Jefferson State
COMMUNITY COLLEGE

Professional, Career, and Technical Education

Revised September 2019

VETERINARY TECHNOLOGY PROGRAM
Application for Eligibility

PERSONAL INFORMATION - *All information will be kept confidential*

Please make sure that all contact information is legible

Date of Application:_____   **Year / Semester** for which you are **applying**: _____ / _____

Year   *Semester: Fall or Spring*

Full Name:_____

Last   *First*   *Middle*

List any other name(s) by which you have been known (maiden):   _____

Home Telephone: (____) _____   **Work Telephone:** (____)_____

Cell: (____)_____   **Email address:** _____

➢ *Please ensure your voicemail is activated.*   ➢ *Please ensure your email address is legible.*

Permanent Mailing Address: *(All correspondence from the Jeff State Vet Tech Program will be sent to this address.)*

_____

Address   *City*   *State*   *Zip*

Alternate Contact Person: *(If you are unavailable.)*

_____   _____

Name   *Relationship*   *Telephone #*

EDUCATIONAL BACKGROUND

Are you currently enrolled at Jefferson State Community College?   _____ YES _____ NO

Are you currently enrolled or have you previously attended another college or institution? _____ YES _____ NO

If so: Name of college_____

Do you currently hold any degrees, licenses or certificates? _____ YES _____ NO

If so, please list name and date received: _____

High School from which you graduated: _____

Date of Graduation: _____   Cumulative High School GPA: _____

If you have not graduated from High School, but hold an equivalent diploma, please indicate source: _____

Date Received: _____

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STATEMENT OF INTEREST

➢ On a separate sheet, *one paragraph*, tell us why you want to be a Licensed Veterinary Technician (LVT)

RECOMMENDATION LETTERS

Veterinary Technology applications should be accompanied by **TWO letters** of **recommendation.**

- **One** letter of recommendation **MUST** be from a **veterinarian.**
- Letters may be submitted separately or along with your application.
  - ▪ Letters may be mailed or emailed (*see last page of application for the address and email address*) to the Jeff State Veterinary Technology Admissions Committee.

GENERAL EDUCATION REQUIREMENTS:

- All General Education Courses must be a grade of **"C"** or higher to transfer for credit.
- General Education courses may be completed at Jeff State or the student's local institution.

The following courses **MUST** be completed **PRIOR** to **ENROLLMENT** in the Veterinary Technology Program.

- Applicant must have **completed** or be **in the process** (see examples below) of completing all general education courses the semester prior to starting the Vet Tech Program.
  - o You may **APPLY** for the **Fall Semester** if you are finishing your last General Education courses during the Summer Session.
  - o You may **APPLY** for the **Spring Semester** if you are finishing your last General Education courses during the Fall Semester.

1. **BIO 103** Principles of Biology 1 (4 hours) Completed: Yes ____ No____ In Progress ____

2. **ENG 101** English Composition 1 (3 hours) Completed: Yes ____ No____ In Progress ____

3. **MTH Elective**- Math 100 or above (3 hours) Completed: Yes ____ No____ In Progress ____
   - o MTH 116 suggested

4. **CIS Elective** - Computer Elective (3 hours) Completed: Yes ____ No____ In Progress ____
   - o CIS 146 suggested

5. **ASOC Elective** – Social & Behavioral Science Elective (3 hours) Completed: Yes ____ No____ In Progress ____
   - o PSY 200 suggested

6. **AHUM**-Humanities/Fine Arts Elective (3 hours) Completed: Yes ____ No____ In Progress ____

7. **Communication Requirement** (3 hours) Completed: Yes ____ No____ In Progress ____
   - o SPH 107 or SPH 106
     - ▪ ENG 102 may be substituted for SPH 107 or SPH 106

WORK EXPERIENCE *(Employment and/or volunteer work)*

   Date   Location   Job Description

1) _____

2) _____

3) _____

CLINICAL VETERINARY EXPERIENCE

- How many hours of work/volunteer experience in a veterinary clinic would you **ESTIMATE** you have currently? _____
    - A minimum of **360 HOURS** of **Clinical Veterinary Experience** is required **PRIOR** to **ENROLLMENT** in the Vet Tech Program.
        - The 360 hours of clinical experience **MUST** be under the supervision of a veterinarian.
            - You may APPLY for the Fall Semester if you are completing your 360 hours of clinical experience the Summer prior to the Fall you will enter the program.
            - You may apply for the Spring Class if you are completing your 360 hours of clinical experience the Fall prior to the Spring you will enter the program.
- A **Clinical Hours Verification Form** will be provided on **ACCEPTANCE** in the program.
    - This document is included within the Jeff State Veterinary Technology Acceptance Packet.
        - The veterinarian overseeing the student will sign off on the approximate hours worked/volunteered.

