



Massachusetts Academy of Canine Cosmetology

17 Graf Road
Newburyport, MA 01950

978-499-7712
www.MACCnoseus.com

TO NOSE US IS TO LOVE US

Teaching the Shear Art of Professional Grooming

Application for Admission Enrollment Agreement

Admission Requirements

- Applicants must be at least eighteen (18) years of age
- Applicants must be able to read, write and speak English
- Applicants must show proof of high school diploma or G.E.D
- Applicants must show valid state identification and Social Security number
 - Applicants must be of physically sound health

Methods of Payment: Check or Money Order Only

A fifty dollar (\$50), non-refundable, registration fee, in the form of a check or money order (made out to MACC, c/o Admissions Office) must accompany this application for enrollment research and consideration to the program.

Course Dates

Professional Groomer Certification Program

Daytime classes Monday Wednesday & Friday 8am-3pm

January 12, 2009 - June 13, 2009

June 29, 2009 – December 5, 2009

Tuesday Thursday & Friday 8am-3pm

June 30, 2009 – December 5, 2009

Please complete this application form with all required information and return with \$50

check or money order to:

MACC Admissions Office

17 Graf Road.

Newburyport, MA 01950

***The application form must be completed, in its entirety,
with all questions answered completely and honestly.***

Please check the appropriate date for the classes you are interested in attending.

Professional Groomer Certification Program – 450 clocked hours

Day Classes

Monday Wednesday & Friday 8am-3pm

- January 12, 2009 - June 13, 2009
- June 29, 2009 – December 5, 2009

Tuesday Thursday & Friday 8am-3pm

- June 30, 2009 – December 5, 2009

Tuition Fees

Tuition.....	\$6,700
Application Fee (non-refundable).....	\$50
Books & equipment.....	\$850

Total Charge: \$7,600

Availability is limited as classes are designed to be small and courses can fill quickly.

*50% of tuition is due 30 days before the beginning of the first class.
It is the students responsibility to buy all books & equipment needed for
course equipment list enclosed in packet.*

*Once the Admissions Office receives your enrollment contract,
please allow up two weeks for a return response.*

Refund Policies – (as per M.G.L chapter 255, section 13.K)

#1) You may terminate this agreement at any time.

#2) If you terminate this agreement within five days, you will receive a full refund of all monies paid, provided that you have not commenced the program.

#3) If you subsequently terminate this agreement prior to the commencement of the program, you will receive full refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.

#4) If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

#5) If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

#6) If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

#7) If you terminate this agreement after the five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price whichever is less. A list of such administrative costs is attached hereto and made part of this agreement.

#8) If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.

#9) The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

A completed and signed copy of this agreement must be provided to the student

This is a school licensed by the Massachusetts Department of Education, Office of Propriety Schools. Any comments, questions, or concerns about this school's license should be directed to proprietyschools@doe.mass.edu or 781-388-6048.

Students Signature: _____ Date: _____

School Official's Signature: _____ Date: _____

Education

Please include a photocopy of:

High School Diploma or G.E.D

List any education obtained after graduation or completion of a G.E.D

School Level	Name and location of school	No. of years attended	Did you Graduate ?	Subjects studied
Grammar School				
High School				
College				
Trade/Business or Correspondence school				

(You may list additional information the back of this page.)

Please list any previous grooming skills and/or pet related occupations.

Please briefly explain why the MACC appeals to you.

What are your future aspirations upon graduation?

To

the best of my knowledge, I declare all of the above information to be complete and accurate.

_____	_____
Signature of applicant	Date
_____	_____
Signature of administrator	Date

Upon consideration of enrollment, the applicant will be required to conduct a brief interview. This can be done at the school or by phone.

Upon acceptance into enrollment, all fees for registration, tuition, books, and equipment must be paid in full no later than one month (30 days) prior to the first day of class.

*This school is licensed by the Massachusetts Department of Education,
Office of Proprietary Schools*

Any comments, questions or concerns about the school's license should be directed to:
proprietaryschools@doe.mass.edu
located at 350 Main Street, Malden, MA 02148-5023
or
781-338-6048

*Complaints to the Massachusetts Department of Education must be made in writing.
Forms are available on their website.*

Certification

Upon completion of either the Professional Groomer Certification Program students will receive the beautiful Certificate of the Completion shown below. This certificate shows prospective employers and clients that the graduate has demonstrated the knowledge, skills, and professionalism important to a successful career in this rapidly expanding field.





