

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Michele Huitric
CC: DAS, Program Planning & Review Unit
Date: May 6, 2026

Program Name: Groom Curriculum
Industry: Business Services
DAS File No.: 101620
Grant Awardee: ☒ No ☐ Yes

Action(s):

- ☒ Proposed new apprentice program
- ☐ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☐ Existing apprenticeship program changing work processes on approved occupations

Labor Organization(s) Representing Apprentices:

None

Request for Approval under Labor Code 3075:

Groom Curriculum is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

Groom Curriculum's apprenticeship program is designed to develop skilled, safety-focused professional groomers through a structured combination of online instruction and hands-on training. The program emphasizes technical skill development, animal safety, and workplace readiness, including communication, professionalism, and critical thinking. Apprentices gain real-world experience while building confidence and competency, preparing them for long-term success in the grooming industry.

Groom Curriculum will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

- Pet Groomer O*Net: 39-2021.00
 - Professional Worker Wage: \$35 per hour
 - Proposed Apprentice Wage: \$21.42 per hour (varies by county)
 - Proposed No. of Apprentices: 100

Proposed Employers:

- Paws At Main, 641 N. Main Street, #102, Corona, CA 92880
 - Occupation(s): Pet Groomer

Groom Curriculum Program Standards

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Article I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education-sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

Occupation: Pet Groomer

O*Net Code: 39-2021.00

Attachment: B

Article III Organization

For each employer participating in this program, an "Employer Agreement" (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;

- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;
- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;

- 14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article VII Definition of an Apprentice

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

Article IX Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished with a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

- 3) If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

Article XIII Certificate of Completion

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.

- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

Groom Curriculum will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications for apprenticeship will be accepted on a continual basis. Applicants can apply online at www.groomcurriculum.com. Applicants can also request and submit applications via email at info@groomcurriculum.com.

Article XVI Records

All records will be maintained, in written or electronic form, for five (5) years and kept at:

Groom Curriculum
11801 Pierce Street
Suite 200
Riverside, CA 92505

Article XVII Annual Compliance

Groom Curriculum will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Groom Curriculum agrees to accept electronic signatures for these Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Groom Curriculum on April 15, 2026 (Committee approval date).

Employer Organization

Groom Curriculum

11801 Pierce Street, Suite 200, Riverside, CA 92505

Sierra Elbert, President

Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

_____.
(DAS approval date)

Adele Burnes, Chief
Division of Apprenticeship Standards

Date

Attachment B

Training Schedule and Working Conditions

Groom Curriculum

Occupation

Occupation: Pet Groomer

O*Net Code: 39-2021.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 245 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 35 per hour effective 4/15/2026.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (county or city) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Period:	1 st	2 nd	3 rd	4 th
Competencies completed:	0%	25%	50%	75%
Wage per hour:	\$16.90	\$18.01	\$19.05	\$20.10

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in high school must be compensated at or above the wage scales shown below:

Period:	1 st	2 nd	3 rd	4 th
Competencies completed:	0%	25%	50%	75%

Alameda, Marin, San Mateo, Santa

Clara, and San Francisco Counties:	\$22.43	\$27.02	\$33.88	\$34.56
All Other Counties:	\$21.42	\$25.80	\$32.35	\$33.00

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and date each task as Competency Check List is completed.

Professional Competencies and Performance Areas

1. Care for animals:
 - a. Feed and water animals according to schedules and feeding instructions.
 - b. Exercise animals to maintain their physical and mental health.
 - c. Perform animal grooming duties, such as washing, brushing, clipping, and trimming coats, cutting nails, and cleaning ears.
 - d. Advocate for animals or find homes for stray or unwanted animals.
 - e. Transfer animals between enclosures to facilitate breeding, birthing, shipping, grooming or rearrangement of exhibits.
2. Administer basic health care or medical treatments:
 - a. Provide treatment to sick or injured animals or contact veterinarians to secure treatment.
 - b. Follow emergency action protocols and, if qualified, anesthetize and inoculate animals, according to instructions.
3. Monitor health or behavior of people or animals:
 - a. Examine and observe animals to detect signs of illness, disease, or injury.
4. Prepare food or meals:
 - a. Mix food, liquid formulas, medications, or food supplements according to instructions, prescriptions, owner permission and knowledge of animal species.

