for many small businesses- including the professional grooming niche! The exciting part of this industry is the new advances in tools and products that have simply raised the groomer and the industry to a whole new level! We feel the grooming as a profession is booming and what better time to raise the standards for producing outstanding workmanship and client services!

#### **11. WHAT CAN A GROOMER EXPECT TO BE PAID?**

That question is difficult to answer! Cat groomers with full clientele compared to dog groomers with full clientele make a higher income due to the price point & time difference. You may make a minimum wage working in a salon depending on their pay scale, or you can make a very nice income in a salon that pays you by commission.

Making \$20-\$30+ per hour is doable working for a busy salon. That being said, there is also the opportunity to work on your own. Taking in consideration expenses, inventory and time etc. the results may be (but not always) a higher income than working for someone else. There are also the possibilities of diversifying and adding other income streams that work hand-in-hand with professional grooming, which can include: Retail, Day care, Boarding, Specialized Services – example creative grooming, Training and more

Essentially, the sky is the limit, and the doors are open for pursuing your dreams, whether it is on a small scale or a larger, more ambitious one. When Connie Buchanan, founder of Apex, started with one mobile grooming vehicle, she had no idea it would grow to offer services in grooming education, consulting, mobile grooming, salon grooming, cat grooming & cat boarding!

**12. WHY DO THE TOOLS SEEM MORE EXPENSIVE THAN OTHER SCHOOLS?**

We have seen tools from graduates of some schools that are adequate for their training but once the groomer steps into the world of full-time grooming they are required to upgrade their tools. We feel you should start from the beginning with the best tools available and tools that will last a long time. If you were a carpenter you would want the best tools possible to show your potential workmanship. Groomers are artists too and high quality tools are essential.

**13. WHY DOES APEX PREFER STUDENTS TO BUY TOOLS THROUGH THEM?**

We have had students buy their own tools and have found that often they are substandard and even dangerous! In this industry you get what you pay for! Going cheap is not the way to go, as you will only need to upgrade once your skills improve! Your tools for grooming are no different than the tools for a Dr. or carpenter- they are an extension of your arm... and an important investment. Check out your provincial tax rules as some provinces recognize tools as a tax deduction.

**14. IS THERE ANY FINANCIAL ASSISTANCE AVAILABLE?**

Yes, the Apex Academy's programs are eligible for many provincial and federal student financial assistance programs. Have a look at the student loans offered by the government of Saskatchewan, or contact us for more information.

**15. WHAT IS A CLIPPER VAC?**

A clipper vac is a tool used in creating great grooms, plus it is healthier for the groomer in that hair isn't flying all over the place. It is like a vacuum that pulls the hair up while you do your clipper work. If you want to know more about the Clipper Vac, go to <http://www.mdcromani.com>

**16. WHAT'S THE BIG DEAL ABOUT WORKING WITH A CLIPPER VAC?**

Benefits for Groomers: • Groomers complete 2 or 3 more pets in the course of the day which means more money in your pocket. • You're not cleaning hair off the floor! Cleaning time becomes grooming time! • The speed, efficiency and quality of grooming reduces stress on the pet and the groomer. • Reduces repeat clipping which helps prevent repetitive motion injuries! • Constant air-flow cools the blades and keeps them clean and sharp. Marketing Clipper Vac To Clients: • Modern, State-of-the-Art Grooming (not old-school). • Beautiful Cuts – Gorgeous Layering & Smooth Coats • Safety in Mind – Clipper Vac® allows groomer's blades to remain cool – no fear of hot blades to burn the animal's skin. • Quicker Grooms – Clipper Vac® helps eliminate the need to repeat clipping, allowing pets to be groomed in almost half the time reducing stress on the pet. • Clean Grooms – Pet is not standing in its own hair during the groom, it is vacuumed away the moment it is cut, along with dander and pests.

**17. WHAT'S THE EXCITEMENT ABOUT IN REGARDS TO CAT GROOMING?**

The cat grooming market is virtually untapped. By training and certification Apex can equip groomers to succeed in growing their cat grooming business.

**18. WHAT IF I'M NOT SURE IF THIS IS A CAREER FOR ME?**

We advise you to come for a tour and job shadow one of our groomers. You are welcome to join us to experience and see the workings of being a groomer first hand. Simply give us a call and we can arrange a shadow date for you!

**19. CAN INTERNATIONAL STUDENTS ATTEND AAPGAA?**

All classes 6 months or less, which encompasses all the programs offered at AAPGAA, can be attended by an International student with a "Visitor Visa".

