[SALON NAME] Sponsored Paragon Distance Learning Agreement

[SALON NAME] is excited to share in the opportunity to help you continue your education toward your grooming career! This document will outline the guidelines of what [SALON NAME] will do to support your learning, provide an understanding of the sponsorship in the Paragon School of Pet Grooming Distance Learning Program, and define the commitment terms and conditions both parties, Employer and Employee, will agree on. *This agreement is not an agreement with Paragon.*

**The Paragon Distance Learning Program is our preferred training platform.**

Level 1: Groom Tech Program- (no pre-requisite required) You will learn the necessary skills to start your grooming career including- Canine Psychology, Safe Pet Handling, Brushing and Combing, Nail Trimming, Ear Cleaning, Preparatory Hair Trimming, Info to Clipper Techniques, Drying, Basic Finishing Techniques, Customer Service Skills, Equipment Handling and Maintained, and Safety and Sanitation.

Level 2: Pet Groomer- (Pre-requisite required, successful completion of Level 1) This program teaches the intermediate skills for proper grooming on a typical dog including- Low maintenance clipper trims, Basic Head Styling, Foundational scissoring skills, Pet handling skills, Pet First Aid & CPR, Info to dog nutrition and pet health, Practical grooming Techniques (using book “Theory of 5”), Parasites, and Vaccines, diseases, and common illnesses.

Level 3: Pet Stylist- (Pre-requisite required, successful completion of Level 1 & 2) This advanced level goes in-depth focusing on practicing, perfecting, and testing your grooming skills. You will study- AKC Breed History, Theory and Identification, Patterns and Breed Specific Trims, Corrective Grooming, Basic Hand Stripping, Continuing Ed, and Client Communications.

Books Required:

* Canine Terminology by Harold Spira
* The New Complete Dog Book 22nd Edition by The America Kennel Club
* Notes from the Grooming Table 2nd Edition by Melissa Verplank
* Notes Pocket Pal 2nd Edition by Melissa Verplank
* Theory of 5 by Melissa Verplank
* Groomer’s Guide to Pet First Aid, Injuries & Health by Boyd Harrell, DVM

Tools Required:

* Corded/ Cordless Clipper (Removal Blades)
* Clipper Blades- #40, #30, #15, #10, #7F, #5F, #4F
* Combination Comb
* Wide Toothed Comb
* Medium/Lg Slicker Brush
* Rubber Curry
* Thinning Shears
* Small Detail Shears
* Cured Shears
* Straight Shears
* Ear Protection
* Grooming Mask
* Hemostats
* Nail Trimmers
* Blade Coolant/ Disinfectant
* Ear Powder
* Ear Cleaner
* Kwik Stop
* Kennel Lead & Grooming Loop
* Guard Comb Kit

With each level you will be assigned a Paragon Student Mentor who will grade and guide you through the training process with Paragon, along with the support of the [SALON NAME] staff to answer questions and provide continued encouragement throughout the process.

Each level of training can take up to four months of time to complete, however we will do everything we can to help you through the training process as efficiently as possible.

When [SALON NAME] sponsors a student, study time will be on the clock and self-paced. You will have regular check-ins with your manager or team leader. Since this is paid time for study, we ask you complete the courses in the least amount of time possible. You will also need to keep up with making sure you notify the front desk of specific breeds needed to complete your course work in a timely fashion.

Your grooming skills training is an investment of time and money when [SALON NAME] sponsors a student via this Distance Learning Program. For this reason, [SALON NAME] requires a [XX]-year employment commitment from the sponsored student, commencing on [Date – i.e., Hire Date, Training Completion Date]. If you are unable or unwilling to continue with your employment commitment (i.e., you resign) you will be subject to reimburse [SALON NAME] for **100%** of your training program tuition.

If you fail to complete the program due to reasons of your own, or due to failure to meet [SALON NAME] employment expectations (i.e., you are terminated) or cannot complete your training program with the minimum grades required throughout the lessons, you will be subject to reimburse [SALON NAME] for **100%** of your training program tuition.

(Investment costs will be outlined below).

Break down of grooming skills training program costs:

o Level 1- Groom Tech Program $900

o Level 2- Pet Groomer $900

o Level 3- Pet Stylist $900

Books Kit: [SALON NAME] will provide you access to Books needed for this program or you may opt to purchase your own Book Bundle of required books. If you opt to use [SALON NAME]’s provided books, you agree to keep them well cared for and on company premises or you will be responsible for replacement costs.

o I want to use [SALON NAME]’s Provided Books   
o I want to buy the Book Bundle from Paragon ($185 + Tax & Shipping)

Toolkit: [SALON NAME] will provide you access to tools needed for this program or you may opt to purchase your own Toolkit. If you opt to use [SALON NAME]’s provided tools, you agree to keep them well cared for and on company premises or you will be responsible for replacement costs.

o I want to use [SALON NAME]’s Provided Tools  
o I want to buy the Toolkit from Paragon ($875 + Tax & Shipping)

Computer Usage: [SALON NAME] will provide you access to a computer/device to complete the online training program, or you may opt to use your own computer/device which must have internet access. If you opt to use [SALON NAME]’s provided computer/device, you agree to keep it well cared for and on company premises or you will be responsible for replacement costs. Please be aware you will need access to a computer/device with a camera for photo submissions during these courses.

o I plan on using a device provided by [SALON NAME] (I will treat it with care keeping it clean and safe from environmental and workplace damage)

o I plan on using my own device (I will not hold [SALON NAME] liable for this device in the event of loss or damage while on company property)

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Training Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password for Online Portal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (This is so your team lead or manager can check in on your progress as needed)

Total [SALON NAME] Investment at Start of Training:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the terms and conditions outlined above. I am agreeing to have [SALON NAME] sign me up and sponsor me as a student with the Paragon Online Distance Learning Program.

Student Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_