5. Clean and maintain facilities and work areas:

- a. Do facility laundry and clean, organize, maintain, and disinfect animal quarters, such as pens and stables, and equipment, such as saddles and bridles.
- b. Adjust controls to regulate specified temperature and humidity of animal quarters, nurseries, or exhibit areas.
- c. Install, maintain, and repair animal care facility equipment, such as infrared lights, feeding devices, and cages.

6. Document client health or progress:

- a. Collect and record animal information, such as weight, size, physical condition, treatments received, medications given, and food intake.

7. Explain regulations, policies, or procedures and monitor activities to identify problems or potential problems:

- a. Observe and caution children petting and feeding animals in designated areas to ensure the safety of humans and animals.
- b. Apply knowledge of reasons animals may bite. Evaluate and select preventive measures, e.g., staying out of the bite range, using a muzzle, leash, grooming loop, or groomer's helper to direct the dog's mouth away from the groomer.

8. Clean tools or equipment:

- a. Clean and disinfect surgical or grooming equipment.

9. Respond to customer inquiries:

- a. Respond to questions from patrons, and provide information about animals, such as behavior, habitat, breeding habits, or facility activities.

10. Perform administrative or clerical tasks:

- a. Answer telephones and schedule appointments.
- b. Maintain and update files, such as but not limited to intake forms, release forms, waivers, and contact information.

11. Provide care for animals and confer with clients to discuss treatment plans or progress:

- a. Advise pet owners on how to care for their pets' health or refer to a licensed veterinarian.

12. Discuss service options or needs with clients:

- a. Discuss with clients their pets' grooming needs.

13. Train animals:

- a. Train animals to perform certain tasks.

14. Maintain supply or equipment inventories:

- a. Manage and maintain inventory of store feed and supplies.

15. Order materials, supplies, or equipment:
 - a. Order, unload, and store feed and supplies.
16. Sell products or services:
 - a. Sell pet food, retail, supplies, and services.

Total Approximate On-Job-Training Hours

2000

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 245 hours. Related and supplemental instruction will be provided by Groom Curriculum and overseen by Butte County Office of Education.

Time spent in related and supplemental instruction may not be compensated.

Course	Hours
Orientation Meeting	1
Learning Management System (LMS) Introductory Lesson and American Kennel Club	
National Educational Standards Overview	1
Diagnostic Assessment	1

Module One:

Module One focuses on the safe handling and control of dogs, groomer's attire, personal protection equipment, intake guidelines, and communication with pet owners. Students learn coat basics and layers, the principles of brushing, bathing, and drying, and the importance of sanitizing and disinfecting infectious agents. Durable skills lessons are on the following topics: controlling life stresses, collaboration, and communication skills, such as tone of voice, group discussion, use of visuals, active listening and speaking, using humor, and phone etiquette. Module One also introduces Carol Dweck's positive growth mindset theory by using journaling prompts connected to situations that groomers experience.

LMS Module One Lessons: 6

- Safe Handling and Control of Dogs
- Groomer's Attire and Equipment Safety
- Guidelines for Receiving a Pet
- The Game Plan
- Coat and Brushing Basics
- Bathing and Drying
- Brush Methods with Focus on Coat Layers
- Sanitation and Disinfecting Infectious Agents

Module One Review Google Meet 1.5

Module One Positive Growth Mindset Journal .5

Residue Song Parody Assignment 1

Module Two:

Module Two instruction begins with learning ergonomically friendly practices, the nomenclature of tools, and canine body language. Students learn more about bathing, drying, coat types, and hair growth. Instruction occurs regarding grooming sensitive areas such as eyes, ears, nails, and pads. Tool and equipment sanitizing and disinfecting is an area of focus. Durable skills lessons are on the following topics: discussion etiquette, stress management, active listening, speaking confidently and professionally, word choice, self-awareness, and expressing and regulating emotions. Positive growth mindset journaling focuses on practicing gratitude, improving your work environment, communication, professionalism, and emotional intelligence.

LMS Module Two Lessons: 6

- Ergonomically Friendly Practices
- Grooming Tools
- Canine Body Language
- Bathing and Drying Considerations
- Canines and Their Coat Types
- Hair Growth and Eyes, Ear, Nails, and Pads
- Tool and Equipment Sanitizing and Disinfecting

Module Two Positive Growth Mindset Journal .5

Ringworm Transmission and Prevention Lateral Fact-Checking Assignment 1

Module Two Review Google Meet 1.5

Module Three:

Module Three deepens groomer and pet safety regarding fearful and aggressive dogs, equipment maintenance, and self-care. Students learn best practices for grooming puppies and geriatric dogs, addressing parasites, hot spots, anal sacs, glands, and sanitary trims. Efficiency and attention to detail to breed standards are highlighted. Students increase their understanding of sanitation regarding laundry, products, and prevention of cross-contamination. Durable skills lessons are on the following topics: decision-making skills, self-care, problem-solving, client communication, goal setting, work quality, attention to detail, and taking the initiative. Positive growth mindset journaling topics include thinking through decisions, self-care, open mindfulness, and staying calm, composed, and compassionate.

