ASSOCIATE OF APPLIED SCIENCE
VETERINARY TECHNICIAN

2020 Application Guidelines

Introduction

The field of Veterinary Technology is a rapidly growing profession that offers qualified individuals many exciting and diverse opportunities. The Central Oregon Community College (COCC) AVMA-CVTEA Accredited Veterinary Technician (VT) program is a full-time two-year Associates Degree program. Upon successful completion of the program, graduates are eligible to take the Veterinary Technician National Examination (VTNE) to become a Certified Veterinary Technician. The Veterinary Technician program curriculum is scientifically based and academically rigorous. The objective of the program is to provide laboratory, field and classroom experience to prepare students to be highly qualified for immediate employment in a variety of veterinary settings.

Applications must be completed online by 5:00 pm May 4, 2020 to be considered for admission into the program for the Fall 2020 start. This means that all prerequisite courses and other requirements for application must be completed before the May 4, 2020 application deadline. Make sure you complete and include all documents as outlined in the Minimum Application Criteria section. It is important to thoroughly and carefully read the guidelines and submit all materials requested. Please note: Your application will be forfeited if any documentation is missing or information is incomplete.

Veterinary Technician Program Information sessions are held multiple times each year to explain the veterinary technician career, minimum application qualifications, selection criteria and general information about the COCC VT Program. Session dates and sign up information is available on the VT Program website (https://www.cocc.edu/programs/vet-tech/information-sessions.aspx).

Questions regarding the application and selection process can be answered by contacting the VT Program Director, Beth Palmer, at bpalmer@cocc.edu or 541-318-3724.
Minimum Application Criteria

All students must meet the following application requirements no later than 5:00 pm on May 4, 2020. Only completed applications received by the deadline will be considered for selection. Prerequisite coursework must be completed by the winter term in the year the student plans to apply to the VT Program.

Students are solely responsible for ensuring that they meet all application requirements before the application deadline. Students should work closely with their advisor to ensure degree requirements are part of their academic plan.

1. Admission to COCC
   • Apply to COCC as a degree seeking student by completing the COCC admissions process online (https://www.cocc.edu/getting-started/). The admissions form will ask you what you plan to study. Since the VT Program is a restricted entry program, you should choose Associate of General Studies for now. Your major will be changed if and when you have been accepted into the program. The COCC admissions process typically takes 2-3 business days to process the application.
     o Once you are admitted to COCC, you will be given a student identification number and a COCC email address. COCC VT Program will send all communications to your COCC email address.
   • If using courses from another college or university, applicants must submit official transcripts at the time of application to COCC. The coursework will be evaluated and articulated into the student’s GradTracks (degree evaluation) account. To ensure your transcripts are evaluated by the VT Program application deadline of May 4, 2020 you must submit official transcripts to Admissions & Records no later than April 4, 2020 (https://www.cocc.edu/departments/admissions/getting-started/transfer/default.aspx).
   • After admission to COCC you should request a VT Program advisor by contacting the CAP Services at 541-383-7200.

2. Veterinary Technician Program Application
   • The online application will be available Monday January 6, 2020 on the VT Program Website (https://www.cocc.edu/programs/vet-tech/admission-requirements.aspx). The application must be submitted by the deadline, 5:00 pm on May 4, 2020.

3. Prerequisite Observation Form and Discussion Questions
   • Students must complete 40 hours of observation in a veterinary clinic or veterinary hospital and must provide verification of this experience with their application by completing the attached Prerequisite Observation Form. Students must also complete the attached discussion questions. Students who do not fulfill this requirement by the deadline will have an incomplete application and will not be considered for admission to the program.
     o It is essential that you connect with a veterinary clinic and begin your observation hours as soon as possible. Clinics cannot accommodate last minute requests to meet the deadline for performing observation hours.

4. Official High School Transcript or GED Equivalency
   • All applicants must have an official high school transcript confirming graduation or GED equivalency. You must include an official high school transcript or proof of GED equivalency with your VT Program application. Be sure to contact your high school or GED provider with enough advance notice so that they have time to provide you with your high school transcripts or GED equivalency prior to the VT application deadline.

