



VETERINARY TECHNICIAN ASSOCIATE OF APPLIED SCIENCE

2024 Admissions Handbook

INTRODUCTION

The COCC Veterinary Technician (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. The VT program is accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) to educate 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.

Applications must be completed online by 5:00 pm on May 1, 2024, to be considered for admission into the program for the Fall 2024 start. This means that all prerequisite courses must be in progress or completed, and all other requirements for application must be met before the May 1, 2024 application deadline. Admission interviews for qualified applicants are scheduled for the end of May through the beginning of June. Letter of acceptance notification will be emailed to the applicant's COCC email address 1-2 weeks after the interview. It is essential to thoroughly and carefully read the application guidelines contained in this handbook and submit all materials requested.

All complete applications are assessed based upon prerequisite courses, high school transcripts or GED, previous college experience and GPA, veterinary observation hours and discussion questions, veterinary assistant experience or relevant animal experience, and the interview. Applicants should make sure to complete and include all documents as outlined in the Minimum Application Criteria section. It is important to read the guidelines thoroughly and submit all materials requested. Applications will be forfeited if any documentation is missing or information is incomplete.

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.

MINIMUM APPLICATION CRITERIA

All applicants must meet the following application requirements no later than 5:00 pm on May 1, 2024. 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 can be in progress Spring term in the year of application, but priority for admission will be given to applicants who have completed the prerequisites prior to application.

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

Apply to COCC

Apply to COCC as a credit-seeking student by completing the COCC admissions process online (<https://www.cocc.edu/getting-started/>). Since the VT Program is a restricted entry program, applicants should choose Associate of General Studies for now. The major will be changed if applicants have been accepted into the program. The COCC admissions process typically takes 2-3 business days to process the application.

Once admitted to COCC, applicants will be given a student identification number and a COCC email address. COCC VT Program will send all communications to the applicant's COCC email address.

Transcript Submission Guidelines

If using courses from another college or university, applicants must submit official transcripts when applying to COCC. The coursework will be evaluated and articulated into the student's GradTracks (degree evaluation) account.

To ensure your transcripts are evaluated by the VT Program application deadline of May 1, 2024, applicants should submit official transcripts to Admissions & Records no later than April 1, 2024.

Veterinary Technician Program Advisor

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

Veterinary Technician Program Application

The application must be submitted online through the VT Program Website. The online application will be open late January 2024. The application must be submitted by the deadline, 5:00 pm on May 1, 2024.

Prerequisite Observation Form and Discussion Questions

Applicants 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. Applicants must also complete the attached discussion questions. Applicants 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 applicants connect with a veterinary clinic and begin their observation hours as soon as possible. Clinics cannot accommodate last-minute requests to meet the deadline for performing observation hours.

Official High School Diploma or Proof of GED Equivalency

An official high school transcript must come directly from the applicant's high school. Arrange for the high school to email the official transcript to bpalmer@cocc.edu or mail the transcript to COCC Veterinary Technician Program, Atten: Beth Palmer, 2600 NW College Way Bend, OR 97703.

The official GED score must come from the testing entity under which the applicant took the GED examination. Email or mail official scores to the address above.

Be sure to contact the high school or GED provider with enough advance notice so that they have time to provide transcripts or scores before the VT application deadline.

Prerequisite Courses

Applicants may apply to the program if they are currently enrolled in prerequisite courses Spring term in the year in which they are applying, but priority for admission will be given to applicants with completed prerequisites prior to application for admission. Applicants must submit a Midterm Grade Report at the time of application if Spring term courses are in progress.

All courses must be completed with a C or higher. The most competitive candidates will have earned a B or higher. Only first attempt scores will be considered.

- Math Skill Level: Minimum placement in Math Level 18 or complete MTH 95, MTH 111 or higher
- Biological Science: BI 101 or BI 211
- Chemistry: CH 104 or CH 221
- Academic Composition: WR 121
- Interpersonal Communication: COMM 218