**20. WHEN CAN I START AND HOW CAN I ENROL?**

We currently offer a spring, fall, and winter intake. If you have questions, please contact Rhonda by phone at 306-533-9155 or email [info@apexacademy.ca](mailto:info@apexacademy.ca). Or fill out our online registration form, and we will contact you as soon as possible!

**21. WHO CAN WE CONTACT IF WE WANT TO REGISTER OR IF WE WANT TO ASK MORE QUESTIONS?**

Our website is a great start: [www.apexacademy.ca](http://www.apexacademy.ca) If you want to talk to someone in person, contact Rhonda Deck, our fearless, beautiful head of administration and she will be of immense help and assistance!

**RHONDA DECK** (Administrator) P: 306.533.9155 E: [info@apexacademy.ca](mailto:info@apexacademy.ca)





# FORMS



# SASKATCHEWAN PRIVATE VOCATIONAL SCHOOL STUDENT COMPLAINT FORM

## IMPORTANT

Before you begin, please note that all registered private vocational schools in Saskatchewan are required to have an internal dispute resolution process. Use this form only if you have already registered your complaint with the school and attempted to resolve it using the school's internal process.

If you have been through the internal dispute resolution process and were not able to reach a satisfactory settlement, please attach copies of any and all documents written by you and/or the school that are associated with the dispute to this form.

FULL NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PC: \_\_\_\_\_

TELEPHONE (H): \_\_\_\_\_ (C): \_\_\_\_\_ EMAIL: \_\_\_\_\_

SCHOOL NAME: **APEX ACADEMY OF PROFESSIONAL GROOMING AND ANIMAL ARTS**

SCHOOL ADDRESS: 1180 Winnipeg Street, Regina, SK S4R 1J6 PHONE: 306-533-9155

PROGRAM NAME: \_\_\_\_\_

PROGRAM START DATE: \_\_\_\_\_ PROGRAM END DATE: \_\_\_\_\_

What is your complaint with the school? (Please attach a separate document if you need more space.)

---

---

---

What do you expect the school to do to resolve your complaint? (Please attach a separate document if you need more space.) Please list any attached documents here.

---

---

---

Please list any attached documents here.

---

---

---

Date

Signature of Complainant

## STUDENT PETITION FOR APPEAL PROCEDURE

It is the desire of Apex Academy of Professional Grooming and Animal Arts to resolve any appeals, complaints or concerns in a prompt and courteous manner. It is the expectation of the school that most issues will be resolved informally by way of discussion between the student and the appropriate staff member.

Apex Academy of Professional Grooming and Animal Arts has established specific procedures for lodging a complaint or appeal.

- Appeals regarding grades or dismissals are subject to the academic Appeal Policy. Please use this Student Petition for Appeal Form to file an appeal.
- Complaints are subject to the relevant policies established by the school such as harassment/discrimination, unsafe work conditions, breach of privacy or confidentiality. Please use the Student Complaint Form to file your grievance.

### Procedure for Appeals Regarding Dismissal, Grades or Assessments

**Step 1:** In an effort to resolve the issue informally, the student will bring the issue to the course instructor.

**Step 2:** If the problem remains unresolved, the student may present the complaint or concern in writing, using the Student Petition to Appeal Form, to the Administration- The written submission must include:

- details related to the Step 1 process. The Administrator will initiate an individual or joint discussion with the student(s) and staff member(s) involved. If resolved, the Administrator will notify all concerned parties, in writing, of the decision and the reasons upon which the decision is based. The student will receive a copy of the Appeal, the decision, and all submissions filed in regards to the decision.

**Step 3:** If the problem remains unresolved: The student will contact the following and follow their protocol for complaints...

Government of Saskatchewan  
Universities and Private Vocational Schools

1120-2010 12th Avenue  
Regina, Saskatchewan S4P 0M3

Phone: 306-787-7381

Fax: 306-798-3379

<http://www.saskatchewan.ca/residents/education-and-learning/universities-colleges-and-schools/career-colleges>

**PLEASE NOTE THAT IF A STUDENT IS DISMISSED FOR CAUSE, THE NORMAL TUITION REFUND POLICY APPLIES.**

**STUDENT PETITION FOR APPEAL**  
**PLEASE FILL OUT THIS FORM COMPLETELY**

Date: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PC: \_\_\_\_\_

TELEPHONE (H): \_\_\_\_\_ (C): \_\_\_\_\_ EMAIL: \_\_\_\_\_

COURSE: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

Please explain the reason for your appeal and any documentation in support of your appeal, such as doctor's certificates.

The School will review the Student Petition for Appeal and respond in writing, usually within three working days.

Please list all supporting documents attached to this Petition to Appeal.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



