

Application Instructions for the Veterinary Technology Program

Dear Applicant:

Thank you for applying to Northeast Community College's Veterinary Technology program. Students seeking admission into the Veterinary Technology Program will register in the Pre-Veterinary Technology Program of Study. This information can be found in the College catalog. The following pages contain information on how to complete the necessary requirement to apply for admission into the Veterinary Technology program. In this program packet you should have the following items:

- Special Admission Guideline
- Pre-Veterinary Technology Program of Study
- Veterinary Technology Program of Study
- Disclosure statement for the Veterinary Technology program
- Essential functions required for the program
- Instructions for the observation hours
- Two veterinary observation forms (you can make copies as needed)

Please fill out all forms completely. All application material is due on October 1. Please note if you are transferring from another veterinary technology program you must apply for admission to the program. Please see more information about transfer student in the College catalog.

If you have any questions, please contact the Director of Veterinary Technology at 1(800) 348-9033 or (402) 844-7190 or you can email the director at michael@northeast.edu. Once again thank you for applying to the Veterinary Technology program.

Veterinary Technology Applicants

In addition to Northeast Community College application and admission, students must also apply to the Veterinary Technology program. Applicants to the Veterinary Technology program must:

1. Submit completed required application materials to the program director by October 1st. Materials include the following:
 - a. Professional Resume
 - b. *Veterinary Technician observations (See Veterinary Technology Program of Study)
 - c. Personal Statement (instructions to be provided at the veterinary technology orientation in the fall)
 - d. *Disclosure statement

*Specific forms and guidelines are provided by the program. Applicants need to obtain and complete the specified forms.

2. Complete the coursework detailed in the required Program of Study with a minimum of a “C+” in all VTEC courses. (See Veterinary Technology Program of Study). Your grades as of November 1st of the year in which you are applying will be used to tabulate your GPA in the VTEC courses for your application.

Based on an evaluation score of the above criteria, the student may be invited in by the Veterinary Technology Admissions Committee for an interview. Candidates must score a minimum of 21 points on the interview to be considered for the Veterinary Technology program. The program may select up to 24 qualified candidates.

Those students selected to continue in the Veterinary Technology program must complete the following:

- Physical examination
- Rabies vaccination (or sign waiver)
- Proof of Health Insurance
- Criminal background check and drug screen
- Complete all veterinary technology courses with a minimum grade of C+

Veterinary Technology Program Grade Requirements

1. Students must earn a C+ or above in all VTEC coursework
2. In the event of course failure or withdrawal, a student will be allowed to repeat the course to earn a qualifying grade.
3. A total of two course failures or withdrawals are allowed. Upon failure or withdrawal from the third course, students are dismissed from the program.

Incoming Transfer Students

For those students wanting to transfer into the program from another institution:

1. Must be transferring from an AVMA accredited program and submit the following:
 - a. An official transcript of veterinary technology course work
 - b. Completed Northeast Community College Veterinary Technology program Disclosure Statement
 - c. A signed letter of good standing from the director of an AVMA accredited program. Students who cannot provide a letter of good standing from the program’s director or who were dismissed from the program for academic or behavioral issues will not be accepted.
2. Transfer students must complete the same selection process as all of Northeast’s students. To determine their GPA, the program director will use course grades that are C+ or higher in an equivalent course. If there is no equivalent course work, the transferring student must take the Northeast Community College Veterinary Technology program’s required course.
3. Transferring students with a 2.5 GPA in the four veterinary technology courses may be invited to interview for the program.
4. If admitted into the program, the veterinary technology course work that the student wishes to transfer in will be at the discretion of the Northeast Community College Veterinary Technology program director. All other college course work will be evaluated by the College Registrar for acceptance. Only grades of C+ or higher in veterinary technology courses will be accepted.
5. All transferring students must agree to follow the Northeast Community College Veterinary Technology program requirements.
6. All transfer students who have been admitted into the program must take the following courses through Northeast Community College: VTEC 2612, VTEC 2611, VTEC 2622, VTEC 2621, VTEC 1410, VTEC 1411, VTEC 1211, VTEC 2562, VTEC 2561, VTEC 1220, VTEC 2520, VTEC 2521, VTEC 2680, and VTEC 2660. No equivalency course will be accepted for these courses.