Professional Groomer Certification Program

This course is designed for the student who is interested in learning all aspects of working, operating, and/or owning a grooming salon. The MACC recognizes the importance of higher standards within the grooming profession. Courses are designed to be fact-paced and highly motivational, which will prepare the student for employment within our vast and growing industry.

Some of the Many Opportunities

- Animal Shelters
- Dog Show Circuit Grooming
- Doggy Day Care Facilities
- Grooming Salons
- Home Grooming Business
- Kennels\Mobile Grooming
- Owning/Operating Grooming Salon
- Pet Shops
- Veterinary Hospitals

Listed of Required Courses

Course # LGS-1	Logistics of a Grooming Salon	14 hours
Course #TEK-2	Tool & Equipment Knowledge	14 hours
Course #HPK-3	Hair Care Product Knowledge	7 hours
Course #BBS-4	Basic Bathing Skills	7 hours
Course #BDS-5	Basic Drying Skills	7 hours
Course #BCS-6	Brushing/Combing & Hand-stripping Skills	7 hours
Course #EQM-7	Equipment Maintenance	7 hours
Course #CB-8	Canine Behavior	7 hours
Course #CN-9	Canine Nutrition	7 hours
Course #BI-10	Breed Identification	56 hours
Course #PGC-11	Professional Groomer Course	56 hours
Course #BS-12	Balance & Symmetry	14 hours
Course #FF-13	Feline Fundamentals	14 hours
Course #SM-14	Salon Maintenance & Skill Refinement	42 hours
Course #PSA-15	Practical Shop Administration	191 hours

Course #LGS-1**Logistics of a Grooming Salon****14 hours**

This course will familiarize the student with the safety aspects of working in a grooming salon.

The student will learn:

- Orientation to the academy
- How to receive a dog from your client correctly and safely
- How to “kennel” a dog correctly
- How to secure a pet client correctly
- How to lift a dog correctly- big or small
- How to set up a safe and efficient working area
- How to accident-proof your work area
- Overall look at course syllabus

Course #TEK-2**Tool & Equipment Knowledge****14 hours**

Students will learn to identify and use the tools and equipment of the grooming salon correctly and will enjoy “smart talk” on ergonomics.

The student will learn:

- How to use the various clippers, and blade types
- How to use various snap on combs
- How to identify the different styles of shears along with their specific styling purposes
- How to use the different scissoring techniques
- How to incorporate different brushing, combing, and dematting tools and techniques for specific coat types
- How to use a hydrotherapy unit correctly
- How to use all drying and kennel equipment

Course #HPK-3**Hair Care Product Knowledge****7 hours**

This course is designed to help students become knowledgeable in the proper use of shampoos, conditioners and the latest hair care products on the market. They will also learn to recognize common skin and coat problems along with utilizing products to save time.

The student will learn:

- How to dilute and apply shampoos and conditioners and all hair care products correctly
- How to identify common skin/coat problems correctly
- How to dilute and apply the correct product for these specific problems
- How to dilute and apply flea and tick products safely

Course #BBS-4**Basic Bathing Skills****7 hours**

Students will learn how to bathe a dog, properly and thoroughly, while handling the pet in a safe and professional manner.

The student will learn:

- How to bathe a dog correctly- *every time*

- How a clean dog can save time and money
- How to calm a “Nervous Nellie” in the tub
- How to be in control at all times
- How to use your time efficiently during the bathing process

Course #BDS-5

Basic Drying Skills

7 hours

Students will become familiar with the proper use of the different drying equipment as well as how to save time and wear & tear on the groomer by utilizing such equipment correctly.

The student will learn:

- How to utilize drying equipment to work for the groomer and save on time
- How to incorporate different drying techniques for specific breeds and coat types
- How to apply warm air dryers to pets safely
- How to calm nervous pets and acclimate them to the drying process

Course #BCS-6

Brushing/Combing & Hand-stripping Skills

7 hours

Students will learn the proper procedures for brushing/combing specific coat types and textures along with knowledge of the tools and products conducive to maintaining a healthy coat.

