



# VETERINARY TECHNICIAN ASSOCIATE OF APPLIED SCIENCE

## 2018 Admissions Handbook

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### INTRODUCTION

The COCC Veterinary Technician (VT) Program is accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) as a program for educating veterinary technicians. Upon successful completion of the program, students are awarded a Veterinary Technician Associate of Applied Science (AAS) degree and are eligible to take the Veterinary Technician National Examination (VTNE) to become a Certified Veterinary Technician. Entrance into the VT AAS program is highly competitive and space is limited. The VT Program currently enrolls students every two years. The number of students admitted to the VT Program each enrollment period is determined by the VT Program Director.

Applications must be completed online by 5:00 pm on May 1, 2018 to be considered for admission into the program for the Fall term of that same year. This means that all prerequisite courses, testing and other requirements for application must be completed before the May 1, 2018 application deadline. Admission interviews for qualified applicants are scheduled for the end of May and letters of acceptance notification will be emailed to the applicant's COCC email address 1-2 weeks after the interview. It is important to thoroughly and carefully read the application guidelines contained in this handbook and submit all materials requested.

Please note: Your application will be forfeit if any documentation is missing or information is incomplete. All complete applications are assessed based on prerequisites, high school diploma or GED, veterinary observation hours and discussion questions, ATI TEAS test, veterinary assistant experience and/or relevant animal experience, and the interview. Make sure you complete and include all documents as outlined in the *Application Criteria*. It is important to thoroughly and carefully read the guidelines and submit all materials requested.

### Veterinary Technician Program Information Sessions

VT 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/veterinary-technician/information-sessions/>)

### Criminal History Check/ Drug Screening

Once students have been accepted to the VT Program and prior to starting classes they will be required to initiate and pay for a criminal history check (CHC) and drug screening. A history of criminal charges or convictions may prohibit entry into the COCC VT Program. Students with crimes on the DHS crimes list located on the VT website will be disqualified from attending the VT Program. The cost of the CHC and drug screening is approximately \$110.00 (prices are subject to change).

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, Suite 407, Portland, Oregon 97232; phone 971-673-0224 or [ovmeb.info@state.or.us](mailto: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

### Required

Tdap (Tetanus, Diphtheria, Pertussis) Vaccination

### Recommended

Pre-Exposure Rabies Vaccination

## Expectations of Abilities

The field of veterinary technology is both intellectually and physically challenging. A veterinary technician must have abilities and skills in many different areas. VT students must be able to perform the essential abilities and skills listed on our website (<https://www.cocc.edu/veterinary-technician/expectations-of-abilities/>) and must document the ability to do so on the application. Students requiring special accommodations due to a disability, please contact the COCC Disability Services Office (<https://www.cocc.edu/disability-services/>) at 541-383-7743.

## HOW TO APPLY

### Admission to COCC

Apply to COCC as a degree-seeking credit student at [www.cocc.edu/getting-started/](http://www.cocc.edu/getting-started/). Because the Veterinary Technician major is only reserved for students who have been accepted to the Veterinary Technician program, students may select the Associate of General Studies. The admissions process typically takes 2-3 business days to process the application.

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.

### Transcript Submission Guidelines

- 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.
- You must submit official transcripts to Admissions & Records no later than May 1, 2018 (<https://www.cocc.edu/getting-started/transfer-provide-transcripts/>).

### Veterinary Technician Program Advisor

After admission to COCC you should request a VT Program advisor by contacting the CAP Center at 541-383-7200.

## APPLICATION CRITERIA

All students must meet the following application requirements no later than 5:00 pm on May 1, 2018. Only completed applications received by the deadline will be considered for selection. Students will be admitted to the program based on the total number of points allocated for each section listed below. Prerequisite coursework must be completed by the winter term in the year the student plans to apply to the VT Program.

### Student Responsibility

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. Veterinary Technician Program Application No Points Awarded**

The application must be submitted online through the VT Program Website ([www.cocc.edu/veterinary-technician/](http://www.cocc.edu/veterinary-technician/)). The online application will be available Monday January 8, 2018. The application must be submitted by the deadline, 5:00 pm on May 1, 2018. Note: This does not mean that your application is in progress by 5:00 pm on May 1, 2018; rather, you must hit the submit button by that deadline.

