

INTRODUCTION

You have chosen a very interesting and important career in the field of veterinary medicine. Our program is designed to prepare you for a career as a licensed veterinary technician by helping you develop skills in many areas including: animal handling and nursing, the diagnostic laboratory, anesthesiology and radiology, practice management, as well as critical thinking and decision making skills. With these skills and a thorough knowledge base, you will be ready to take your place as a member of the veterinary health care team by providing high quality assistance to a veterinarian and by providing professional nursing care and compassion to your animal patients. **This program is NOT a stepping-stone to veterinary school. If your main objective is to become a veterinarian, you need to make an appointment to talk to a college advisor regarding pre-veterinary course work and applying to veterinary school.** The Pierce College Veterinary Technology Program is approved by the Washington State Veterinary Medical Association, the Washington State Association of Veterinary Technicians and is fully accredited by the American Veterinary Medical Association.

The Program is a full-time course that requires 21 months to complete. Classes start in September and run through June, the Program is closed during July and August, classes then resume in September until graduation, the following June. During that time you will be taking a “full load” class schedule. In our experience it is very difficult to maintain a job and complete this Program at the same time. Unless the job is very part-time and your employer will allow you a great deal of flexibility in your hours, the time constraints of this Program will interfere with your job, and one or the other will suffer. Financial aid is available through the Financial Aid Office for those who qualify and, in addition, various scholarships are available specifically for veterinary technology students. Most of the scholarship monies do not cover all of your costs but they may lessen the need to work while attending classes. The total two-year Program cost for a Washington State resident is approximately \$9,800. This includes tuition, lab fees, textbooks, uniforms, etc.

Students in the Veterinary Technology Program are in class or on campus up to 30 hours per week. A typical week for Fall Quarter first year students would be Monday through Thursday from 11am to 5pm. Parking is in short supply, so students must give themselves ample time to find a parking place before class. These hours do not include the time students are doing “Ward Care”. Because the Program maintains a kennel for dogs and cats and a barn for farm animals, first year students are responsible for the care, feeding and cleaning of these animals. On a rotating basis you will need to arrange your schedule to be on campus from 5:30 a.m. to 7:30 a.m. in the morning or stay late in the afternoon, 4:00 p.m. to 6:00 p.m. during the week **and weekend** that you have ward care. Your scheduled ward care times are given to you during the first week of class.

The Veterinary Technology Program and the field of veterinary medicine are very mentally and physically challenging. Successful candidates must be able to multi-task, solve challenging mathematical problems correctly and efficiently, complete tasks in a thorough sequential manner, and remain calm in an emergency situation. The Veterinary Technology Program is designed as a professional vocational program. Therefore, all students are expected to work with classmates and animals in a respectful and cooperative manner. Many laboratory sessions require lifting, bending and flexibility to move objects and/or restrain animals. These movements are physically demanding and are a necessary part of the curriculum.

If you have any limitations that would prevent you from completing any of the above mentioned tasks, you are required to schedule an appointment with the Director of the Veterinary Technology Program before making application.

The information and forms in this packet are provided to help guide you through the application process for admission consideration into the Veterinary Technology Program at Pierce College. Because our enrollment is limited to forty students per year, we want to help you submit a complete, accurate and on-time application packet. A detailed application flowchart listing important requirements and deadlines is included in this publication. Following this flowchart carefully and meeting all deadlines is essential for a successful application. **Failure to submit all information on or before the April 15th deadline will result in an invalid application and you will no longer be eligible for admission consideration.**

Read and re-read all information on pages 4 through 6 of this document so you will thoroughly understand the admission process. You are responsible for understanding this process and you must follow the directions exactly as written. For example, you must document the completion of all prerequisite coursework by requesting transcripts to be sent to the Admissions Office on or before April 15th. You should not assume that those transcripts have arrived. It is your responsibility to check with Admissions long before the April 15th deadline (late March or early April) to verify that your application file is complete. That will allow for “last minute” additions if your application is incomplete.