5. Prerequisite Courses
   • All courses must be completed with a C or higher. The most competitive candidates will have earned a B or higher.
     o BI 101 or BI 211
     o CH 104 or GS 105
     o MTH 95 or MTH 111 or higher math class
     o WR 121
     o SP 218
   • All prerequisite courses must be completed by the end of winter term in the year you plan to apply.
Additional Application Details and Selection Criteria

Applicants are evaluated using a point system. Points will be awarded in the areas below.

**Academics**

<table>
<thead>
<tr>
<th>Prerequisite Courses (Completed with a C or higher)</th>
<th>Points (15 points Max)</th>
</tr>
</thead>
</table>

**College Education**

<table>
<thead>
<tr>
<th>GPA</th>
<th>5+ courses</th>
<th>2+ courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 + GPA Average (A)</td>
<td>3 pt.</td>
<td>1.5 pt.</td>
</tr>
<tr>
<td>3.0 + GPA Average (B)</td>
<td>2 pt.</td>
<td>1 pt.</td>
</tr>
<tr>
<td>2.0 + GPA Average (C)</td>
<td>1 pt.</td>
<td>0.5 pt.</td>
</tr>
</tbody>
</table>

(3 points max this section)

<table>
<thead>
<tr>
<th>BS/BAS</th>
<th>BA</th>
<th>Associate</th>
<th>Certificate</th>
</tr>
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<tbody>
<tr>
<td>3 pt.</td>
<td>2 pt.</td>
<td>1 pt.</td>
<td>0.5 pt.</td>
</tr>
</tbody>
</table>

(3 points max this section)

<table>
<thead>
<tr>
<th>High School GPA (only considered for those without college education points)</th>
<th>Points (2 points Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 + Average</td>
<td>2 pt.</td>
</tr>
<tr>
<td>3.0 + Average</td>
<td>1 pt.</td>
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</tbody>
</table>
Optional Experience

Students who have experience in the veterinary medical field or with animal handling will be awarded points based on the type of animal experience. Students must provide verification of volunteer/work hours.

<table>
<thead>
<tr>
<th>Veterinary Assistant Experience (4 Points Max in this Section)</th>
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</thead>
<tbody>
<tr>
<td>Minimum of 120 hours documented paid work experience as a veterinary assistant with direct patient contact*.</td>
</tr>
<tr>
<td>2 points for every 120 hours worked</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Animal Handling Experience (3 Points Max in this Section)</th>
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</thead>
<tbody>
<tr>
<td>Minimum of 120 hours of documented paid work experience as a kennel assistant or working in a boarding facility, daycare, or grooming facility with direct animal contact**.</td>
</tr>
<tr>
<td>Minimum of 120 hours of documented volunteer or paid work experience in a licensed humane society, animal shelter, wildlife rehabilitation center, or zoo with direct animal or patient contact.</td>
</tr>
<tr>
<td>Minimum of 120 hours of documented paid work or volunteer experience at a large animal (cattle, equine, llama, alpaca etc.) facility with direct animal contact or patient.</td>
</tr>
<tr>
<td>Minimum one-year documented experience with direct animal related 4-H or FFA (training, teaching or showing).</td>
</tr>
</tbody>
</table>

*Direct Patient contact- experience with working hands-on with animals providing veterinarian prescribed medical treatment and clinical care (i.e. restraint, injections, administering medication, obtaining lab samples, patient monitoring, etc).

**Direct Animal contact- direct hands-on experience with animals (i.e. walking, monitoring the health status while boarding, medicating, restraint, feeding, bathing, nail trims, hoof trims, trotting for lameness exams, calving, lambing, etc).

Interview

An interview is required for admission to the program. Qualified applicants will receive an offer by COCC email to attend an interview in person or by video conference if they are out of the area. The interview allows the Admissions Committee to assess the student’s knowledge of veterinary technology, academic and professional goals, preparedness, commitment, team skills and values. It also provides the committee the opportunity to obtain specific information about the student’s animal experience. All applicant interviews will be scored using a grading rubric. Applicants can earn up to 15 points in the interview. Please note that not all applicants will receive an offer for an interview. Interviews will be scheduled for the end of May or early June.
In-District and Out-of-District Residency Status

The number of students admitted to the VT Program is determined biennially by the VT Program Director. Students will be admitted to the VT program through a point-based system. One-half or 50% of the allotted seats are reserved for students within the college’s district (in-district students). These students must meet minimum application requirements and are subject to the point-based system as outlined in this handbook. Remaining in-district students not offered admission to these reserved seats but who meet minimum application requirements will be grouped with out-of-district students and offered admission to the remaining seats based on the point-based system. If there are fewer qualified in-district students than the number of seats reserved, the seats will be offered to out-of-district qualified applicants through the point-based system.

In-district Residency status will be determined according to the COCC Residency Policy. To qualify, an applicant must be classified as an in-district resident for the term in which they will be admitted to the program.

COC In-District Residency Policy: An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson Counties, the northern portion of Klamath and Lake Counties, and the Warm Springs Indian Reservation in Jefferson and Wasco Counties. If a student is classified as a non-resident, their residency status will convert to in-district two calendar years after the term in which they began classes. Any questions concerning residency status should be directed to the Assistant Director of Admissions & Records. Students may be required to provide in-district residency verification at any time to confirm residency status.

Selection Procedure

The VT Program will review all application packets and will award points as indicated above. Admission will be granted to the top point recipients, based on academics, animal experience, and the interview according to the residency criteria described above. The next four highest point recipients will be considered alternates. The highest cumulative GPA in prerequisite courses will be used if a tie-breaker is needed. If a tie still exists after evaluating prerequisite GPA, the highest overall college GPA will be used.

The VT Program Director will notify candidates of their status via COCC email only; admission status will not be given over the telephone or in person. If an applicant is selected, s/he is conditionally admitted to the program pending completion of the following steps:

- Letters of Acceptance/Agreement and Deposit: All students admitted to the VT Program are required to sign a Letter of Acceptance and a Letter of Agreement, indicating their acceptance of program policies. Selected applicants will have approximately two weeks (exact date in Welcome Email) to indicate their acceptance via signature and return of the above letters of agreement, as well as pay a $50 nonrefundable deposit to the COCC admissions department. This deposit will be used towards tuition upon entering the VT Program.
- All admitted students will undergo drug screening and criminal history check with the vendor approved by Central Oregon Community College, prior to entrance into the VT Program. The cost of the criminal history and drug screening is approximately $110.00 (prices are subject to change). Students will be administratively withdrawn from the program and the seat given to an alternate student, if the required screenings are not initiated with the specified vendor by the due date indicated in the VT Program Entrance Policies and Technical Standards Handbook. Students with a positive urine drug screen or a positive criminal history will be disqualified from entering the VT Program at Central Oregon Community College. The Program Director will notify the student of positive drug screens or positive criminal history and their resulting disqualification from the VT Program. Students have a right to appeal the decision. See the VT Program website for more information.
  - The application process for state licensure as a veterinary technician also requires answers to questions concerning the conviction of a criminal offense. If this circumstance pertains to you, contact
the Oregon Veterinary Medical Examining Board to determine your eligibility for licensure: Oregon Veterinary Medical Examining Board, 800 NE Oregon St., Suite 407, Portland, Oregon 97232; phone 971-673-0224 or ovmeb.info@state.or.us. Be aware that abuse of drugs, alcohol, or other substances, or criminal activity may result in loss or denial of licensure by Oregon law.

- Immunizations: All students admitted to the VT Program must provide official documentation of required immunizations.
  - Required
    - Tdap (Tetanus, Diphtheria, Pertussis) Vaccination
  - Recommended
    - Pre-Exposure Rabies Vaccination
- Academic and Technical Standards: If admitted, students must be able to meet the COCC VT Program Expectation of Abilities in order to begin the program. A copy of these standards is available online (https://www.cocc.edu/programs/vet-tech/expectations-of-abilities.aspx) and will be emailed to you upon admission into the program. Please contact the VT Department or your VT advisor for details.

