**BILL ALLEN’S**

**POCONO INSTITUTE OF TAXIDERMY**

**ESTABLISHED IN 1969**

**1100 Foster Avenue**

**Route 940, 1 mile West of**

**White Haven, Pennsylvania 18661**

**570-443-9166**

**TOGETHER, TO BETTER TAXIDERMY**

**SCHOOL CATALOG**

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**OBJECTIVES AND PHILOSOPHY OF**

**BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY**

 It is the policy of the **BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY** to offer each student the up to date, well-rounded, high-quality instruction so vital to the Art of Taxidermy. Our aim at graduation is to have you adequately prepared for your new field in taxidermy and future career.

Taxidermy is a fascinating and creative profession, appealing to craftsmen who love the outdoors and animal life. Here at the Pocono Institute of Taxidermy, we have a fine team of dedicated people who are eager to help bring out the artistic ability of each student.

It is the Philosophy of Bill Allen, to stand unequivocally for the highest principles. Wouldn’t you like to receive a product that represented the honest devotion of a lifetime! That’s what a mounted piece of taxidermy can be. Taxidermy is not a dying art. More accurately, superior taxidermists are a dying breed
**STUDENTS WHO HAVE HAD PREVIOUS TRAINING IN TAXIDERMY WILL BE EVALUATED, BUT THE SCHOOL POLICY IS NOT TO GIVE CREDIT FOR PRIOR TAXIDERMY TRAINING**.

The **BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY** does not discriminate against students based on race, sex, color, national origin, or disabilities. Bullying will not be tolerated.

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**ACADEMIC CALENDAR**

**9 WEEK COURSE**

January 2nd – March 2nd 2023
April 3rd – June 1st 2023

July 5th – Sept 6th 2023

January 2nd 2024 – March 2nd 2024

**3 WEEK COURSE**

This additional, intensive 3-week taxidermy course is taught at the end of a regularly scheduled school semester, and usually starts the middle of March, July, and November

Please call for exact starting dates, as they change yearly.

**BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY**

**OFFICERS AND FACILITY**

Bill Allen………………Director/Instructor

Courtney Correll……….Instructor

Randy Yost…………….Instructor

**FACILITIES**

 **BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY**, 1100 Foster

Avenue is located on Route 940, one mile west of White Haven, Pennsylvania, 18661. Situated in the natural setting of the scenic Pocono Mountains, we are easily accessible from the Interstates I-80 and I-81, and the Pennsylvania Turnpike, Northeast Extension.

The building housing the school was constructed in 1969. The Pocono Institute, founded in 1987, is a clean, spacious facility, creating an “out-door” atmosphere, conductive to the teaching of the art of taxidermy.

 Equipment includes several freezers, Dremel, air tools, industrial saws, drill press, scripture tools and death masks, tumblers, sewing and pinking machines, power and hand tools, reference library, including videos, CD’s and drying racks.

 Designed to accommodate 28 students per class, we prefer to limit the class size to 6 students, per Semester. The facility is also barrier free to assist those students confined to wheelchairs.

**RECREATION ACTIVITIES NEARBY**

 Also located about one mile from our school, is the beautiful Lehigh River, abundant with rainbow, brown and brook trout, and a popular rafting site. We are also within a short driving distance of the large Francis Walter Dam, Hickory Run State Park, which includes a camping area, and Boulder Field, which is a natural glacier deposit and Historical site. Skiing and snowmobiling, during the winter months, are within 20 minutes of the facility. There is no need to worry about being bored or missing Mother Nature at her finest, it’s all right here, at your fingertips.

**CREDENTIALS**

 **THE BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY** is licensed by the **PENNSYLVANIA** State Board of Private Licensed Schools.

We have **OVER 50 YEARS OF TAXIDERMY EXPERIENCE!**

 Our instructors are trained in the most modern and up to date procedures in taxidermy today. With the influx of taxidermy trade schools, the prospective student should be aware that a quality school is one which can offer the student the experience in all phases of the trade to make you more successful in your future profession.