Associate in Veterinary Technology

FIRST YEAR

Fall Quarter (15 credits)

VT	*100	Introduction to Veterinary Technology	2
VT	101	Animal Nursing I	4
VT	107	Medical Dosage for VT	2
VT	110	Ward Care Laboratory	1
VT	125	Animal Anatomy & Physiology I	6

Winter Quarter (17 credits)

VT	104	Animal Nursing II	4
VT	111	Ward Care Laboratory	1
VT	123	Large Animal Nursing	3
VT	126	Animal Anatomy & Physiology II	3
CHEM	119	Chemistry for VT	6

Spring Quarter (14 credits)

VT	105	Animal Nursing III	3
VT	112	Ward Care Laboratory	1
VT	122	Veterinary Clinical Pathology & Parasitology	5
VT	150	Introduction to Clinical Microbiology	5

SECOND YEAR

Fall Quarter (17 credits)

VT	220	Public Health & Sanitation	4
VT	222	Hematology	4
VT	223	Applied Equine Techniques	3
VT	230	Anesthesiology & Intensive Care	4
VT	250	Radiology for VT	2

Winter Quarter (18 credits)

VT	215	Animal Hospital & Office Procedures	4
VT	224	Veterinary Clinical Laboratory Principles	4
VT	240	Animal Diseases	3
VT	251	Pharmacology for VT	3
VT	252	Special Techniques & Projects	4

Spring Quarter (14 credits)

VT	233	Veterinary Clinical Practice (Clinics)	14
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Total Credits Required 95

*VT 100 is open to all interested students, not just to those enrolled in the Veterinary Technology Program.

ADMISSION GUIDELINES

Admission into the Veterinary Technology Program at Pierce College is considered to be “competitive admission”. In other words, there are typically more applicants for the Program than we can admit. The selection process begins on April 16th and concludes around the end of May. Application for admission consideration can be made at any time prior to April 15th preceding the fall quarter for which you plan to enter the Program by completing the “Pierce College Admissions” form **and** the form entitled “Application Procedure for Veterinary Technology”. Both forms, along with a \$40 non-refundable application fee (check, money order, or bank card), must be forwarded to the **Cashier’s Office** at the address indicated on the Application Fee form. Upon their receipt, a file will be created in your name as a VT applicant, and a Student Identification number (SID#) will be assigned. All subsequent documents should be sent to the **Admissions Office** for filing purposes.

Satisfactory performance (2.0 / “C” or better) in each Algebra, Chemistry, Biology, English and Medical Terminology class is required to be eligible for admission consideration into the program. Classes that satisfy these requirements are: Intermediate Algebra (MATH 98 at Pierce), Preparatory Chemistry (CHEM& 100), Survey of Biology (BIOL& 100), English Composition I (ENGL& 101) and Medical Terminology I (BTECH 150 at Pierce). **(The above courses may require enrollment in prerequisite courses based upon placement test scores.)** If you do not take these courses at Pierce College, you will need to check with your college to determine the equivalent class at your school. It is your responsibility to determine if courses you take elsewhere are equivalent to Pierce College courses. It is the responsibility of every applicant to request that an “Official Transcript” documenting completion of the required prerequisite classes be sent to the Admissions Office. This packet contains a “Request for Transcript” form that may be used to assist you in forwarding your transcripts. You may make additional copies, as needed. **NOTE: If you completed any or all of your prerequisite classes at Pierce College, you must request that an official copy of your transcript be forwarded from the Records Office to the Admissions Office/Veterinary Technology. All prerequisite courses must be completed on or before April 15, 2009.**

Most students who have academic problems in this Program find that they have poor study habits and/or poor math skills. To help prevent these problems, you should take classes that improve your study habits or math skills. It is recommended that you complete as much math as possible (calculus skills are **not** necessary) before entering the Program. Additionally, if it has been more than 5 years since you have been in school, it is suggested that you take some college classes to prepare yourself to attend class, to take notes, and to study for and take tests once again.