The student will learn:

- How to use the different tools for properly maintaining a matt-free coat
- How to use the hair care products “smartly” to help reduce dematting and brush out time
- How to educate your clients, in a professional manner, on proper dematting skills and coat maintenance.
- How to use tools to straighten or remove undercoat properly
- How to use a “lava stone”
- Correct hand stripping techniques
- How to identify specific “hand stripped” breeds

Course #EQM-7

Equipment Maintenance

7 hours

Faulty equipment is a top reason for “burn out” in this profession. Students will learn how to clean and maintain their precious equipment, thus enhancing productivity.

The student will learn:

- How to maintain, safely, all bathing, drying and clipping equipment to extend their longevity
- How to replace minor parts to keep equipment running its best

Course #CB-8

Canine Behavior

7 hours

This course is designed to help the students familiarize themselves with the different body languages and behavioral issues that may arise when handling “special needs” pets.

The student will learn:

- How to identify aggressive behavior and how to handle such dogs safely

- How to recognize a “fear biter” and how to handle timid dogs gently and safely
- How to educate owners of “special needs” pets to help insure a positive attitude toward the grooming session

Course #CN-9

Canine Nutrition

7 hours

This seminar is taught by a certified Canine/Feline Nutritionist. Upon completion, the students will learn how to understand and decipher the information listed in the guaranteed analysis and the ingredients panels printed on commercial dog food labels. They will be given up-to-date information to help them make informed choices that will lead toward optimal nutrition for their pets. They will also be trained to help educate their clients on raw diet nutrition for their pets.

Course #BI-10

Breed Identification

56 hours

Students will review the different conformations and breed standards of each group category as defined by the American Kennel Club (A.K.C) and the American Rare Breed Association (A.R.B.A).

The student will learn:

- How to identify the external anatomy of a dog
- How to identify all recognized A.K.C breeds of dogs
- How to recognize good confirmation in the particular breed groups of dogs
- The correct character, temperaments and functions of the most popular A.K.C breeds of dogs
- How to recognize and identify rare breeds

Course #PGC-11

Professional Groomer Course

56 hours

This extensive course is designed to teach the student the correct styling techniques according to the A.K.C standards of the particular breeds within the following breed groups.

Breed Groups

-Sporting	-Non Sporting
-Terriers	-Toys
-Working	-Hounds
-Herding	-Miscellaneous

The student will learn:

- How to modify a show styling into a functional, well-balanced pet clip
- How to groom a designer (mixed) breed with balance and style
- The correct styling patterns for all A.K.C registered breeds

Course #BS-12

Balance & Symmetry

56 hours

This course is designed to bring the student's clippers and scissoring skills to a higher level of professionalism. By teaching how to balance a dog who's conformation is compromised, this type of knowledge helps to set a student apart from being a “pet” groomer to being regarded as a professional.

The student will learn:

- The role of form and function in the correct styling of a dog

- How to camouflage undesirable conformation with the different scissoring techniques
- Specialized scissoring techniques for show grooming

Course #FF-13

Feline Fundamentals

14 hours

This course is designed to acclimate the student in the process of cat grooming. Felines require special grooming techniques and approaches which, when followed correctly, can help assure the most positive of grooming experiences for both feline and groomer.

The student will learn:

- How to handle and restrain a cat safely
- How to identify stress signs in a feline
- How to know when “enough is enough”
- How to dematt a cat safely
- How to shave a cat safely

Course #SM-14

Salon Maintenance & Skill Refinement

42 hours

This extensive course is designed to teach the student how to run an efficient, successful, and profitable grooming salon.

The student will learn:

- How to keep accurate records and files on all clients
- How to set up an efficient appointment book
- How to set up an impressive resume
- How to determine competitive wages and prices for services
- How to set up proper book keeping
- How to evaluate the different computer software available
- How to establish and enhance lifetime customer relationships
- How to help grieving clients through the loss of a pet
- How and when to offer promotions
- Tips on advertising and repeat business

Course #PSA-15

Practical Shop Administration

191 hours

This is an extremely beneficial course for two reasons: 1) It affords the students plenty of salon (grooming) hours that will help to refine their skills which, in return, will help them advance to a higher level of professionalism 2) It offers the students valuable knowledge pertaining to opening their own business. (Students will be required to produce a professional business plan which will help them in opening their own salon.)

The student will learn:

- Extensive knowledge of zoning laws and necessary permits
- Proper knowledge of taxes and insurance
- Merchandising for retail
- Effective advertising methods
- How to create shop integrity
- How to hire and pay employees

Upon completion, the students will have an impressive business plan that will guide them through the process of starting a career in the pet care industry and will be awarded a Certificate of Completion in the Professional Certification Program, as shown below.