**WHY A CAREER IN TAXIDERMY**

 In today’s fast paced business world, craftsmen have a better opportunity to earn a high income. The job market is flooded with college graduates. Our taxidermy trade school offers a unique opportunity for ambitious people who want to succeed. The taxidermist who produces quality mounts, in a reasonable amount of time, can expect return customers. Most students recover the cost of their schooling within the first year of business. In a short period of time, your reputation is established, and you are on the road to **SUCCESS AND PROFIT.**

**ENVIRONMENT RELATED OCCUPATION**

 A taxidermist is also a wildlife artist. Natural resources, such as fish and game, once mounted, are preserved for future generations to enjoy. With the rapid development of housing projects and interstate highways, natural habitats are rapidly declining. Taxidermy plays an important role in the preservation of an otherwise lost resource.

**WHY ATTEND OUR TAXIDERMY TRADE SCHOOL**

 Learning the taxidermy trade at our school gives personal instruction to every specimen that is mounted. The personal exchange of ideas between students is an added benefit that videos or correspondence courses do not have. We are here to help as you go through the mounting process, ensuring correct procedures become natural habit. Comparing your finished mounts to accurate reference material and actual mounts, ensures quality in each specimen you do. Remember, you can’t ask a video or CD questions. While learning taxidermy at our school, each student progresses at his own pace. There is no pressure, as there is at other schools. You will discover that learning can be fun, and profitable. Friends made here will last a lifetime because of the sociable atmosphere in our classrooms.

**TAXIDERMY 9 WEEK COURSE**

 Our program, is a 9 week semester, that includes 15 mounted specimens, and all phases of basic taxidermy: **BIRDS, FISH, BIG GAME AND BUSINESS**. This program at **BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY has produced many award winning taxidermists.**. If you are looking for an excellent basic education in taxidermy, and want to operate a business for yourself, this is the course for you. **COST---$11,500.00. which includes in the tuition, all taxidermy specimens and forms necessary to complete your mounts. This also includes a tool kit, which is valued at $300.00. Antlers are not included**. The course consists of 15 mounts: 4 birds, 6 fish, 2 game heads, 1 small mammal, 1 medium mammal, and 1 rug.

 **ADVANCED TAXIDERMY 3 WEEK COURSE**

 This optional program is an extra 3 weeks of higher level, advanced taxidermy training, and includes an addition of 4 mounts, for a total of 19 specimens.. with both courses.

Emphasis is on more difficult mounts, including the wild turkey. The additional training offered in the **ADVANCED TAXIDERMY 3 WEEK COURSE**, will ultimately give you skills, knowledge and self-assurance and enable you to have the taxidermy “edge” to make bigger profits. **Tuition $4,000.00, plus specimens and materials necessary for this 3 week course, must be purchased from the school The cost of materials will depend on the student’s choice of large specimens mounted**. The specimens mounted in this course include 1 turkey, 1 bird, upland or waterfowl, 1 large game head, and 1 large mammal. Students will receive a certificate along with a diploma. This is an apprentice course, and not included in the licensing by the Pennsylvania State Board of Private Licensed Schools. The tuition cost also is not available to the 911 participants.

**HOLIDAYS AND HOURS**

 The school will be closed in observance of the following holidays:

New Year’s Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day.

 Classes will begin at 7:30 AM until 11:30 AM. Lunch is 11:30 until 12:00, and class resuming at 12:00 PM until 4:00 PM., Monday through Friday. Holidays are not included in the 360 hours of instruction.

**ADMISSION REQUIREMENTS**

 A student must be at least 18 years of age or have written parental or guardian’s consent under the age of 18.

 Students must be able to communicate effectively with others via the written word and the English language.

 Students must also be able to discern the various colors of the spectrum, have basic coordination and manual dexterity. The Director will determine the ability to communicate in the English language, and a color wheel will used to discern colors.

**TUITION**

 Tuition for the complete 9-week course is $11,500.00, and a registration fee of $150.00. In connection to said training, the school will furnish, all taxidermy supplies.

**SCHEDULE OF FEES**

 The balance of tuition must be paid in full, no later than the first day of the school, except when approved funding is from other sources.

**ENROLLMENT**

 Students will be accepted up to the starting date of a new term, unless the class capacity (6students) is filled prior to that date.

A typical class is 4-6 students.

If you are interested in a particular semester at Bill Allen’s Pocono Institute of Taxidermy, you should consider an early enrollment, to save that space. Students need to complete and sign an enrollment agreement, accompanied by a registration fee of $150.00, and a tuition deposit of $1,150.00 (which is 10% of the total tuition). The $1,1500.00 deposit will be applied to the tuition and reserves the student a place in that Semester..