You are required to accumulate a **minimum** of 20 hours of observation experience at a local veterinary hospital/clinic of your choice. (See reverse of Task Observation Form). It can be a small animal or large animal hospital/clinic. It **should** be a hospital/clinic that employs veterinary technicians because part of your requirement is to discuss the VT profession with technicians currently employed in the field. If they do not employ technicians, you can probably get most of your information from one of the doctors. If you do not know where to go, we suggest that you start with your own veterinarian (if you have animals) since he/she already knows you and is probably more willing to help you with your assigned task. If you do not usually use the services of a veterinarian, then start with the practices that are relatively close to where you live and just stop in and ask. Page 7 is a letter of introduction to the doctor or veterinary technician explaining why you have come to him/her asking for this experience. Fill in your name and read the letter so you understand it, then present it to the hospital/clinic where you want to get your experience. If you are already employed in a private practice, have a doctor or technician initial the tasks you have seen and be sure to have them sign the form.

The Task Observation Form lists the tasks that you are required to observe and/or discuss. You do not have to see all of them, but you must observe **at least 90%** of the tasks and have at least twenty hours of observation. If this cannot be completed in the hospital at which you started, then switch to a different hospital to complete the tasks. Remember, these tasks are to be observed and/or discussed. You are not in any way required to participate in performing these tasks. Some hospitals may allow you to participate, but others will not due to insurance liability concerns.

The Recommendation/Reference Form needs to be completed by a person who will attest to your personal traits and/or work ethic. This could be a doctor or technician from the hospital/clinic where you gained your observation experience. Additional recommendations can be submitted from other sources by making copies of the form and having the rater submit them. Traditional letters of recommendation are also acceptable. **NOTE: You must fill out the top half of the form BEFORE giving it to the rater. The rater is then responsible for sending the completed form to the Admissions Office.**

The Discussion Topics is a list of questions that you need to answer by **hand writing** short, essay-type answers on your own paper. Typed answers are not acceptable and will invalidate your application. Submit your answers along with the completed Task Observation Form and any other application materials to the Admissions Office.

The Health Occupations Basic Evaluation Test (HOBET) evaluates quantitative (math) and reading skills of applicants. It also contains components related to learning styles, stress level profiles, social interaction profile, and test taking skills. Only the Composite Math and Composite Reading scores will be used in the selection process.

The HOBET can be taken at the Pierce College Fort Steilacoom Testing Center prior to April 15, 2009. Please call (253) 964-6521 or email testing@pierce.ctc.edu to schedule an appointment. There is an administration fee for the HOBET. Scores for HOBET examinations taken at Pierce College Fort Steilacoom will be forwarded to the Admissions Office, provided you sign a release of information form prior to testing.

The applicants who take the HOBET at other testing sites, must have **official** scores sent to the Pierce College Admissions Office/Veterinary Technology Program. Hand carried test scores in sealed, official college envelopes will also be accepted. These must be received on or before April 15, 2009. The last test scores **received** will be used in the selection process.

A HOBET study guide is available for purchase at the Pierce College Bookstore. You can contact the Bookstore at (253) 964-6508 or email bookstore@pierce.ctc.edu

All applicants will be notified of their status by mid to late May and forty applicants will be offered acceptance into the Program. Those not qualifying will be given the opportunity to re-apply to next year's Program.

APPLICATION FLOWCHART

All applicants must submit the required documents on or before April 15, 2009 in order to be eligible for admission consideration into the Veterinary Technology Program.

April 15, 2009 – DEADLINE FOR RECEIPT OF ALL DOCUMENTS

◆ Documents due to the Cashier's Office:

- Pierce College Admission form
- \$40 non-refundable Application fee (**Application Fee form**)

◆ Documents due to the Admissions Office:

- Official transcript(s) for Algebra, Biology, Chemistry, English and Medical Terminology classes. **See "Exception" below.** (It is only necessary to submit transcripts from schools where prerequisite courses were completed.)
- HOBET Test Scores
- Task Observation Form
- Recommendation/Reference Form(s)
- Discussion Topics

April 16, 2009 THROUGH May 15-30, 2009

Files will be reviewed to determine each applicant's status.