PRE-VETERINARY TECHNOLOGY

The pre-veterinary technology degree is intended for students who are preparing to be accepted into the Veterinary Technology program at Northeast Community College. Upon successfully completing the first semester of courses identified below and going through the selection process, a student may be accepted into the Veterinary Technology program. (See selective admission process) Once selected, a student will complete the change of major process and continue on in the Associate of Applied Science Veterinary Technology degree program.

For students who are not selected into the Veterinary Technology program following their first semester, this degree provides a program of study that will prepare them to work in a variety of related jobs within the animal health and science industries. The coursework will also serve to better prepare students to re-apply for the Veterinary Technology program during the next selection period. Students may also decide to transfer on to a bachelor's degree program in a related subject area after completing the Associate of Science degree.

IMPORTANT NOTE: This degree does not lead to licensure as a veterinary technician, nor is it intended for students pursuing a goal to become a Doctor of Veterinary Medicine.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR			SOPHOMORE YEAR		
First Semester			First Semester		
Course		Credits	Course		Credits
VTEC 1000	Animal Husbandry and Restraint	3	AGRI 1010	Animal Science	3
VTEC 1110	Veterinary Terminology	2	AGRI 1340	Animal Science Lab	1
VTEC 1120	Anatomy and Physiology	3	AGRI 2830	Advanced Animal Nutrition	2
VTEC 1123	Anatomy and Physiology Lab	1	PSYC 1810	General Psychology	3
BIOS 1010	General Biology	4	AGRI 1131	Plant Science	3
	Mathematics*	3	AGRI 1132	Plant Science Lab	1
				Humanities *	3
		16			16
Second Semester			Second Semester		
VTEC 1121	Anatomy and Physiology II	3	AGRI 2210	Animal Health	3
ENGL 1010	English Composition I	3	ECON 2110	Principles of Macroeconomics	3
INFO 1100	Microcomputer Applications or	3		Natural Science or Math*	4
AGRI 1500	Microcomputer Application in Ag		SPCH 1010	Fundamentals of Speech or	3
MATH 2030	Intro to Statistics	3	SPCH 1110	SPCH 1110 Public Speaking	
AGRI 1230	Feeds and Feeding	3	AGRI 2870	Agricultural Law	3
		15			16
				Total Credit Hours	63

*See General Education Requirements

VETERINARY TECHNOLOGY

The veterinary technology program is designed to prepare entry-level veterinary technicians via classroom study, laboratory, and clinical practice with fundamental veterinary technician skills. The graduate should be able to successfully complete the licensing requirement of their state. This program will work toward meeting the needs of the State of Nebraska for well qualified veterinary technicians to perform duties under the scope of the Veterinary Medicine Practice Act. The veterinary technology program is accredited by the American Veterinary Medical Association, 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360, phone (847) 925-8070. The Veterinary Technology program has special admission guidelines.

Required Program of Study for Associate of Applied Science (2 years)

Freshman Fall Semester

Course	Credits
VTEC 1000 Animal Husbandry and Restraint	3
VTEC 1110 Veterinary Medical Terminology	2
VTEC 1120 Anatomy and Physiology	3
VTEC 1123 Anatomy and Physiology Lab	1
BIOS 1010 General Biology	4
Mathematics*	<u>3</u>
	16

In order for students to continue in the Veterinary Technology program, students must meet all requirements and have been selected into the program. The special admission guidelines are found on page 20 of the catalog.