Alternates

Alternates will be notified of their position on the waitlist and will be granted conditional admission if an admitted student declines; alternates may be granted admission as late as the first week of fall term.

Applicants Not Selected

Those applicants not selected for admission will need to submit a new application for each selection process. It is the applicant’s responsibility to ensure that any new application requirements have been met and that their official transcripts are on file with COCC.

Program Costs

After admission into the VT Program, tuition (in-district), program fees, books and miscellaneous expenses (uniforms, shoes, stethoscope, etc.) are estimated between $12,000 and $15,000 for completion of the AAS degree. Students are encouraged to apply for financial aid (https://studentaid.ed.gov/sa/fafsa), submit an application for COCC’s Foundation Scholarship, and utilize the resources available at http://www.cocc.edu/Financial-Aid/. If financial concerns exist about completing the program, please schedule an appointment with COCC’s Financial Aid Advisor at 541-383-7410. Please note that financial aid has a credit maximum.
APPLICATION WORKSHEET: Use this worksheet to assess if the Fall 2020 application requirements have been met.

<table>
<thead>
<tr>
<th>MINIMUM APPLICATION REQUIREMENTS</th>
<th>Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to COCC</td>
<td></td>
</tr>
<tr>
<td>Veterinary Technician Program Application</td>
<td></td>
</tr>
<tr>
<td>Completed Prerequisite Observation Form with Discussion Questions</td>
<td></td>
</tr>
<tr>
<td>Official High School Transcripts or proof of GED equivalency</td>
<td></td>
</tr>
<tr>
<td>Official College Transcripts submitted by April 4, 2020 (For prerequisite and college coursework not taken at COCC)</td>
<td></td>
</tr>
</tbody>
</table>

**PREREQUISITE COURSES** (Minimum GPA of 2.0 (C) or higher:

- BI 101 or BI 211
- CH 104 or GS 105
- MTH 95, MTH 111 or higher
- WR 121
- SP 218

Interview (to be scheduled by the admissions committee)

**OPTIONAL APPLICATION CONSIDERATIONS**

- Veterinary Assistant Experience
- Animal Handling Experience

All Points will be determined by the Admissions Committee.

The information in this document reflects an accurate description of the VT Program selection criteria and process at the time of its publication. However, conditions can and do change; therefore, the College reserves the right to make any necessary changes to the information contained in this packet.

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under the Federal or State statutes in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC’s Human Resources office, (541) 383-7216. Faculty, staff, and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Students attending classes or events who need accommodation for a specific disability should contact the Office of Services for Students with Disabilities at 541-383-7583.
Dear Doctor,

This letter is to introduce you to ____________________________, a prospective Central Oregon Community College Veterinary Technician Program applicant.

Prospective Veterinary Technician Program applicants are required to spend a minimum of 40 hours observing a variety of veterinary medical procedures before they can apply to the program. The purpose of the observation hours is to expose the applicant to the role of the veterinary technician and to the activities that occur in veterinary hospitals illustrating some of the physical, emotional and business aspects of veterinary medicine.

We respectfully request that you allow this applicant to observe the 40 hours in your hospital. We are requesting only that they observe and not do actual work so that there will be no liability concerns relative to your patients and/or the person observing. The prospective applicant has been provided with a list of tasks to observe and topics for discussion and will be asking you or your staff to check off those tasks after they have been observed.

We greatly appreciate your cooperation and support of this prospective applicant’s education.

Sincerely,

Beth Palmer, CVT BAS PTEID
Veterinary Technician Program Director
Central Oregon Community College
541-318-3724
COCC Veterinary Technician Prerequisite Observation Form

In order to apply for the Veterinary Technician Program at Central Oregon Community College, you are required to provide evidence that you have observed a **minimum of 40 hours** for the tasks listed on the following page and complete the Discussion Questions.

You **must schedule** your observation hours with a facility **ahead of time**, arrive on time, dress and act in a professional manner at all times.

This Prerequisite Observation Form lists the tasks that you are required to observe prior to applying for entrance to the Veterinary Technician Program. The intention is to make you aware of some of the physical and emotional challenges, and business processes associated with this profession. It is a very rewarding, yet very challenging profession.

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**CENTRAL OREGON COMMUNITY COLLEGE LIABILITY WAIVER**

Applicant’s Name: (please print)  ______________________________________________

I, the undersigned, hereby release and discharge CENTRAL OREGON COMMUNITY COLLEGE (“COCC”), its employees, agents, officers, and directors for any and all claims, demands, causes of action, damage, loss of services, costs and expenses in any way resulting from any and all injury to person or property arising directly or indirectly out of the participation in the above activity.

Further, the undersigned agrees to indemnify and hold forever harmless COCC, its employees, agents, officers and directors from any and all injuries, damages, costs, attorney’s fees whatsoever which may arise out of the participation in the above activity. This release of liability and indemnification agreement shall be binding on the heirs, successors and personal representatives of the student and the undersigned.

I have read the foregoing release of liability and the indemnification agreement and acknowledge that the provisions are contractual and not a mere recital, and I understand I am bound by the terms hereof by placing my signature hereon.

Signature____________________________________________
Task Observation Form

Applicant Name ___________________________ COCC ID # __________________________ Date _________

Candidates: You must complete at least forty hours of observation time in total. You may complete these hours at one or more facilities, if necessary. For liability reasons, you are only to observe, not participate in the performance of any of these tasks.

40 hours observation to include the following tasks:

Animal Handling:
- Observe administration of medication via the oral, injectable or enema route
- Observe lifting of an animal 50-100# or lifting of legs for hoof evaluation (livestock)
- Observe handling of an aggressive or difficult animal
- Observe at least two different methods of animal restraint

Animal Care & Housing:
- Observe surgery or wound care
- Observe daily animal care (i.e., cage/run/stall cleaning, exercising, feeding)
- Observe lifting of equipment or food bag weight >25#
- Observe equipment cleaning and maintenance
- Observe collection of a biologic sample (blood, urine or feces)
- Observe laboratory work
- Observe humane euthanasia of an animal, if possible

Client Care:
- Observe client interaction (i.e., history taking, behavior or nutrition counseling)
- Observe telephone procedures
- Observe making appointments
- Observe record keeping
- Observe written client education materials or instructions
- Observe verbal communication with client regarding finances of animal care

Suggested Topics of Discussion:
- Anticipated wages of a Certified Veterinary Technician
- Working hours for CVTs
- Employment benefits anticipated, such as paid vacation, health insurance, etc.
- Rewards of being a CVT
- Challenges associated with being a CVT

Rate the applicant on punctuality and professionalism:  

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unacceptable</th>
</tr>
</thead>
</table>

Comments:

Number of observation hours completed _____
Supervisor initials _____

Please note that this person is a candidate applying for entrance into the Veterinary Technician program and is not sponsored or insured by Central Oregon Community College.

Veterinarian/CVT Name (Print)  Veterinarian/CVT Signature  Date

Facility name: ______________________________  Phone: (_____) ___________________________

Address: ____________________________________________________________

For questions, please contact Beth Palmer, Program Director, at bpalmer@cocc.edu  Due Date: May 4, 2020

Submit online with your veterinary technician application.
The COCC Veterinary Technician Program and the field of veterinary medicine are very mentally and physically challenging. To be successful as a veterinary technician, you must be able to multi-task, work in a team environment, have excellent communication skills, solve challenging mathematical problems correctly and efficiently, complete tasks in a thorough sequential manner, and remain calm in an emergency situation. Veterinary technicians are expected to work with people and animals in a respectful and cooperative manner. As a veterinary technician, you must be able to lift, bend, and have flexibility to move objects and/or restrain animals. These movements are physically demanding and are a necessary part of the career.

Discussion Questions

After the completion of your observation hours, answer all of the following questions (maximum of 250 words per answer). Submit online with your veterinary technician application.

1. What employment opportunities exist for veterinary technicians other than private practice?
2. Describe the challenges associated with being a veterinary technician.
3. List at least five positive aspects of being a veterinary technician.
4. What is the expected hourly wage for a veterinary technician in the city you are planning to work?
5. What is the typical schedule for a veterinary technician (include weekends and holidays)?