

CROWDER

Veterinary Technology Program

COLLEGE

AGRICULTURE DIVISION

TO: Applicants to the Veterinary Technology Program

From: Stephanie Watson-Bruto, D.V.M

RE: Program Application Materials

Enclosed are the program application materials you requested. Please read the information, requirements, and guidelines carefully. Any question answered in a false manner will result in the application being void and therefore not considered. **Completed applications should be on file no later than April 16, 2012** for review by the selection committee. Late applications are reviewed on a space available basis only. The application process may take several days; therefore acceptance letters will not be mailed until after May 1st.

The veterinary technology program has limited enrollment and students are selected based on prior academic performance, number of required general education courses completed, experience working with animals, references, motivation, completeness and neatness of the program application, and essay grammar and content.

General studies courses such as English, speech, chemistry, zoology/biology, microbiology, math, history/political science, and non-vet tech courses in agriculture may be taken prior to attending the Veterinary Technology Program. It is strongly recommended that many of these general education courses be taken prior to application for the program. Successful completion of these courses provides valuable information to the selection committee. Twenty hours of observation of a veterinarian in practice and an ACT or SAT test result are also necessary to apply for the program.

Thank you for your interest in Crowder's Veterinary Technology Program. If you have any questions, do not hesitate to call me at 417-455-5772 or email swatson@crowder.edu. I look forward to receiving your application.

Best Wishes,



SW

Enclosure

ASSOCIATE OF APPLIED SCIENCE IN VETERINARY TECHNOLOGY

General Information

1. The Crowder College Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA).
2. Crowder College is an Equal Opportunity/Affirmative Action educational/employment institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age, and qualified disability. Crowder College is committed to providing educational opportunities to all qualified students regardless of their economic or social status. Ms. Gale Marsh, Director of Human Resources, Newton Hall, coordinates compliance efforts with federal and state EO rules and regulations. Dr. Nicole Striegel, VP of Student Services, Farber Building, is the designated coordinator of the Americans with Disabilities Act as it pertains to students.
3. Registered Veterinary Technicians in Missouri must graduate from an AVMA accredited program, pass the Veterinary Technician National Exam, and the Missouri State Exam.
4. To apply to write the Veterinary Technician National Exam, the applicant must be at least 19 years of age and have successfully completed the basic professional curriculum in an accredited Veterinary Technology School.
5. The following services are available to students: guidance and counseling, full service library, job placement, academic advisement, learning opportunities center, tutoring, student organizations, computer labs, residence halls, and financial assistance including grants, scholarships, and work-study opportunities.
6. Students who withdraw are eligible for refunds if they have followed official procedures. If the student has paid college costs and officially withdraws, tuition will be refunded according to the refund policy (pro-rated based on weeks of attendance) after all charges have been applied to the account. If college costs have been partially or fully paid by financial aid, the refund will be returned to that financial aid source first. Any remainder will be returned to the student.

By execution of the application, I do hereby authorize Crowder College or it's representatives to verify all information contained within this application, and do waive any privilege I may have as to confidentiality to Crowder College or it's representatives, and do authorize any agency - - educational, health, or law enforcement - - to furnish to Crowder College or it's representatives the information necessary to validate the information contained upon my veterinary technology application.

Signature of Applicant

Date Submitted

* The application cannot be processed without the applicant's signature in ink.

ACCESS TO RECORDS INFORMATION 10/93

“The Family Educational Rights and Privacy Act of 1974”, Public Law 93-380 as amended and signed into law by President Ford on December 31, 1974, states that enrollees have the right to examine confidential files. It also states that they may waive this right if they do so desire.

The law provides that references may be either confidential or non-confidential at the option of the registrant. The registrant has the option to inspect the references in a non-confidential file. Confidential references are those which the registrant has waived the right to see.

Please consider the following in making a decision to have confidential or non-confidential references.

1. School officials prefer to see confidential references, believing the references are more frank in such credentials. The limited number of studies which have been made of confidential vs. non-confidential references indicate a preference of both hiring officials and college faculty for confidential or enclosed references.
2. Registrants should be most selective in asking persons to write references for them. The persons selected should know the registrant well and be able to state facts and competencies of the registrant.
3. Writers of references will be informed at the time of writing that the reference is confidential or that the registrant will be permitted to see the reference.

**CROWDER COLLEGE
Agriculture Division
Veterinary Technology
601 Laclede Ave.
Neosho, Missouri 64850**

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I have elected: \_\_\_\_\_ A confidential file.

\_\_\_\_\_ A non-confidential file.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## PROCEDURE FOR APPLICATION

1. **Submit the following to the Veterinary Technology Program:**
  - (a) the completed application
  - (b) three letters of recommendation
  - (c) college transcripts
  - (d) a copy of ACT or SAT test results
  - (e) a copy of any certifications or licenses relating to the medical field
  - (f) a statement from a supervising veterinarian confirming completion of 20 hours observation/ employment (may be included in a letter of recommendation)
2. Applicants to the Veterinary Technology Program **must also** apply to Crowder College. A one-time application fee of \$25.00 is required for new students. Please see the website (<http://crowder.edu>) or contact the Admissions Office for a general college application.

All Veterinary Technology application materials are to be submitted to the Veterinary Technology Program, Agriculture Division, Crowder College, 601 Laclede Ave., Neosho, MO 64850. If you have questions, feel free to contact the office at 417-455-5772 for assistance.