#### **2. Prerequisite Observation Form and Discussion Questions No Points Awarded**

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.

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.

#### **3. Official High School Diploma or proof of GED equivalency No Points Awarded**

All applicants must have an official high school diploma or GED equivalency. You must include an official high school diploma 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 diploma or GED equivalency prior to the VT application deadline.

#### **4. Prerequisite Courses No Points Awarded**

Minimum cumulative GPA of 3.0 or higher in all the following courses:

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

All prerequisite courses must be completed by the end of winter term in the year you plan to apply. Prerequisite courses must be completed with a cumulative GPA of 3.0 or higher. Additionally, each course must be completed with a "C" grade or better. Cumulative GPA is calculated by multiplying the number of credits of each course by the letter grade (A=4, B=3, and C=2), adding these numbers together, and dividing the total by the total number of prerequisite credits. The result must be 3.0 or higher. Only whole letter grades are used in the calculation of cumulative prerequisite GPA, meaning plus (+) or minus (-) designations will not be considered in the final calculation. When transferring applicable courses, the number of credits used for GPA calculation will be based on the number of credits of the equivalent COCC course, regardless of how many credits the course was worth at the transfer institution.

## 5. ATI TEAS Exam

**50% of Total Points (50 points maximum)**

The ATI Test of Essential Academic Skills (ATI TEAS) is a scholastic aptitude test designed to measure basic essential skills identified as important for entry-level veterinary technician program applicants. Skill areas include:

Math: whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages, and ratio/proportion.

Reading: paragraph comprehension, passage comprehension, and inferences/conclusions.

English: punctuation, grammar, sentence structure, contextual words, and spelling.

Science: science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science.

- The ATI TEAS is an online exam which can be taken either at COCC or at any PSI testing site. VT Program TEAS information can be found on the VT Program website ([https://www.cocc.edu/veterinary-technician/test-of-academic-skills-\(teas\)/](https://www.cocc.edu/veterinary-technician/test-of-academic-skills-(teas)/)). The test is timed and 3 ½ hours in length.
- To apply to the VT Program you must obtain a minimum score level of “Proficient” on the ATI TEAS exam prior to the due date for applying to the VT Program. The student’s “adjusted composite score” will be used to calculate points toward the student’s application. The score will be multiplied by 0.50 in order to determine actual application points.
- Students may take the exam up to two times total and must wait a minimum of 90 days between test dates.

### To Register for the ATI TEAS Administered at COCC:

There is a \$68.00\* testing fee per test. To register and pay for the test, contact the COCC Cashier (Boyle Education Center, or call 541-383-7229 with credit card information). There is a seat limit on each test date, so sign up early and at least 15 business days in advance. Reservations are on a first-come-first-serve basis. The \$68\* fee is NOT refundable, even if only changing test times. Photo identification is required to test. Official ATI TEAS transcripts will be posted to the student’s COCC Bobcat account.

### To Register for the ATI TEAS Administered at a PSI Test Center: (Official transcript must be sent to COCC)

**STEP 1:** Check available TEAS session dates and locations before you register. Check that your preferred PSI test location is offering the TEAS on a date and time that is suitable for you, Access the PSI Exams Online Web site at <http://candidate.psiexams.com> and scroll to the bottom of the page.

**STEP 2:** Purchase a PSI ATI TEAS Assessment on the ATI Web site. The next step is to pay for your session and order your transcripts on the ATI Web site. Include COCC in your transcript order.

**STEP 3:** Schedule your ATI TEAS Session with PSI.

- 24 hours after registering on the ATI Web site, schedule the time and location to take the TEAS, either online or by phone:
  - To register online, go to the PSI Web site at [www.psiexams.com](http://www.psiexams.com) and repeat the process in STEP 1 to find your session.
  - To register by phone, call PSI at 800-733-9267.
    - PSI will require the ID # from your purchase confirmation, so be sure to have it available.
    - After scheduling the ATI TEAS with PSI, you will receive an e-mail confirmation providing the test center location and directions.
    - If you need to reschedule your test, you must contact PSI 2 days before the scheduled test date.