**ART OF TAXIDERMY COURSE DESCRIPTIONS**

Orientation-2 hours

Introductions, your future in taxidermy, laws, explanation of how our course is run, explanation of equipment, precautions.

Fish Course-120 hours

Skinning, scraping, pattern making, body carving, mounting, carding, finish work, air brush painting techniques and displaying.

Bird Course-78 hours

Skinning, body making, mounting, finish work and displaying.

Fur Course-158 hours

Skinning fleshing, tanning, eye setting, mounting, finish work, natural habitat bases and displaying. Demonstrations and hands on sculpting.

Business course-2 hours

 The school agrees to provide training for the total number of 360 hours comprising the program. At the end of the program, the student will be awarded a diploma, provided the student has met the specified scholastic, attendance and tuition requirements.

**MOUNT REQUIREMENTS**

 Students will complete, for grades, a minimum of the following specimens: 6 game fish, such as trout, bass pike, walleye or salmon: 4 birds (2 upland game birds such as grouse up to pheasant size), and (2 water fowl such as wood duck up to mallard size); 1 small mammal, such as squirrel, weasel or mink, 1 medium mammal, such as fox, raccoon, or coyote; 2 big game heads such as deer, antelope, caribou or elk; 1 rug such as raccoon, fox, bobcat coyote or bear; I medium or large mammal for life size mount such as fox, bobcat, coyote, mountain lion, deer or bear.

**EDUCATIONAL OUTCOME**

1. To provide the specialized knowledge necessary to produce life like creations.

2. To employ all the specialized skills and knowledge in the mounting and preserving of specimens.

3. We shall at all times provide evaluation to assess the degree of skill required to complete each specimen.

4. We are dedicated to providing the student with the necessary experience which is vital to the operation of a successful taxidermy business, or

employment in this field as a taxidermist.

**STANDARDS OF PROGRESS**

 Students shall be tested in writing and by the judgment of the completed specimen in each phase of the taxidermy curriculum. This will include the following areas: anatomical accuracy, symmetry and balance, naturalness of painted areas and over-all craftsmanship.

 Grading will be on accumulated average, with 100 to 91=A, (4.0); 90 to 81=B (3.0); 80 to 71=C (2.0); 70 to 60=D (1.0); BELOW 60=E FAILURE. To receive a graduation diploma, all students must have satisfactory attendance, and maintain a minimum grade point average of 1.0 at the end of the first 25% of the program, a 1.5 grade average at mid-point of the program and achieve a 2.0 grade average at completion of course clock hours, for graduation, based on a scale of 4.0. This is the minimum standard for commercial taxidermy, set by BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY. When a student falls below the mandatory grade, he/she is placed on 15 days of probation, that includes 2 weeks of additional 1 on 1 instruction. If the grade is still below the minimum at the end of the 15 days of probation, the student will be dismissed. An individual who desires to be reinstated into the taxidermy program, after failing to maintain minimum satisfactory grades will be evaluated by the Director. If the student demonstrates that the reason for unsatisfactory academic progress can be corrected, a plan will be implemented to ensure satisfactory completion of the course.

**PARTIAL COURSE OPTIONS**

 Students wishing only to take one or more portions of the course will be accepted.

Fish Course 2 weeks………….$3,400.00

Bird Course 3 weeks………….$2,900.00

Fur Course 4 weeks…………..$5,300.00

 A business course is included in each course. A CERTIFICATE will be awarded to all students who complete the partial course in a satisfactory manner, according to the school’s standards of progress.

**STUDENT PLACEMENT**

 At **BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY**, the student is exposed to all phases of the taxidermy profession. This training is geared to provide the student with the knowledge to embark on a self-sustaining career in his/her own business. However, some students may wish to be employed by established taxidermists and the institute will endeavor to aid these students seeking such employment. The school cannot guarantee employment after graduation.

**STUDENT ADVISING**

 Advising sessions will take place after school hours from 3:00 to 3:30 PM, with the Director or Assistant Director.