### GUIDELINES TO DETERMINE ACCEPTANCE INTO THE PROGRAM

1. The applicant must be approved for admission to the college and will have completed the application requirements for the Veterinary Technology Program.
2. The applicant will have a high school diploma or G.E.D. certificate.
3. The applicant must be at least 19 years of age by completion of the program.
4. The applicant must:
  - A. Have a minimum ACT or COMPASS score for Math100
  - B. Have a minimum ACT or COMPASS score for English 101
  - C. Have a minimum ACT or COMPASS score for Reading across the Curriculum, LOC 90.
  - D. Have completed a college biology or zoology course with a minimum grade of "C".

**Students having taken college classes that place them at these levels in math, reading, and English need not take the COMPASS test. Prerequisite courses may be in progress at the time of application, but they must be completed successfully during the spring semester (or before) for students to begin the program the following fall. It is strongly recommended that a student currently taking biology or zoology ask his or her instructor to provide a mid-semester grade report to the Program Director. An ACT or SAT test result must accompany the application, regardless of courses completed or degree attained.**

## SELECTION PROCESS

- 1. Applicant files are reviewed for submission of required application materials (See PROCEDURE FOR APPLICATION).**
- 2. Applicants will be selected for admission based on the following criteria:**
  - a) Grade point average on general education core.**
  - b) Number of non-developmental general education courses already completed.**
  - c) Experience in the field of animal care/ veterinary medicine. (Applicants must work for or observe a licensed veterinarian in a veterinary practice for a minimum of 20 clock hours to be considered for admission. Students with more experience have an advantage in the admission selection process.)**
  - d) ACT (SAT) scores**
  - e) References- letters from three individuals**
    - 1. A veterinarian (See above.)**
    - 2. A college instructor, but that instructor should not be a member of the Crowder College Agriculture Division faculty**
    - 3. A person of the applicant's choice (An employer who can speak to work ethic is a good option.)**

## Required Functional Abilities

In order to complete the Crowder College Veterinary Technology Program, the student must be able to demonstrate the following:

1. **Fine and Gross Motor Skills:**  
Sufficient to move freely, maintain balance. Manipulate small objects, lift 25 lbs, move 50 lbs, and demonstrate appropriate body strength.
2. **Visual Acuity:**  
Sufficient to accurately see close objects within 20 inches away. Distant objects up to 20 feet.
3. **Auditory Abilities:**  
Sufficient to hear faint sounds of various pitches and tones.
4. **Physical Stamina:**  
Sufficient to perform nursing care for 8-12 hours.
5. **Intact:**  
Sensory functions necessary for physical assessment.
6. **Reading/ Mathematical Abilities:**  
Reading ability at 10<sup>th</sup> grade or above, with mathematical ability sufficient to perform medical calculations.
7. **Demonstrate Empathy:**  
Emotional stability sufficient to handle stress. Demonstrate accountability and responsibility and provide emotional support to clients.
8. **Analytical Thinking:**  
Purposeful outcome directed thinking that aims to make decisions based on sound evidence or critical thinking analytical skills in the use of nursing process.
9. **Therapeutic Relations:**  
Establish with clients, peer and interdisciplinary team members.
10. **Communicate Effectively:**  
In oral and written modes.
11. **Background Check:**  
National and state drug enforcement agencies and licensing agencies may require that students handling controlled drugs have a background check. **Students with drug convictions or other felony or misdemeanor charges may not be able to administer drugs to patients and may not be eligible for national and state licensure as a veterinary technician.** Decisions about sitting for board examinations and licensure will be made by the State Veterinary Medical Board of the state in which a student wishes to obtain a license. Students are responsible for the cost of any background checks.

**CROWDER COLLEGE**  
**Veterinary Technology Program**

Please write an essay of 250 words or less about why you wish to be admitted into the Veterinary Technology Program and characteristics you possess which will enable you to be successful in the program and the veterinary medical profession. (This essay may be typed on a separate piece of paper.)

## APPLICATION CHECK LIST

**Before submitting your application to the Veterinary Technology program please make sure you have all of the items listed below. Your application will not be processed if anything is missing.**

\_\_\_\_\_ Signed application for admission and reference letters (may be sent directly by those providing the references)

\_\_\_\_\_ Complete addresses and phone numbers (including zip codes) for **3** references

\_\_\_\_\_ Copy of all college transcripts

\_\_\_\_\_ ACT scores (SAT may be substituted)

\_\_\_\_\_ Essay

\_\_\_\_\_ Verification of twenty hours of observation with a practicing veterinarian

**CROWDER COLLEGE**  
**Veterinary Technology Program**

**OBJECTIVES**

Upon completion of the Associate of Applied Science Program in Veterinary Technology, the graduate will demonstrate the ability to:

1. Utilize current veterinary medical knowledge and clinical skill as a basis for animal care and support of the veterinarian in charge.
2. Apply appropriate skill and knowledge in the assessment, planning, implementation, and evaluation of patient care.
3. Establish priorities and assist in planning patient care, recognizing the needs of the individual animal.
4. Demonstrate competency in the performance of clinical techniques.
5. Develop effective interpersonal relationships with the client and patient.
6. Utilize principles of learning to provide health instruction which will meet the needs of the client and patient.
7. Utilize community resources to promote continuity of care.
8. Develop effective interpersonal relationships and communicate effectively with members of the veterinary medical team.
9. Assume accountability for standard of care, acts, and judgments.
10. Assume responsibility for self-direction and continuing personal and professional growth.
11. Practice within the ethical and legal framework of the registered technician as outlined in the Missouri Veterinary Medical Practice Act.