CLINICAL SITE

Students will work or volunteer 20 hours a week* in a licensed veterinary facility within the state of **ALABAMA** while enrolled in the program. *Students must work a minimum of 30 hours a week during the Preceptor Class the last semester of the program.*

- Do you have a veterinary clinic (within the state of Alabama) that you would like us to consider as an approved clinical site for you to work/volunteer in while in the program?
    - Students are responsible for securing a clinical site in which to work/volunteer while in the program.

        _____**yes***   _____**no**

    *****If yes, please give the veterinary clinic's name, address, phone number, & email below.

- Any licensed Alabama veterinary facility, that is willing to mentor the student and work within the Jeff State Vet Tech Program guidelines, may serve as a clinical site.
    - Jeff State's Veterinary Technology Clinical Site Coordinator will visit and discuss all guidelines with the veterinarian at the clinical site prior to a student starting the program.

- **VETERINARY CLINIC INFORMATION:**

    Veterinary Clinic Name: _____

    Veterinary: _____

    Address: _____

    _____

    Phone Number: _____
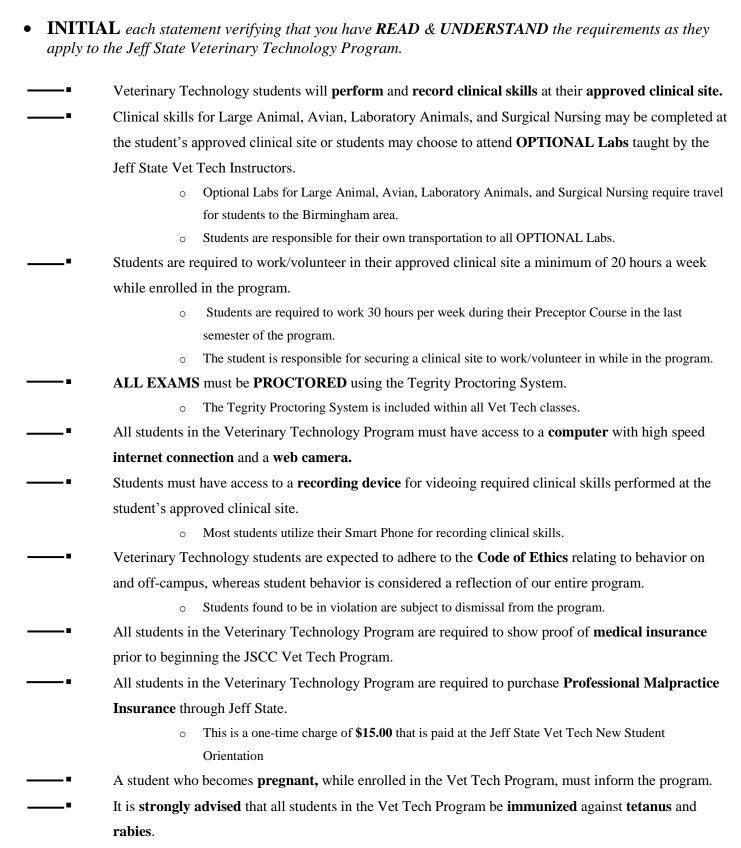
    Clinic email: _____

APPLY TO JEFF STATE

- All students must **apply,** and be accepted, to **Jeff State Community College (JSCC)** to be considered for the Jeff State Veterinary Technology Program.

    o To **apply** to **JSCC**, go to http://www.jeffersonstate.edu/ and click on **Apply/Enroll.**

    - **Jeff State** will **not process** your **application** until **all required documents** are **submitted**.
    - **Below** are items **REQUIRED** to be **submitted** to JSCC Enrollment Services.
        1. **Signature Page:**
            - go to http://www.jeffersonstate.edu/wp-content/uploads/sites/108/2015/07/New-Signature-Page-2017.doc.pdf
                - The **Signature Page MUST go** to **JSCC Enrollment Services.**
                    o **DO NOT** submit the **Signature Page** with the Vet Tech Application (this application).
        2. **Legible photocopy** of your **driver's license**
            - You will be submitting **two copies** of your driver's license:
                - **Submit** one **copy** of your **driver's license,** together with your **Signature page**, to JSCC **Enrollment Services.**
                    o **Submit** the second **copy** of your **driver's license** with the **Vet Tech Application** (this application)
        3. **Transcripts: High School** & **College**
            - Transcripts **MUST** go through **JSCC Enrollment Services** for review and approval.
                - **DO NOT** submit transcripts directly to the Veterinary Technology Program.
    - **Items 1**, **2**, & **3 ABOVE** are to be **SUBMITTED** to**:**

        o Jefferson State Community College
        Enrollment Services
        2601 Carson Road
        Birmingham, AL 35215
        admissions@jeffersonstate.edu

FINANCIAL AID

- Please go to http://www.jeffersonstate.edu/ for information regarding Financial Aid.

COURSE REQUIREMENTS & RECOMMENDATIONS

- **INITIAL** *each statement verifying that you have **READ & UNDERSTAND** the requirements as they apply to the Jeff State Veterinary Technology Program.*

- Veterinary Technology students will **perform** and **record clinical skills** at their **approved clinical site.**

- Clinical skills for Large Animal, Avian, Laboratory Animals, and Surgical Nursing may be completed at the student's approved clinical site or students may choose to attend **OPTIONAL Labs** taught by the Jeff State Vet Tech Instructors.
  - Optional Labs for Large Animal, Avian, Laboratory Animals, and Surgical Nursing require travel for students to the Birmingham area.
  - Students are responsible for their own transportation to all OPTIONAL Labs.

- Students are required to work/volunteer in their approved clinical site a minimum of 20 hours a week while enrolled in the program.
  - Students are required to work 30 hours per week during their Preceptor Course in the last semester of the program.
  - The student is responsible for securing a clinical site to work/volunteer in while in the program.

- **ALL EXAMS** must be **PROCTORED** using the Tegrity Proctoring System.
  - The Tegrity Proctoring System is included within all Vet Tech classes.

- All students in the Veterinary Technology Program must have access to a **computer** with high speed **internet connection** and a **web camera.**

- Students must have access to a **recording device** for videoing required clinical skills performed at the student's approved clinical site.
  - Most students utilize their Smart Phone for recording clinical skills.

- Veterinary Technology students are expected to adhere to the **Code of Ethics** relating to behavior on and off-campus, whereas student behavior is considered a reflection of our entire program.
  - Students found to be in violation are subject to dismissal from the program.

- All students in the Veterinary Technology Program are required to show proof of **medical insurance** prior to beginning the JSCC Vet Tech Program.

- All students in the Veterinary Technology Program are required to purchase **Professional Malpractice Insurance** through Jeff State.
  - This is a one-time charge of **$15.00** that is paid at the Jeff State Vet Tech New Student Orientation

- A student who becomes **pregnant,** while enrolled in the Vet Tech Program, must inform the program.

- It is **strongly advised** that all students in the Vet Tech Program be **immunized** against **tetanus** and **rabies**.

Essential Functions for the Veterinary Technology Program

As a student entering and participating in the Veterinary Technology Program, you must:

Physical Demands

1. Have no life-threatening allergies to animals
2. Have good physical stamina and endurance which would not be adversely affected by having to lift, carry and balance at times more than 50 pounds (100 pounds with assistance)
3. Have the physical ability and agility to restrain varied species of animals, which include but are not limited to: dogs, cats, horses, cows, pigs, sheep, and various small laboratory animals such as mice, rats, hamsters, and guinea pigs
4. Have good hand-eye coordination and manual dexterity to manipulate equipment, instrumentation and medications
5. Possess eyesight in a minimum of one eye correctable to 20/20 vision

Problem Solving Abilities

6. Be able to differentiate between normal and abnormal findings in animal physical conditions by using visual, auditory, olfactory, and tactile observations
7. Be attentive to detail and be aware of standards and rules that govern veterinary practices
8. Be able to collect facts and to organize data accurately, communicate clearly, both orally and in writing in the English language
9. Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations

Work Characteristics

10. Possess emotional stability to be able to perform duties in animal life and death situations
11. Be able to handle stress and work well as part of a team
12. Have a personality that is conducive to working well with veterinary clientele
13. Be able to work shifts of 24 hours in length
14. Be oriented to reality and not mentally impaired by mind-altering substances
15. Not be addicted to drugs or alcohol

Desirable Worker Characteristics

16. Have the desire to look neat and dress appropriately to reflect a positive image on the veterinary profession.

I certify that the information I have provided on this application is accurate and that I have not intentionally withheld information requested. I further understand that any falsification of information may subject me to dismissal from the college.

SIGNATURE:_____ PRINTED NAME: _____ DATE: _____

JEFFERSON STATE TRANSCRIPT REQUEST FORM

I authorize the release of a transcript of my Jefferson State academic record and any other academic records that may be on file in the Jefferson State Office of Enrollment Services to the Jefferson State Veterinary Technology Department.

SIGNATURE: _____ PRINTED NAME: _____ DATE: _____

Application may be submitted via mail or email:

Jefferson State Community College
Center for Professional, Career, and Technical Education
Veterinary Technology Program
2601 Carson Road
Birmingham, AL 35215
email: jturnerbloch@jeffersonstate.edu

SUBMIT with your **Vet Tech Application**:

1. **MEDICAL INSURANCE CARD** (photocopy)

2. **DRIVER'S LICENSE** (photocopy)

   o You will be submitting **two** copies of your driver's license:

      ▪ **Submit** one copy, with the Signature Page, to Enrollment Services.

      ▪ **Submit** one copy with the Vet Tech Application (this application)

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

Jefferson State follows equal opportunity admission policies and employment practices. College facilities are accessible to the handicapped.