Freshman Spring Semester

Course	Credits
VTEC 1121 Anatomy and Physiology II.....	3
VTEC 1212 Laboratory Techniques I	3
VTEC 1211 Laboratory Techniques I Lab.....	1
VTEC 1410 Clinical Nursing of Companion Animals	3
VTEC 1411 Clinical Nursing Lab	1
VTEC 2622 Anesthesia for Veterinary Technicians	3
VTEC 2621 Anesthesia Lab for Veterinary Technicians.....	1
VTEC 2200 Veterinary Office Practices	<u>3</u>
.....	18

Summer

Course	Credits
Communications***	3-6
Social Science **	<u>2-3</u>
.....	5-9

Sophomore Fall Semester

Course	Credits
VTEC 2612 Prin of Veterinary Surgical Nrsg & Dentistry	3
VTEC 2611 Prin of Veterinary Surgical Nrsg & Dentistry Lab	1
VTEC 2562 Laboratory Techniques II	3
VTEC 2561 Laboratory Techniques II Lab.....	1
VTEC 2520 Clinical Nursing of Large Animals	3
VTEC 2521 Clinical Nursing of Large Animals Lab	1
VTEC 1220 Pharmacology	3
VTEC 1322 Radiology	3
VTEC 1321 Radiology Lab.....	<u>1</u>
	19

Sophomore Spring Semester

Course	Credits
VTEC 2570 Laboratory Techniques III	2
VTEC 2571 Laboratory Techniques III Lab.....	1
VTEC 1440 Lab Animal Science	2
VTEC 2630 Clinical Nursing of Exotics.....	2
VTEC 2660 Internship	6
VTEC 2680 Board Review for Veterinary Technicians.....	1
Behavioral Science **	<u>3</u>
	17
Total Credit Hours	75-79

Note: For successful completion, students must meet the minimum grade that is stated in the course syllabus.

*Mathematics: (Placement per test results) 3-6 credit hours
MATH 1025, 1140, or 1150

**Social & Behavioral Science: 4-6 credit hours
Social Science: ECON 1010, 1040/BSAD 1040, ECON 2110, AGRI 1410
Behavior Science: PSYC 1810, SOCI 1010, AGRI 1420, BSAD 1000

***Communication: 3-6 hours
Written: ENGL 1010
Oral: SPCH 1050, SPCH 1010, SPCH 1110
Or
Combination of oral and written: BSAD 2050 or ENGL 1050

Essential functions for the veterinary technology program

Students that are accepted into the veterinary technology program must demonstrate that they are academically and physically able to complete the assigned tasks within the program. Students are required to have a C+ grade in each of the veterinary technology courses. Any grade below a C+ is considered failing. Students that fail three courses are dismissed from the program. Likewise, students that are not able to complete the essential skills that are required by the Committee on Veterinary Technician Education and Activities (CVTEA) are also dismissed from the program. The specific courses shall teach basic medical science, communication, critical thinking, decision-making, and clinical application skills. Integration of nursing, technical, and medical skills within the curriculum must use live animals. Whenever possible, animal nursing skills should be developed in a setting and under conditions that are a reflection of the manner in which graduates will use these skills. Students are encouraged to work with the student services department to develop reasonable accommodations to assist the student in accomplishing their educational goals; however, safety of the student, animals, and other students or personnel must be a primary consideration. If you have concerns about your ability to complete either the academic or physical component of the program, please contact the disabilities office at 402-844-7343 or use this link <https://northeast.edu/Support-Services/Disability-Services/>.

For your information the essential functions are listed below

ESSENTIAL FUNCTIONS POLICY

FOR THE VETERINARY TECHNOLOGY PROGRAM FOR ADMISSIONS, CONTINUATION, AND GRADUATION AND DISABILITY ACCOMMODATION

In veterinary medicine, veterinary technicians are required to perform many essential functions with or without reasonable accommodation. In order to ensure student success in the veterinary technology program, students must also be able to perform those tasks that are essential to the veterinary technician profession. Below are listed the essential functions for the veterinary technology program. For a more detailed list of essential skills required for graduation, please visit.

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/cvtea-pp-appendix-i.aspx>

MOTOR SKILLS: A veterinary technician must have sufficient motor function (gross and fine muscular movements, equilibrium, and strength) to:

- 1) Elicit information from animal patients by palpation, auscultation, manual tests, and evaluation procedures. (Frequently)
- 2) Provide general nursing care including physical strength to hold and restrain patients. (Constantly)
- 3) Lift and transfer animals up to 50 pounds. (Frequently)
- 4) Engage in procedures involving grasping, fingering, pushing, pulling, holding, extending, and rotation. (Constantly)
- 5) Provide for patient safety and well-being in all therapeutic or transferring activities. (Constantly)
- 6) Stand for extended periods of time and /or maintain awkward positions for brief periods of time. (Frequently)

- 7) Ability to bend over at the waist, twist the trunk, squat, kneel, and reach above the head. Have the body size, conformation and fitness to do the physical work required of a veterinary technician. (Frequently)

SENSORY/OBSERVATION SKILLS: A veterinary technician must have sufficient sensory abilities and observations skills to:

- 1) Observe demonstrations. (Frequently)
- 2) Observe patients. (Constantly)
- 3) Obtain an appropriate medical history directly from the animal's owner. (Frequently)
- 4) Examine the patient observing skin color, skin texture, odors, bony landmarks, and other anatomical structures. (Frequently)
- 5) See dials and meters with small print. (Occasionally)
- 6) Observation of microbiologic cultures, microscope slides and gross studies of animal tissues or fluids in normal and pathologic states. (Frequently)

COMMUNICATION SKILLS: A veterinary technician must have communication skills and be able to:

- 1) Communicate effectively and sensitively with animal owners. (Frequently)
- 2) Communicate effectively utilizing verbal and non-verbal, and written communications skills in English with faculty, peers, and other personnel in the classroom, laboratory, and clinical settings. (Constantly)
- 3) Read English, including completing reading assignments and search and evaluate literature, read charts and graphs. (Frequently)
- 4) Complete written assignments, maintain records, manually record and use computerized recording of patient information. (Frequently)

INTELLECTUAL/CONCEPTUAL, INTEGRATIVE AND QUALITATIVE SKILLS: The veterinary technician must be able to:

- 1) Measure, calculate, interpret reason, analyze, prioritize, and synthesize data. (Constantly)
- 2) Use computers for searching, recording, storing, and retrieving information. (Frequently)
- 3) Comprehend three-dimensional relationships and spatial relationships. (Occasionally)

BEHAVIORAL/ SOCIAL SKILLS AND PROFESSIONALISM: The veterinary technician must demonstrate:

- 1) Attributes of empathy, integrity, concern for others, interpersonal skills, and motivation. (Frequently)
- 2) Emotional well-being required for use of their intellectual abilities, the exercising of sound judgment, the prompt completion of all responsibilities attendant to the evaluation and care of patients. (Constantly)

- 3) The ability to adapt to ever-changing environments, display flexibility and learn to function in the face of uncertainties and stress which are inherent in the educational process, as well as the clinical problems of many patients. (Occasionally)
- 4) The ability to be assertive, delegate responsibility appropriately, and function as part of a team. (Frequently)
- 5) The organizational skills necessary to meet deadlines and manage time. (Frequently)
- 6) The ability to accept criticism. (Occasionally)
- 7) Cope with the stress of heavy workloads, weekend and evening shifts, and demanding patients. (Frequently)
- 8) Recognize and respond appropriately to individual of all ages, genders, race, socioeconomic, religious, and cultural backgrounds. (Frequently)
- 9) Personality suited to exhibit respect, concern, and compassion for both animals and humans. (Constantly)
- 10) Understanding of the requirement to work around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards. (Frequently)

All veterinary technology applicants and students will be assessed by the same academic and professional criteria for admission, promotion, retention, and graduation. The school may require, at the appropriate time, that an applicant or student undergoes evaluation for the purpose of determining whether he/she is able to meet the essential functions, with or without reasonable accommodation. During the admissions process, qualified candidates will be considered without regard to their (dis)ability status by the program faculty. After acceptance, all candidates will be required to sign the *Acceptance and Notification of Essential Functions Form* to indicate that they have read and understood their responsibility for meeting the essential functions as outlined. This signed form becomes a permanent part of the record of all students in the veterinary technology program. If a candidate does not sign this form, he/she will not be admitted into the program.

Upon admission, all students must be able to perform the essential functions of the curriculum. Any student with a disability may receive reasonable accommodations allowing them to perform the essential functions of the curriculum and meet the standards described above. For a more detailed list of essential skills required for graduation please visit <https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/cvtea-pp-appendix-i.aspx>

“Students with a documented disability may be eligible for certain accommodations that support their success in the classroom. Please see Mary Balaski, Disabilities Services Coordinator, for further information. Her office is located in the College Welcome Center Room 1263, phone 844-7343.”

Observation Hours Instructions

The goal of the observation hours is to have you observe the duties of a licensed veterinary technician. To complete your **50 hours** of observation you will need to select a veterinary clinic of your choice. If you cannot locate a clinic, please contact the Director of Veterinary Technology at Northeast Community College for assistance.

First, please contact the clinic and ask for permission to observe at their clinic. If you are asked to interview, it is helpful to dress professionally. It is recommended that you spread your observation time over several visits to get a more accurate picture of a technician's duties. You may observe in more than one clinic. Please dress appropriately for your observation hours. If you do not know what type of clothing to wear, contact the clinic and ask for their recommendation. You must observe a licensed veterinary technician. If the clinic does not employ a licensed veterinary technician, you can observe a licensed veterinarian, but no lay staff. If you are employed by a veterinary clinic, you may substitute your work hours for the observation hours.

At the end of each observation period, fill out the observation form and have the licensed veterinary technician or licensed veterinarian that you observed sign the form. You can make copies of the observation form if you need more than one copy. It is strongly recommended to complete these hours during the summer. Veterinary clinics in Norfolk are overwhelmed with observation requests in the fall. These clinics often limit the number of students that are allowed to do observation hours. Please be respectful and it is best to complete your observation hours during the summer. Please turn in your completed observation forms to the Director of Veterinary Technology.

Veterinary Observation Form

This is to inform all that _____ has completed
(Applicant's Name)

_____ hours of observation at _____
(Veterinary Clinic)

Veterinarian or Veterinarian Technician's Signature

License number

Date

Please list what activities you were able to observe or assist with during your observation time.

Activity Observed	Observe or Assist
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Veterinary Technology Disclosure Statement.

Completion of this agreement is a formal part of the application process. This form must be completed and submitted before any offer of admission can be made. Northeast Community College Veterinary Technology Program reserves the right to verify this information with the appropriate law enforcement agencies. A positive response to any of the questions may result in denial of admission.

Instructions: After completing this form, place it in an envelope and seal it. After sealing the envelope, be sure to sign your name across the back flap of the envelope. Do not enclose any other application material in this envelope. Address the envelope to the Director of the Veterinary Technology Program and on the lower left hand side of the envelope write "Disclosure Statement". Please give this envelope to the Director of the Veterinary Technology Program once you start classes in the fall semester. You may also mail the envelope to the address provided below.

Have you ever:

- | | | |
|---|-----|----|
| 1. Had a health care license canceled, limited, suspended, revoked or denied? | Yes | No |
| 2. Been subject to proceedings by a licensing agency to cancel, limit, suspend or revoke a license? | Yes | No |
| 3. Been convicted of any criminal offense (including felonies and misdemeanors) other than a minor traffic violation or been the defendant in a civil suit? | Yes | No |
| 4. Been given a dishonorable discharge from the U.S. Military? | Yes | No |
| 5. Are you currently using alcohol or controlled substances that would affect your ability to participate in the Veterinary Technology Program? | Yes | No |
| 6. Have you ever been removed from an accredited veterinary technology program due to low grades or non-academic reasons? | Yes | No |

FOR ANY YES RESPONSES, PLEASE PROVIDE DETAILS ON A SEPARATE SHEET

I certify that information on this form is complete, accurate and true; and I understand that any information given falsely or withheld may make me ineligible for admission and/or enrollment.

Print AND Sign your name

Date

In evaluating conviction records and dismissal from veterinary technology programs, Northeast Community College Veterinary Technology program considers the following factors:

1. Circumstances surrounding the conviction or dismissal.
2. The time interval from the conviction or dismissal to application.
3. Other relevant history such as documentation from the veterinary technology program director.
4. Rehabilitation or other types of remediation.

Please send to: Northeast Community College
Attention: Dr. Mike Cooper
801 East Benjamin Avenue
P.O. Box 469
Norfolk NE 68702-0469