Classroom hours	135
<u>Salon grooming hours</u>	<u>315</u>
Total clocked hours/program	450





MACC Policies

- **School Objective** – Our objective is to offer the opportunity for each student to become a recognized and respected professional within the pet grooming industry. Our instructors feel the need for higher standards within the profession. Therefore, the emphasis on self confidence and integrity are constantly being woven into the structure of the student's education.
- **Admission Requirements** – Applicants must be at least eighteen (18) years of age; must read, write, and speak English; must show proof of high school diploma or G.E.D; must be of physically sound health; must be complete the application form honestly in its entirety.
- **Attendance** – Because the classes are designed to be fast paced and highly motivational, students must attend all classes. There will be no excused tardiness or absences without a doctor's note written on doctor's letterhead. Any unexcused tardiness will result in three (3) points being taken off the student's final exam score. Any unexcused absences will result in ten (10) points being taken off the student's final exam grade score. A student who is more than one (1) hour late for class will be considered as absent and will not be allowed to attend that day's class. Points taken off a student's final exam score will be as follows:

Each Tardiness = 3 points

Each Absence = 10 points

- **Dress Code** – Students are required to wear a school-issued grooming apron (provided with the equipment package), long pants and closed-toed, non-slip rubber solid shoes. No shorts or skirts allowed. Students are expected to appear neat and clean and always to present themselves in a professional manner. Long earrings and hanging jewelry are not permitted for safety reasons. Any visible body piercings and/or tattoos must be removed or covered while attending class. (There will be exceptions to this rule; please contact admissions office for more information.)
- **Smoking** – Smoking is not permitted in the academy. Smoking is allowed outdoors, only during designated breaks. Students are required to wash their hands after smoking, before continuing with a pet client. Any person caught smoking in the school building will be fined \$50 per incident. All fines must be paid before attending the next scheduled class.
- **Graduation Requirements** – All students are required to maintain a minimum grade point average of at least 75%. A student who does not maintain a monthly grade average of 75% will be placed on a two (2) week probation period. If, at this time, the student has accomplished the required grade score average, he/she will be taken off of probation. If the student's grade score average has not met the minimum requirement, dismissal from the course may be decided upon by the school director and/or the head instructor. Any refunds due to dismissal will be received according to the refund policies. All students who have demonstrated the necessary skills and meet the requirements set forth by the MACC will be awarded a Certificate of Achievement upon graduation.
- **Grading Systems** – Passing will be based on the traditional grading system, as follows:

100 - 90 = A
 89 - 80 = B
 79 - 70 = C
 69 - 60 = D
 59 - 00 = F

Students final grade score will be determined in the following manner:

Classroom Work	= 50%
Written Exams	= 20%
Test and Demos	= <u>30%</u>
Total	100%

- **Students Transcripts** – Transcript records of all grades, course instruction, and materials will be maintained for each student, and will be available to the student upon request. These transcripts will be kept totally confidential with access allowed only to the student and the school administration staff. First requested copy is free, and a letter of request must be submitted to MACC. Additional copies of transcripts can be purchased for ten dollars (\$10) per copy.
- **Job Placement** – The MACC does not guarantee job placement but will, however, provide the student with a letter of recommendation that will assist him/her with employment interviews. The MACC also offers advanced training and job placement, when available within out school, to qualified students. Please contact the school administrative office for qualifications.
- **Termination** – The MACC reserves the right to terminate a student's enrollment when the student's conduct is, in any way considered to be inappropriate, abusive, and/or disruptive to fellow students, instructors, employees, clients or animals of the school.

Drug or alcohol use or possession at any time while on school property will result in immediate expulsion. Depending on the severity of any situation, the local authorities may be asked to become involved.

All students are expected to show a consistent desire to learn, must maintain the required 75% grade score average, must attend all scheduled classes, and must always act appropriately and accordingly while on school premises. All rules applying to the student's conduct must be adhered to. Any of the above situations are considered grounds for termination.

Termination is decided upon by the school director and head instructor. A decision to terminate shall be decided upon within seven (7) business days after the incident of concern. A letter of the school's decision shall be sent to the student no later than three (3) business days after the decision has been made. A student who has been dismissed due to extenuating circumstances may be considered for readmission to future classes. This decision is determined by the school director and/or head instructor.