ADDITIONAL APPLICATION DETAILS

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

Academics

Prerequisite Courses (Completed with a C or higher)	Points (10 points Max)			
Math Skill Level 18 or MTH 95, 111 or higher	A= 2 pt. B= 1 pt. C = 0 pt.			
CH 104 or CH 221	A= 2 pt. B= 1 pt. C = 0 pt.			
BI 101 or BI 211	A= 2 pt. B= 1 pt. C = 0 pt.			
WR 121	A= 2 pt. B= 1 pt. C = 0 pt.			
COMM 218	A= 2 pt. B= 1 pt. C = 0 pt.			
College Education	Points (9 points Max)			
Additional courses in sciences (biology, chemistry, animal science, allied health) Recommended courses: BI 231, BI 232, BI 233, BI 234, AH 111, AH 112	GPA 3+ courses 2+ courses			
	3.5 + GPA Average (A) 3 pt. 1.5 pt.			
	3.0 + GPA Average (B) 2 pt. 1 pt.			
2.0 + GPA Average (C) 1 pt. 0.5 pt.				
College degree or certificate (Points awarded for one of the degrees)	BS/BAS BA/other Associate Certificate			
	4 pt. 3 pt. 2 pt. 1 pt.			
	Passed all classes taking a full academic course load (12 + credits)* with at least one science or upper-level math-based course.			
	0.5 pt. per term (max 2 pt.)			
<small>*The admissions committee evaluates the applicant's ability to successfully complete a full academic load that includes science or math-based courses since that is how the Veterinary Technician program is structured.</small>				
High School GPA (only considered for those without college education points)	Points (1 point Max)			
3.5 + Average	1 pt.			
3.0 + Average	0.5 pt.			

Experience

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

Veterinary Assistant Experience (4 Points Max in this Section)	
Minimum of 160 hours documented paid work experience as a veterinary assistant with direct patient contact*.	160 hrs = 1 pt 480 hrs = 2 pt 960hrs = 3 pt 1380 hrs = 4 pt
Animal Experience (2 Points Max in this Section)	
Minimum 120 hours of documented paid work experience as a kennel assistant or working in a boarding facility, daycare, or grooming facility with direct animal contact**.	1 point for every 120 hours worked
Minimum 120 hours of documented volunteer or paid work experience in a licensed humane society, animal shelter, wildlife rehabilitation center, or zoo with direct animal or patient contact.	1 point for every 120 hours worked or volunteered
Minimum 120 hours of documented paid work or volunteer experience at a large animal (cattle, equine, llama, alpaca, etc.) facility with direct animal contact or patient.	1 point for every 120 hours worked or volunteered
Minimum one-year documented experience with direct animal-related 4-H or FFA (training, teaching, or showing).	1 point 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.).*

Interview **(13 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 applicant'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 applicant'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 Deschutes, Crook, Jefferson Counties, the northern portion of Klamath and Lake Counties, and the Warm Springs Indian Reservation in Jefferson and Wasco Counties. If a student is classified as a non-resident, their residency status will convert to in-district two calendar years after the term in which they began classes. Any questions concerning residency status should be directed to the Assistant Director of Admissions & Records.

Students may be required to provide in-district residency verification at any time to confirm residency status.

Selection Procedure

The VT Program will review all application packets and will award points as indicated above. Admission will be granted to the top point recipients based on academics, animal experience, and the interview. 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 overall college GPA or high school GPA will be used.

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

- Letters of Acceptance/Agreement and Deposit: All students admitted to the VT Program must 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 non-refundable 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. The criminal history and drug screening cost are approximately \$110.00 (prices are subject to change). Students will be administratively withdrawn from the program, and the seat given to an alternate student if the required screenings are not initiated with the specified vendor by the due date indicated in the VT Program Entrance Policies and Technical Standards Handbook. Students with a positive urine drug screen or a positive criminal history will be disqualified from entering the VT Program at Central Oregon Community College. The Program

Director will notify the student of positive drug screens or positive criminal history and their resulting disqualification from the VT Program. Students have a right to appeal the decision. See the VT Program website for more information.

- The application process for state licensure as a veterinary technician also requires answers to questions concerning the conviction of a criminal offense. If this circumstance pertains to you, contact the Oregon Veterinary Medical Examining Board to determine your eligibility for licensure: Oregon Veterinary Medical Examining Board, 800 NE Oregon, Suite 407, Portland, Oregon 97232; phone 971-673-0224 or ovmeb.info@state.or.us. Be aware that abuse of drugs, alcohol, or other substances or criminal activity may result in loss or denial of licensure by Oregon law.
- Immunizations
 - Required
 - Tdap (Tetanus, Diphtheria, Pertussis) Vaccination
 - Pre-Exposure Rabies Vaccination (Students must be vaccinated against rabies to attend the program. A waiver is not available for this vaccine.)

Academic and Technical Standards: If admitted, students must meet the COCC VT Program Expectation of Abilities to begin the program. A copy of these standards is available online 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 complete the first or second year of the program successfully 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 (<https://studentaid.gov/h/apply-for-aid/fafsa>), submit an application for COCC's Foundation Scholarship, and utilize the available resources <https://www.cocc.edu/departments/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 and granted conditional admission if an admitted student declines; alternates may be granted admission as late as the first week of the 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

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

APPLICATION WORKSHEET: Use this worksheet to assess if the Fall 2024 application requirements have been met.