### Study Materials

The ATI TEAS Study Manual (\$50\*), ATI TEAS Online Practice Assessment (one test at \$46\*) and the ATI TEAS Study Package (\$115\*) are available for purchase at the COCC Bookstore or by direct order at [http://www.atitesting.com/ati\\_store/TEAS-Products.aspx](http://www.atitesting.com/ati_store/TEAS-Products.aspx). You are not required to purchase these materials, however you may find them helpful in preparing for the TEAS.

*\*Prices are subject to change*

**6. Experience****20% of total points (20 points maximum)**

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.

<b>Veterinary Assistant Experience (12 Points Max in this Section)</b>	
Minimum of 480 hours documented paid work experience as a veterinary assistant with direct patient contact*.	3 points for every 480 hours worked
<b>Animal Experience (8 Points Max in this Section)</b>	
Minimum of 480 hours of documented paid work experience as a kennel assistant or working in a boarding facility, daycare, or grooming facility with direct animal contact**.	2 points for every 480 hours worked
Minimum of 480 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.	2 points for every 480 hours worked or volunteered
Minimum of 480 hours of documented paid work or volunteer experience at a large animal (cattle, equine, llama, alpaca etc.) facility with direct animal contact or patient.	2 points for every 480 hours worked or volunteered
Minimum one year documented experience with direct animal related 4-H or FFA (training, teaching or showing).	2 points per year

*\*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).*

**7. Interview****30% of total points (30 points maximum)**

An interview is required for admission to the program. Qualified applicants will receive an offer by email to attend an interview. 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. 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.

## SELECTION PROCESS

### 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.

COCC 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 ATI TEAS score, animal experience, and the interview. 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 GPA, the highest TEAS exam score 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 students admitted to the VT Program must provide official documentation of required immunizations. The VT Program Welcome Email that will be sent will contain information and deadlines.
- 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. 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.

**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/veterinary-technician/expectations-of-abilities/>) and will be emailed to you upon admission into the program. Please contact the VT Department or your VT advisor for details.

**Dropping out of the Program:** Students who begin the VT Program but are unable to successfully complete the first or second year of the program will be treated as first time applicants if they choose to re-apply in a future year.

**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 (<http://www.fafsa.ed.gov/>), 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.

**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 prerequisites have been met and that their official transcripts are on file with COCC. Applicants may retake the ATI TEAS exam (if eligible under exam guidelines, see ATI TEAS section); only the highest exam score will be used for application to the program.

Questions regarding the application and selection process can be answered by contacting the VT Program Director, Beth Palmer, at [bpalmer@cocc.edu](mailto:bpalmer@cocc.edu) or 541-318-3724.

**APPLICATION WORKSHEET:** Use this worksheet to assess if the Fall 2018 application requirements have been met and to tally estimated points towards application.

APPLICATION REQUIREMENTS	Complete:
Veterinary Technician Program Application	<input type="checkbox"/>
Completed Prerequisite Observation Form and Discussion Questions	<input type="checkbox"/>
Official High School Diploma or proof of GED equivalency	<input type="checkbox"/>
Official Transcripts (For prerequisite coursework not taken at COCC)	<input type="checkbox"/>
<b>PREREQUISITE COURSES</b> (Minimum cumulative GPA of 3.0 or higher):	
BI 101 or BI 211	<input type="checkbox"/>
CH 104 or GS 105	<input type="checkbox"/>
MTH 95, MTH 111 or higher	<input type="checkbox"/>
WR 121	<input type="checkbox"/>
SP 218	<input type="checkbox"/>
<b>ATI TEAS EXAM: minimum score level of "Proficient"</b> <b>Adjusted Composite Score x 0.50 = points</b>	<b>(50 points Max)</b> <b>Points: _____</b>
<b>Veterinary Assistant Experience (12 Points Max)</b>	
Minimum of 480 hours documented paid work experience as a veterinary assistant with direct patient contact. <b>3 pts per 480 hours worked.</b>	Points: _____
<b>Animal Handling Experience (8 Points Max)</b>	
Minimum of 480 hours of documented paid work experience as a kennel assistant or at a boarding, daycare, or grooming facility with direct animal contact. <b>2 pts per 480 hours worked.</b>	Points: _____
Minimum of 480 hours of documented volunteer or paid work experience in a licensed humane society, animal shelter, wildlife rehabilitation center, or zoo with direct patient contact. <b>2 pts per 480 hours worked or volunteered.</b>	Points: _____
Minimum of 480 hours of documented paid work or volunteer experience at a large animal (cattle, equine, llama, alpaca etc.) facility with direct animal contact. <b>2 pts per 480 hours worked or volunteered.</b>	Points: _____
Minimum one year documented experience with animal related 4-H or FFA (training, teaching or showing). <b>2 pts per year.</b>	Points: _____
<b>EXPERIENCE TOTAL (Veterinary Assistant Experience + Animal Handling Experience)</b> Students must provide verification of volunteer/work hours. Final points will be determined by the Veterinary Technician Program Director.	<b>(20 Points Max)</b> <b>Points: _____</b>
<b>INTERVIEW</b> Points will be determined by the Admissions Committee.	<b>(30 points Max)</b> <b>Points: _____</b>
	<b>Total Points: _____</b>



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.



## Associate of Applied Science in Veterinary Technician: Degree Requirements

### Prerequisite

Subject	Class Number	Credits
Intermediate Algebra	MTH 95, MTH 111 or higher	4
Biological Science	BI 101 or BI 211	4 or 5
English Composition	WR 121	4
Chemistry	GS 105 or CH 104	4 or 5
Interpersonal Communication	SP 218	3

Total 19-21 credits

40 hours of observation in a veterinary clinic

High School diploma or equivalent

### Veterinary Technician Program Curriculum\*

#### Term 1 (Fall)

- VT 101 Introduction to Veterinary Tech (3)
- VT 102 Veterinary Terminology (3)
- VT 103 Animal Hospital and Office Proced. (2)
- VT 117 Animal Anatomy and Physiology I (6)

**Total term credits: 14**

#### Term 2 (Winter)

- VT 108 Small Animal Nursing (4)
- VT 110 Parasitology and Pathology (4)
- VT 114 Pharmaceutical Math (3)
- VT 118 Animal Anatomy and Physiology II (5)

**Total term credits: 16**

#### Term 3 (Spring)

- VT 111 Hematology and Urinalysis (5)
- VT 112 Advanced Small Animal Nursing (4)
- VT 113 Exotic and Lab Animal Medicine (3)
- VT 116 Pharmacology (4)

**Total term Credits: 16**

#### Term 4 (Fall)

- VT 200 Radiation Safety (2)
- VT 201 Anesthesiology and Surg. Techniques (4)
- VT 203 Large Animal Nursing (4)
- VT 208 Animal Nutrition (2)
- VT 212 Veterinary Microbiology (4)

**Total term credits: 16**

#### Term 5 (Winter)

- VT 202 Surgical Nursing and Dentistry (4)
- VT 204 Diagnostic Imaging (3)
- VT 206 Small Animal Diseases (4)
- VT 209 Large Animal Diseases (3)

**Total term credits: 14**

#### Term 6 (Spring)

- VT 280 Clinical Practicum I (6)
- VT 281 Clinical Practicum II (4)  
(360 hours onsite externships at community veterinary practices)

**Total term credits: 10**

Total VT Program Curriculum 86 credits

**Total Program Credits: 105 -107 credits**

\*Curriculum subject to change



Veterinary Technician Program  
Redmond Technology Education Building  
2030 SE College Loop  
Redmond, OR 97756

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  
Veterinary Technician Program Director  
Central Oregon Community College  
541-318-3824  
[bpalmer@cocc.edu](mailto:bpalmer@cocc.edu)



## 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 associated with this profession. It is a very rewarding, yet very challenging profession.

### 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 \_\_\_\_\_

Date \_\_\_\_\_

Task Observation Form

Applicant Name \_\_\_\_\_

COCC ID Number \_\_\_\_\_

**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:**    Excellent    Good    Average    Poor    Unacceptable

Comments:

	Number of observation hours completed _____ Supervisor initials _____
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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](mailto:bpalmer@cocc.edu) **Due Date: May 1, 2018**

Submit online with your veterinary technician application.



Applicant Name \_\_\_\_\_

COCC ID Number \_\_\_\_\_

**Due Date: May 1, 2018**

## **COCC Veterinary Technician Program**

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 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)?

Submit online with your veterinary technician application.