- **Student Complaints** – Any complaints a student may have should be brought to the attention of the school director. Complaints shall be discussed within a private forum, not in front of the class. If a student complaint cannot be resolved between the student and the school, the student may contact the Massachusetts Department of Education at 781-338-6048.
- **Student Progress Reports** – Students will receive monthly written progress reports. These progress evaluation sheets will help the students determine where their strengths and weaknesses are regarding their acquired skills in their elected grooming courses. Students must maintain a minimum score average of 75%.
- **Guidance and Counseling** – Students who do not maintain an average of 75% on their monthly evaluations and test scores may seek guidance counseling from the academy. A guidance counselor will help the students assess his/her weaknesses and help to fine tune his/her skills with special attention from the instructors. Student's must show that they are putting forth sufficient effort and must demonstrate a willingness to learn.

Guidance counseling is also offered to help students identify which of their particular career interests they wish to pursue upon graduation. We will also be available, by appointment, to counsel graduates who may be having difficulty finding the appropriate career in which to utilize their grooming skills.

- **Refund Policies** – (as per M.G.L chapter 255, section 13.K)

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#2) If you terminate this agreement within five days, you will receive a full refund of all monies paid, provided that you have not commenced the program.

#3) If you subsequently terminate this agreement prior to the commencement of the program, you will receive full refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.

#4) If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

#5) If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

#6) If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

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#8) If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.

#9) The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

A completed and signed copy of this agreement must be provided to the student

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Students Signature: _____ Date: _____

School Official's Signature: _____ Date: _____



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TO NOSE US IS TO LOVE US

Teaching the Shear Art of Professional Grooming

Holistic Approach

The MACC prides itself on incorporating a 100% all natural holistic approach into all aspects of the students training.

“The Way Nature Intended”

*This holistic approach
-which includes the use of
pure therapeutic grade essential oils and flower essences-
not only benefits the pet client,
but also helps the student become
more environmentally aware and
appreciative of the medicinal benefits of using earth friendly products.*





Tuition Payment Plan Options 2009

For your convenience, the MACC is offering special payment plan options for the 2009 classes. Please read the following information carefully:

- Half of the tuition, plus application fees are due no later than 30 days before the start of the first class.
- Monthly payments must be paid in full on or before the scheduled due date.
- Students may not attend classes while there is an outstanding balance due to the school.
- Students must make up all missed classes due to lack of payment as contracted. There may be a \$35 make-up charge per class.

Professional Groomer Certification Program Payment Plan Schedule

Due one month before the first class: \$3,350.00
Four (4) monthly payments thereafter of \$837.00 each
the **first** payment due on the **first** class day.



Mission Statement

The MACC is dedicated to providing “excellence in education”. Our courses are designed to be thorough and highly motivational. Upon completion of the Professional Certification Program, the student will be educated in all aspects of working, operating, and/or owning his/her own salon.

Beyond grooming, the students will learn to apply their newfound skills to achieve success in all aspects of their profession. Our instructors not only strive to educate our students, but to inspire their imagination.*

Our philosophy is:

“Do What You Love, Love What You Do”

- *The MACC not only defines success as a means to financial gain, but also in the earning of recognition from your peers and professionals as an enthusiastic, educated, and most importantly, compassionate professional in your field.*

Our instructors feel the need for higher standards within our industry, therefore the emphasis on self confidence and integrity are constantly being woven into the structure of the student's education.



Optional Certification Programs

Reiki
Animal Communication

Reiki

Reiki or “laying hands” is a Japanese method for relaxation and stress reduction. This program will teach the student how to apply Reiki to themselves as well as the pets and will receive a certificate upon completion of the program.

Animal Communication

For further information about these courses, please e-mail lynn@maccnoseus.com



Additional Required Certification Programs

The following additional certifications are required by the MACC prior to graduation and are provided during the Professional Groomer Certification Program. The cost of this certification is not included in the tuition fee but is listed below.

Pet First Aid/CPR

\$65

This certification program is taught on site at our school by the Northeast Massachusetts Red Cross. The fee of sixty-five dollars includes the Pet First Aid/CPR book, a pet first aid kit as well the course itself.

The student will learn:

- How to administer medications
- How to recognize an emergency
- How to perform CPR and first aid
- How to treat common problems and emergencies requiring immediate attention