MINIMUM APPLICATION REQUIREMENTS	Complete:
Veterinary Technician Program Application	<input type="checkbox"/>
Completed Prerequisite Observation Form and Discussion Questions	<input type="checkbox"/>
Official High School Transcripts or proof of GED equivalency	<input type="checkbox"/>
Official College Transcripts (For prerequisite and college coursework not taken at COCC)	<input type="checkbox"/>
PREREQUISITE COURSES (Minimum GPA of 2.0 (C) or higher:	
Math Skill Level 18 or MTH 95, MTH 111 or higher	<input type="checkbox"/>
CH 104 or CH 221	<input type="checkbox"/>
BI 101 or BI 211	<input type="checkbox"/>
WR 121	<input type="checkbox"/>
SP 218	<input type="checkbox"/>
Completed Midterm Grade Report (if applicable)	<input type="checkbox"/>
ADDITIONAL APPLICATION CONSIDERATIONS	
College Education or High School GPA	<input type="checkbox"/>
Veterinary Assistant Experience	<input type="checkbox"/>
Animal Handling Experience	<input type="checkbox"/>
Interview (to be scheduled by the admissions committee)	<input type="checkbox"/>
The Admissions Committee will determine all Points.	

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.



CENTRAL OREGON
community college
VETERINARY TECHNICIAN

Veterinary Technician Program
2600 NW College Way
Bend, OR 97703

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 various veterinary medical procedures before they can apply to the program. The purpose of the observation hours is to expose the applicant to the veterinary technician's role 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
541-318-3724
bpalmer@cocc.edu



Prerequisite Observation Form

To apply to 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 professionally at all times.

This Prerequisite Observation Form lists the tasks 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) _____ COCC ID Number _____

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 _____

Submit online with your veterinary technician application. **Due Date: May 1, 2024**



Applicant Name _____ COCC ID Number _____

Discussion Questions

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 respectfully and cooperatively. As a veterinary technician, you must be able to lift, bend, and have the flexibility to move objects and/or restrain animals. These movements are physically demanding and are a necessary part of the career.

After completing 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 (including weekends and holidays)?

Submit online with your veterinary technician application. **Due Date: May 1, 2024**



Mid-term Grade Report for Prerequisite Courses

Students taking Veterinary Technician program prerequisite courses during Spring 2024 Term are **required** to submit mid-term grades at the time of application. Please bring this form to your current instructor and have the instructor **sign the form** and indicate your current grade and/or academic standing. (Use as many copies as you need.) Please note instructors must provide a letter grade. If you are submitting mid-term grade reports for any of the courses demonstrating competency for the Veterinary Technician Program, they will NOT be counted towards your application ranking. If you are accepted into the Veterinary Technician Program, any required courses in progress at the time of application must be passed with a grade of "C" or higher in order to begin the Veterinary Technician program.

Student Name: _____ COCC ID _____

Email: _____ Phone: _____

Spring 2024 prerequisite course:

College/University: _____

Course Title: _____

Current grade: _____ Date: _____

Instructor's Name (printed): _____

Instructor's signature: _____

Comments:

Submit online with your veterinary technician application. **Due Date: May 1, 2024**



Name:

COCC ID:

Additional Educational Information

If you are seeking application points for additional education, use this form. List your education in chronological order. If using courses from another college or university, applicants must submit official transcripts at the time of application to COCC. The coursework will be evaluated and articulated into the student's GradTracks (degree evaluation) account. To ensure your transcripts are evaluated by the Veterinary Technician Program application deadline of May 1, 2024 you should submit official transcripts to Admissions & Records no later than April 1, 2024. Veterinary Technician program prerequisite courses do not need to be listed here.

School Name/Location	Course/s taken	Dates Attended	Grade	Degree or Certificate Obtained

Comments:



Veterinary Technician Program Animal Experience Form

Name:

COCC ID:

Veterinary Clinic Work Experience

List paid and volunteer work in a veterinary clinic. The 40 hours of observation does not count here.

Position	Location name, address, phone	Dates Employed	Total Hours Worked

Comments:



Name:

COCC ID:

Non-Veterinary Animal Care and Handling Experience

List all employment, volunteer work, 4-H/FFA experiences you have had working with animals.

Position	Location name, address, phone	Dates Employed	Total Hours Worked

Comments: