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, 2018** 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,

[Signature]

SW
Enclosure
Crowder College  
Veterinary Technology Program  
Application for Admission

Name: _______________________________________________ (Last)   (First)   (Middle)   (Maiden)

Address: ___________________________________ City: __________________ State: ______ Zip:___________

Social Security #:________________________ Telephone Number: ______________________________

Telephone Number to leave a message if unable to reach at above number: ______________

E-Mail address: ______________________________________________________________________

I. Education: List high school (or GED) and all colleges attended.

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<tr>
<th>Name of School</th>
<th>Address</th>
<th>From</th>
<th>To</th>
<th>Degree or Hours Earned</th>
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II. Occupational Experience-list all employment within the past 5 years, start with last date of employment. (Employers may be contacted as references.)

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<tr>
<th>Employer</th>
<th>Address</th>
<th>Type of Work</th>
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III. Work Experience within Veterinary Medicine-list all animal related experience, and number of years in each capacity (include experience with animal husbandry.)

IV. Please list the names and complete mailing addresses of three persons (not relatives or friends) who can evaluate your aptitude for the veterinary technology profession. Recommendations should be from a practicing veterinarian, a college instructor, and another person of the applicant’s choice. (Employers who can speak to work ethic are often a good option.) Letters may be mailed directly to the Veterinary Technology Program Director prior to the application deadline, or may be submitted with the application.

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<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
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V. I do hereby certify that the above information is complete and correct to the best of my knowledge under penalty of perjury.

VI. I understand that any question answered in a false manner will result in the application being void.

VII. I understand that I will not be considered for admission into the Veterinary Technology Program until I have completed the application process as outlined in the application information sheet.

__________________________________________
Signature
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. The Director of Human Resources, Newton Hall, coordinates compliance efforts with federal and state EO rules and regulations. The Vice President 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

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](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 Director, 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 placement test score for Math100
   B. Have a minimum ACT or placement test score for English 101
   C. Have a minimum ACT or placement test score for college-level reading
   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 placement 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. (Minimum GPA to apply is 2.0 on a 4.0 scale.)
   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/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 college level, 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 (Unofficial copies are acceptable.)

_____ 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.


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.


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.