**ATTENDANCE**

 Students are strongly encouraged to attend all classes, workshops and seminars. All time missed, including class-cuts, tardiness, all day absences are recorded. After 20 hours of absence, the student will be notified in writing, and an advisory session held with the school staff and student. Once a student reaches the 40th hour of absence, he/she will be withdrawn from the taxidermy program. A clock hour is a minimum of 50 minutes of instruction out of 60

**CONDUCT**

 Students must adhere to the rules and regulations of the school. Each student is to conduct himself/herself in an adult manner and respect the property of others. Any student arriving for class in an intoxicated state or under the influence of any illegal substance is subject to immediate dismissal. Students who deliberately damage school property or that of other students, will also be dismissed.

 Readmission will be on a probation basis designated by the school staff. Smoking is prohibited within the school building.

**COMPLAINT PROCEDURE**

 The Assistant Director is designated to receive any questions or concerns that may be directed regarding the school satisfying the terms of the enrollment agreement. This school is licensed by the Pennsylvania State Board of Private Licensed Schools.

**WITHDRAWAL AND REFUND POLICY**

Registration Fee-The school may charge a registration fee which may not exceed 15% of the amount of tuition, or $150.00, whichever is less. The registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement or, if the alternative set forth in Pennsylvania Code 73.121 is used, 5 calendar days after submitting the application, if no classes have been attended, lessons completed, or materials used. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of 5 calendar days. The school may retain all the fee after 5 calendar days or after 10 calendar days of absent written confirmation, where required.

An applicant rejected by the school is entitled to a refund of monies paid.

(1) For a student cancelling after the fifth calendar day following the date

of enrollment as defined in P. Code 72.132, but prior to the beginning of

classes, monies paid to the school shall be refunded except for the nonrefundable amount of the registration fee, as calculated in Pa. Code 73.1323.

(2) If a student enrolls and withdraws or discontinues after the semester has

begun, but prior to completion of the semester, the following minimum refunds apply:

 (I) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the semester, the tuition charges refunded by the school shall be at least 75% of the tuition for the semester.

 (ii) For a student withdrawing or discontinuing the program after the first 7 calendar days, but within the first 25% of the semester, the tuition charges refunded by the school shall be at least 55% of the tuition for the semester.

 (iii) For a student withdrawing or discontinuing after 25%, but within 50% of the semester, the tuition charges refunded by the school shall be at least 30% of the tuition.

 (iv) For a student withdrawing from or discontinuing the program after 50% of the semester, the student is entitled to no refund.

 The school shall make the appropriate refund within thirty calendar days of the date the student fails to enter or terminates training. The termination date for refund computation purposes, is the last date of recorded attendance.
 In the event that a veteran fails to enter, withdraws, or is discontinued from the Taxidermy program, at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its legal length.

 The **BILL ALLEN’S** **POCONO INSTITUTE OF TAXIDERMY** is licensed by the Pennsylvania State Board of Private Licensed Schools. Financial assistance may be available from the Office of Vocational Rehabilitation, (OVR), and Veterans Rehabilitation. **This catalog is true and correct in content and policy.**

 ***Our school is also APPROVED FOR POST 911 training, with funding available from the Federal Government*.**

**PEOPLE REMEMBER 10% OF WHAT THEY HEAR, 50% OF WHAT THEY SEE, AND 90% OF WHAT THEY DO!!**

**BILL ALLEN’S POCONO INSTITUTE OF TAXIDERMY**

**1100 FOSTER AVENUE**

**WHITE HAVEN, PA.**

**570-443-9166**

**VETERAN’S STUDENT ADMISSION POLICY**

The Bill Allen’s Pocono Institute of Taxidermy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The school’s policy ensures that the school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

SAFETY POLICY ON COVID-19 VIRUS

 If you have a temperature, you will not be allowed to class until the temperature returns to normal and a negative covid-19 test result is obtained. Student workstations are separated by at least 6 feet and will be sterilized by spraying and wiping with a Clorox solution, at the end of each day. Hand sanitizers are available in all the training areas. If you have a temperature, cough, difficulty breathing, NOTIFY THE SCHOOL IMMEDIATELY, BUT DO NOT COME TO THE SCHOOL. You must go to a health facility to get tested for the covid-19 virus. YOU MUST SELF-QUARINTINE UNTIL YOU RECEIVE THE RESULTS OF THE TEST. If you are tested positive, you cannot continue schooling until a negative result is achieved. The school will work with the student to make up for the lost time.