MID TO LATE MAY

Applicants will be notified by mail of their status.

EXCEPTION:

If you are attending a college that is on a "semester system" and you intend to **complete** any prerequisite classes during Spring Semester 2009, you must follow these application requirements and deadline dates:

- 1) An official transcript listing all prerequisite classes completed **through Fall Semester 2008** must be in your application file on or before the April 15, 2009 application deadline.
- 2) You must submit to the Admissions Office a copy of your Spring Semester 2009 registration form that indicates which prerequisite class(es) you are completing **and the date that Spring Semester will end.**
- 3) Upon completion, you must immediately submit a letter indicating the grade(s) you received.
- 4) An official transcript for Spring Semester 2009 must be **received by the Admissions Office no later than fourteen (14) days after the Spring Semester ending date (mid-May).**
- 5) All other application documents (HOBET test scores, forms, discussion topics, etc.) must be in your application file on or before the April 15, 2009 application deadline.

This exception does not apply to students completing their prerequisite classes at a college on the "quarter system" (fall, winter, spring and summer quarters). Those students must have completed all prerequisite classes by the end of Winter Quarter 2009 (mid-March) and have an official transcript in their application file on or before the April 15, 2009 application deadline.

If you have questions regarding this process, please call the Admissions Office at (253) 964-6545 or the Veterinary Technology Department at (253) 964-6708



Dear Doctor/Veterinary Technician,

The purpose of this letter is to introduce _____ who is applying for admission into the Veterinary Technology Program at Pierce College.

As an introduction into the veterinary medical profession, the applicant is required to spend a minimum of 20 hours observing how veterinary medicine is conducted in a private practice setting. The intent of this exposure is to allow the applicant to “job shadow” you, your associate(s) and/or your licensed veterinary technician(s). The applicant has been provided with a list of tasks to observe and will be asking you or your staff to check off those tasks after they have been observed. Be aware that neither the applicant nor the school carries any insurance coverage during this observation time. The applicant is not required to “perform” any of the tasks but only to observe them. Additionally, the applicant is asked to discuss some topics with you and/or your staff about veterinary medicine in general and about veterinary technology specifically.

Thank you for your cooperation in this academic endeavor. With the proper exposure to the profession, many of these applicants may go on to pursue veterinary medicine or veterinary technology as their intended profession. Your help is appreciated in identifying those individuals who appear eager to follow this career path.

Sincerely,

Pierce College Ft Steilacoom
Veterinary Technology Program

APPLICATION FOR ADMISSION – front page

APPLICATION FOR ADMISSION –back page

APPLICATION PROCEDURE FOR VETERINARY TECHNOLOGY

All applicants must meet the following deadline and submit the required documents in order to be eligible for admission consideration into the Program. It is the applicant's responsibility to see that his/her file is complete.

APPLICATION DEADLINE: WEDNESDAY, APRIL 15, 2009

1	Admissions Form with \$40.00 Non-refundable Application fee (<i>mail to the Cashiers Office at the address on form below</i>)
2	Official Transcripts: Transcript(s) for Algebra, Biology, Chemistry, English and Medical Terminology classes. (It is only necessary to submit transcripts from schools at which prerequisite courses were completed.) Must be sent or hand carried in a sealed tamper-proof school envelope. Please refer to the "ADMISSION GUIDELINES" on page 4 for more information about <u>required classes</u> .
3	Official HOBET Test Scores: Must be sent or hand carried in a sealed tamper-proof school envelope. Please refer to the "ADMISSION GUIDELINES" on page 5 for more information regarding the HOBET Test.
4	Task Observation Form
5	Recommendation/Reference Form
6	Discussion Topics

MAIL PROGRAM DOCUMENTS &
OFFICIAL TRANSCRIPTS TO:

Pierce College Admissions Office
Veterinary Technology Program
9401 Farwest Drive SW
Lakewood WA 98498

(Detach here)

Application Fee for Veterinary Technology 2009

***IMPORTANT: PLEASE COMPLETE THE INFORMATION BELOW AND RETURN IT WITH YOUR APPLICATION FORM AND \$40.00 NON-REFUNDABLE APPLICATION FEE TO:**

PIERCE COLLEGE CASHIERS OFFICE
9401 Farwest Drive SW
Lakewood, WA 98498

NAME: _____ DAY PHONE: (____) _____ - _____

ADDRESS: _____

Street Apt City State Zip Code
STUDENT ID: _____ / _____ / _____ - _____ / _____ - _____ / _____ / _____

Payment type (circle one): Check Money Order Cash (walk-ins only)
 VISA MASTERCARD# _____ EXPIRATION DATE _____

Cardholder's Signature: _____ Date: _____

*An acknowledgment of your payment will be sent to the above address within one week of its receipt.
Office Use – CASHIER'S CODE-FC/FH

Request for Transcript

Due date April 15, 2009

To: Registrar

Date _____

(Institution)

Please send an official transcript to:

Pierce College Fort Steilacoom
Admissions Office/Veterinary Technology
9401 Farwest Dr SW
Lakewood WA 98498

Name(s) while attending _____

Current name (if different) _____

SID# _____ Birth Date _____

Month and year of last enrollment _____

Student's Signature _____ Current Address _____

Day phone # _____

Instructions: It is the responsibility of each applicant to the Veterinary Technology Program to request an official transcript (that shows the completion of and grade earned) for each prerequisite course (Algebra, Biology, Chemistry, English and Medical Terminology). Only "Official Transcripts" will be accepted. Official transcripts are those that are sent directly from one institution to another or hand carried to the Pierce College Admissions Office in an unopened, official envelope. **If your prerequisite courses were taken at Pierce College, you must request that a transcript be sent from the Records Office to the Admissions Office.**

Please complete this form and send it directly to the school(s) you attended. (You should contact them first to ask if a transcript fee for mailing is required.)

Applicant Name _____
(Please print clearly)

Due date April 15, 2009

SID# _____

TASK OBSERVATION FORM

Doctor or technician: Please **place your initials** next to the tasks once they have been observed. Not all tasks are required, but **at least 90%** of these tasks must be observed. A total of twenty hours is required at a veterinary hospital/clinic.

NURSING

- _____ Observe daily animal care (i.e., cage/run/stall cleaning, exercising, feeding)
- _____ Observe daily treatments of hospitalized patients (i.e., rounds, patient orders)
- _____ Observe administration of meds via the oral, injectable **and** intravenous routes
- _____ Observe physical examination
- _____ Observe client interaction (i.e., history taking, behavior or nutrition counseling)
- _____ Observe emergency triage
- _____ Observe euthanasia
- _____ Discuss the diagnostic points of a radiograph or observe ultrasonography
(NOTE: DO NOT expose applicant to radiation under any circumstances!)

SURGERY

- _____ Observe major surgery (i.e., open abdominal surgery, orthopedic surgery)
- _____ Observe minor surgery (i.e., draining abscess, debriding traumatic wound)
- _____ Observe dental prophylaxis
- _____ Discuss operation of a gas anesthesia machine
- _____ Discuss equipment sterilization and aseptic technique

(Continued on reverse side)

LABORATORY

- _____ Observe external parasites on the animal
- _____ Observe external parasites by skin scraping
- _____ Observe internal parasites and/or eggs under a microscope
- _____ Observe blood cells and/or urine sediment under a microscope
- _____ Observe in-house blood testing (i.e., FeLV, FIV, heartworm, serum chemistry)
- _____ Observe intravenous blood draw

FRONT OFFICE

- _____ Observe telephone procedures
- _____ Observe making appointments
- _____ Observe record keeping
- _____ Observe dispensing prescriptions and/or over-the-counter medications

By initialing the above tasks, I attest that a minimum of 20 hours was logged by this applicant while observing these tasks at this hospital/clinic.

Veterinarian's/Technician's Name (Print)

Date

Veterinarian's/Technician's Signature

Hospital/Clinic name _____

Phone (_____)_____

Address _____

SID# _____

Due date April 15, 2009

**RECOMMENDATION / REFERENCE FORM
Pierce College Veterinary Technology Program**

PLEASE PRINT:

I, _____, a Veterinary Technology Program applicant, give
Applicant's name
my permission to _____, to complete this reference
Recommending person's name
form and mail it to the Admissions Office Pierce College Fort Steilacoom

Per provisions of Part 99 of Title 45 of the Code of Federal Regulations on the confidentiality of the completed statement, the applicant has selected one of the following two options (a) or (b) by initialing in one of the appropriate spaces.

- _____ (a) I understand the completed statement will be held in confidence from me by the Veterinary Technology Program.
- _____ (b) I understand that I have the right to inspect and review the completed statement in the office of the Program Director.

Applicant's Signature _____ Date _____

TO THE PERSON MAKING THE RECOMMENDATION:

Please rate how strongly you agree with the below statements as they relate to the applicant. Use **5 to indicate "strongly agree"**, use **1 to indicate "strongly disagree"**, use **UNK if that characteristic is unknown to you or does not apply to this applicant.**

	This person...	(strongly agree)					(strongly disagree)	
1.	has high moral character	5	4	3	2	1	UNK	
2.	is a responsible person	5	4	3	2	1	UNK	
3.	enjoys dealing with animals	5	4	3	2	1	UNK	
4.	handles animals well	5	4	3	2	1	UNK	
5.	shows genuine concern for animals	5	4	3	2	1	UNK	
6.	is compassionate	5	4	3	2	1	UNK	

(Continued on reverse side)

7.	treats people with respect	5	4	3	2	1	UNK
8.	has a strong work ethic	5	4	3	2	1	UNK
9.	works well as a team member	5	4	3	2	1	UNK
10.	works well independently	5	4	3	2	1	UNK
11.	efficiently performs assignments	5	4	3	2	1	UNK
12.	works to capacity	5	4	3	2	1	UNK
13.	follows directions well	5	4	3	2	1	UNK
14.	communicates well	5	4	3	2	1	UNK
15.	is open to new ideas and methods	5	4	3	2	1	UNK
16.	enjoys learning	5	4	3	2	1	UNK
17.	accepts constructive criticism well	5	4	3	2	1	UNK
18.	handles herself / himself well in difficult / stressful situations	5	4	3	2	1	UNK

What would you identify as the applicant's:
strengths _____

weaknesses _____

I have known the applicant for _____(months/years) in the capacity as a/an
_____(student, employee, co-worker, etc) from
_____(name of school, business, etc).

_____ I **highly recommend** this applicant _____ I **recommend** this applicant
_____ I **do not recommend** this applicant

Signature	Phone number	Date
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Use an additional sheet of paper to express any further comments about this applicant.

Please mail completed form
on or before April 15, 2009 to: Pierce College Fort Steilacoom
Admissions Office/Veterinary Technology
9401 Farwest Drive SW
Lakewood WA 98498

Applicant Name _____

Due date April 15, 2009

SID# _____

DISCUSSION TOPICS

Write some short essay answers for all of the following questions after discussing these topics with the veterinarian(s) and/or technician(s) at your observation site. **Hand write your answers** on your own paper and include them with the Task Observation form. **(DO NOT type your answers.)** Typed submissions will not be accepted and will invalidate your application. The answers will be evaluated for their content and for your writing ability (grammar, vocabulary, legibility, punctuation, etc). **Be sure to write your name and SID# on each of the pages you submit. We cannot be responsible for unidentified documents.**

1. What amount of pay can I expect as a licensed veterinary technician?
2. What are considered to be normal working hours for a veterinary technician?
3. What employment benefits usually accompany a job in private practice?
4. List other potential employment situations for technicians, in addition to private practice.
5. List some positive aspects of being a licensed veterinary technician.
6. List some negative aspects of being a licensed veterinary technician.
7. Discuss the types and scope of insurance available for animals.
8. Describe your past animal-related experiences and discuss what you have done to prepare yourself for a career as a veterinary technician.