



PARAGON DISTANCE LEARNING HANDBOOK

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DISTANCE LEARNING CURRICULUM GUIDE

HELLO... AND WELCOME!

Thank you for choosing the Paragon School of Pet Grooming to assist you in achieving your goals in the pet grooming industry. You are about to become a part of a community which, like yourself, has expressed a desire to work with animals. Your decision to purchase the Paragon Distance Learning Program has made you part of a prestigious program with a curriculum that has gained national acclaim.

SCHOOL HISTORY

The Paragon School of Pet Grooming is dedicated to your professional development. Our commitment to excellence is our promise that your training will help you succeed in your education AND in your new career!

Paragon's curriculum is based on Founder Melissa Verplank's over 40 years of experience in the pet industry. Her mastery of grooming techniques attained worldwide recognition and led to the creation of her internationally successful books, **Notes from the Grooming Table** and **Theory of Five**. In addition to authoring several books, Ms. Verplank has founded multiple businesses including:

- The Paragon School of Pet Grooming, Inc.
- Whiskers Resort & Pet Spa, Inc.
- White Dog Enterprises, Inc.
- Learn2GroomDogs.com

As an award-winning competitive pet stylist, Melissa was a member of GroomTeam USA. She later became the Team Coordinator and has served on GroomTeam's Board of Directors. Ms. Verplank is active in the pet industry as a speaker and contest-grooming judge. Among her accomplishments are numerous Cardinal Crystal Achievement Awards and Barkleigh Honors Awards for her work within the industry.

THE TRAINING

The Paragon Distance Learning Program is multi-faceted. It is comprised of history, theory, videos, quizzes, and written exams. In addition, you will receive many practical application assignments to help them pass their practical skills tests successfully.

PRACTICAL SKILLS APPLICATION

This is the “hands on” part of the training.

LEVEL 1 – GROOM TECH PROGRAM

In Level 1, you will learn basic canine physiology, pet grooming, and handling of dogs including: brushing, combing, clipping nails, cleaning ears, bathing, drying, and basic finishing techniques for a wide variety of coat types.

Each lesson in Level 1 is organized with a Study Guide, online content to review, reference to required reading, video demonstrations, illustrations, review quizzes, a final online test and four practical assignments for which you will upload photos of your work.

Included with this program: Access to the Level 1 portal, which includes reading material, videos, and testing. You will receive a Tracking Journal and are permitted access to the private Facebook group: *Students and Graduates of The Paragon School of Pet Grooming*, as well as training support through your Paragon Mentor.

LEVEL 2 – PET GROOMER PROGRAM

In Level 2, you will learn how to properly groom typical dogs encountered in a typical grooming shop. Focus is on low maintenance clipper trims, basic head styling, and foundation scissoring skills. Pet handling skills are demonstrated to help you win the trust and cooperation of a pet in a professional setting.

Each lesson in Level 2 is organized with a Study Guide, online content to review, reference to required reading, video demonstrations, illustrations, review quizzes, a final online test and three practical assignments for which you will upload photos of your work.

Included with this program: Access to the Level 2 portal, which includes reading material, videos, and testing. You will receive a Tracking Journal and are permitted access to the private Facebook group: *Students and Graduates of The Paragon School of Pet Grooming*, as well as training support through your Paragon Mentor.

LEVEL 3 – PET STYLIST PROGRAM

In Level 3, you will learn AKC breed history, theory, and identification. You will learn grooming techniques on breeds commonly found in the grooming salon, as well as corrective grooming and basic hand stripping techniques, continuing education, and client communications.

Each lesson in Level 3 is organized with a Study Guide, online content to review, reference to required reading, video demonstrations, illustrations, review quizzes, a final online test and five practical assignments for which you will upload photos of your work.

Included with this program: Access to the Level 3 portal, which includes reading material, videos, and testing. You will receive a tracking journal and are permitted access to the private Facebook group: *Students and Graduates of The Paragon School of Pet Grooming*, as well as training support through your Paragon Mentor.

PROGRAMS	FOCUSED SKILLS		
<p>Level One</p> <p>Groom Tech</p>	THE BASIC SKILL SETS		
	<p>Equipment Use and Product Knowledge</p> <p>Bathing</p> <p>Brushing</p> <p>Drying</p> <p>Combing</p>	<p>Deshedding Techniques</p> <p>Nail Trimming</p> <p>Ear Cleaning</p> <p>Dematting</p> <p>Fluff Drying</p> <p>Clipper Usage</p>	<p>Blade Knowledge</p> <p>Scissoring and Thinning</p> <p>Humane and Safe Pet Handling</p> <p>Anatomy</p> <p>Sanitation</p>
<p>Level One & Level Two Bundle</p> <p>Pet Groomer</p>	THE INTERMEDIATE SKILL SETS		
	<p>Equipment Use and Product Knowledge</p> <p>Bathing</p> <p>Brushing</p> <p>Drying</p> <p>Combing</p> <p>The Theory of Five</p>	<p>Deshedding Techniques</p> <p>Nail Trimming</p> <p>Ear Cleaning</p> <p>Dematting</p> <p>Fluff Drying</p> <p>Clipper Usage</p> <p>Blending</p>	<p>Blade Knowledge</p> <p>Scissoring and Thinning</p> <p>Humane and Safe Pet Handling</p> <p>Anatomy</p> <p>Sanitation</p>
<p>Level One, Two & Three Bundle</p> <p>Pet Stylist</p>	THE ADVANCED SKILL SETS		
	<p>Equipment Use and Product Knowledge</p> <p>Bathing</p> <p>Brushing</p> <p>Drying</p> <p>Combing</p> <p>The Theory of Five</p> <p>Measures/Principles of Symmetry and Balance</p> <p>Hand stripping Basics</p>	<p>Deshedding Techniques</p> <p>Nail Trimming</p> <p>Ear Cleaning</p> <p>Dematting</p> <p>Fluff Drying</p> <p>Clipper Usage</p> <p>Blending</p> <p>Pattern Setting</p> <p>Continuing Education</p> <p>Client Communication</p>	<p>Breed ID</p> <p>Blade Knowledge</p> <p>Scissoring and Thinning</p> <p>Humane and Safe Pet Handling</p> <p>Anatomy</p> <p>Sanitation</p> <p>Corrective Grooming</p>