LMS Module Three Lessons: 6

- Aggressive and Fearful Dogs
- Equipment Maintenance and Self-care
- Puppies and Geriatric Dogs
- Parasites and Hot Spots
- Anal Sacs and Glands and Sani-trim
- Efficiency and Attention to Detail
- Laundry and Product Sanitation

Module Three Positive Growth Mindset Journal .5

Prepared for Class Discussion - Module Three Assignments 1

Module Three Review Google Meet 1.5

Module Four:

Module Four stresses the importance of groomer and pet first aid and preventative measures. Students learn best practices for dematting and shaving, the science of skin and coat, handstripping, time savers, and correcting faults. Sanitation remains an important area, focusing on deep cleaning the entire salon. Durable skills lessons are on the following topics: time management, first aid, emergency reactions and behaviors, prioritizing your tasks, and perseverance. Positive growth mindset journaling topics include adjusting time mindset, emergency calmness, effects of social media, self-reflection on skill development, and being a lifelong learner.

LMS Module Four Lessons:	6
• Groomer's First Aid and Preventive Measures • Pet First Aid and Grooming Time • Dematting and Shaving • Science of Skin and Coat and Handstripping • Time Savers and Correcting Faults • Deep Clean of Entire Salon • Grooming Video Library	
Module Four Positive Growth Mindset Journal	.5
Prepared for Class Discussion - Module Four Assignments	1
Breed Identification	4
Module Four Review Google Meet	1.5
LMS Retrieve Your Knowledge / Review	3
Summative Assessment	1
LMS Retrieve Your Knowledge / Study Guide	1

American Kennel Club Professional Grooming Credential Eligibility Practicum:

Following completion of the online learning phase, students transition into hands-on training under the supervision of a Groom Curriculum–verified instructor. During each grooming session, students complete an Observation and Reflection Form, where they identify breed and coat type, assess the dog's body language, and determine appropriate tools, products, bath type, and water and airflow techniques.

Throughout the practicum, students complete three required tracking tools: the Grooming Requirements, The Game Plan Checklist, and the Grooming Skill Progression List. Students maintain hard copy records of their progress, while instructors document and submit each student's completion status and pass or fail outcomes through an online reporting form.

This structured approach to hands-on training and progress tracking ensures that all students meet the American Kennel Club (AKC) requirements and are eligible to sit for the AKC Professional Grooming Credential (PGC) exam.

Safe Handling and Control of the Dog	4
Personal Protective Equipment	1
Guidelines for Receiving a Pet	1
Brush Methods/ Care and Prevention of Brush Burns and Hot Spots	3
Bathing and Drying	12
Sanitation and Disinfecting Infectious Agents	1

Natural Pattern (Short and Smooth Coats)	10
Silhouette Pattern (Double and Tightly Packed Coats)	10
Ergonomically Friendly Practices	1
Grooming Tools Maintenance	1
Reading Canine Body Language	5
Contour Pattern (Majority of coat types)	12
Modern Classic Pattern (Standout, Drop, Jacket, Wire Coats)	14
Grooming Eyes, Ears, Nails, and Pads	4
Tool and Equipment Sanitizing and Disinfecting	2
Sporting Pattern	14
Safe Handling of Aggressive and Fear Dogs	1
Equipment Maintenance	1
Self-care Routine (Stretching) and Stress Management	1
Grooming on Puppies	4
Grooming Geriatric Dogs	4
Detection of Parasites and Prevention of Zoonotic Diseases	2
Sani-trims	8
Improving Efficiency and Attention to Details	14
Laundry and Product Sanitation	1
Terrier Pattern (Wire Coats)	16
Poodle Pattern (Stand out Coats)	16
Groomer's First Aid and Preventative Measure	1
Pet First Aid	1
Dematting and Shaving	4
Handstripping	5
Correcting Faults	5
Deep Clean	2
Asian Fusion Pattern (Standout, Drop, Jacket, Wire)	16
TOTAL HOURS	245

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise 6 apprentice(s)