HISTORY AND THEORY

PARAGON LEARNING PORTAL

<https://paragonpetschool.com/my-courses/>

You will have access to the online curriculum materials including reading, videos, quizzes, and tests. Each level is comprised of modules and has a study guide to lead you through them. Each level has practical assignments that will help reinforce the skills they have learned. You will upload photos of your work for grading and maintain a tracking journal for final grading. **Theory must be complete prior to hands-on work.**

TEXTBOOKS

AKC COMPLETE DOG BOOK

This text is recognized by groomers, handlers, breeders, and other pet care professional as the resource for breed history and standards in the United States. The better you understand each breed, the better you will be able to handle and interact with the pet.

Notes from the Grooming Table

Simply put, there is no other book like this on the market. The focus of *'Notes'* is basic pet trimming using standard pet grooming techniques. The illustrations featured for more than 200 breed profiles are clear, concise, and current for pet grooming styles. Step-by-step instructions and hundreds of detailed illustrations will help you groom any breed of dog.

THEORY OF FIVE

The methods outlined in this informative book have been tested for more than 20 years by Melissa Verplank and her team. By reducing complex methods and techniques to easy to understand terms, Melissa has helped hundreds of stylists quickly master the skills and patterns necessary to groom hundreds of different breeds.

Notes Pocket Pal

Designed for the groomer on the go! This handy edition fits right in your smock or apron. A quick and condensed grooming guide for the most popular breeds as well as five new breeds!

Groomer's Guide to Pet Injuries & Health

By Groomer to Groomer columnist, Veterinarian, Dr. Boyd Harrell, DVM This 272-page book is a must have reference for grooming salons. 21 easy-to-read chapters covering: Skin Disorders, Ears, Hot Spots, Allergies, Fleas and Ticks, Toenail and Foot Pad Problems, Anal Sacs, and much more.

Canine Terminology

You can't be into dogs without learning the language of the industry. Full of incredible scientific illustrations and definitions of important terms and concepts in an A-Z format. You'll be able to speak the language of the industry with ease.

VIDEO LECTURES

All programs will utilize video lectures designed to ensure that you receive all the information required to work at a professional level. Each video will correspond with a quiz that is taken while watching the video. This is meant to help retain the information played in the video.

QUIZZES

All video lectures and reading assignments are followed with a quiz. A quiz will be immediately graded, and you will see the answers. You may reset and retake the quiz as many times as you need. The quizzes are a study guide. It is important to take all quizzes and do well on them to get ready for the test.

ONLINE TESTS

You are responsible for completing the written tests in each module of the Distance Learning Website. All tests need to be done in a timely matter so that you can move on to the next module. A grade of at least 85% is required to move to the next module. If a grade of under 85% is earned, your progress in the program will be stopped and you will not be able to move on until the test is reset. You can request a test reset by selecting the Contact Mentor button in the upper right-hand corner in the program. All tests are open book.

PHOTO SUBMISSIONS AND TRACKING JOURNAL

You are responsible for maintaining a tracking journal that corresponds with all the dogs you have groomed while in the program. **Download and print tracking journal at the beginning of each level.** *40 dogs recorded on tracking journal in level 1, 30 dogs recorded on tracking journal level 2, and 25 dogs are required on tracking journal level 3.* Photo Submissions give you and your Mentor a clear vision of how you are progressing in the program. While every individual learns at a different rate, our knowledge and experience help provide a framework that establishes a progression timeline for you. Our Mentors will not advance you to another skill set unless they confidently feel you can perform the current skill. Grooming skills are building blocks, you must master one skill before moving on to the next. Trust the process and trust the Mentor.

Please refer to the Photo Submission Guideline Section for more information on taking pet assignment photos and for the tracking journal.

Satisfactory Progress

The program requires an 85% on test and 80% on Practical Photo Submissions.

GRADING

The grading system involves **Theory and Photo Submissions**. These assignments will be graded through the distance learning portal.

CERTIFICATES OF COMPLETION

Certificates will be awarded through the website upon successful completion of each level.

POLICIES

After discovery, investigation, and determination of suspected falsification or submission of any graded, or to be graded materials has been performed, and you are found to be in violation of cheating or submitting other's work instead of your own, you may face disciplinary action up to and including termination from the program. Cheating is an offense taken very seriously in the Paragon program and will be dealt with as such.

Never hit a pet.

Striking a pet is not a proper correction. Hitting is an unacceptable outlet for a groomer's frustration and will not be tolerated.

Pets are never to be left on tables or tubs unattended.

You should always have a hand on the pet.

If you are not working on a pet, you must put it away. Maintain contact with the pet at all times.

Pets should never come in contact with each other.

Pets may fight, or transmission of disease or parasites may occur.