COASTAL ALABAMA
COMMUNITY COLLEGE

INFORMATION
And
APPLICATION PACKET

Class of 2027

Dear Prospective Student,

Thank you for your interest in the Veterinary Technology Program at Coastal Alabama Community College. This packet will provide the prospective student with pertinent information regarding the program and the application process requirements. Please read the entire packet carefully to ensure you satisfy all criteria and submit a complete application. Incomplete applications will not be considered for acceptance into the program.

The Veterinary Technology Program is a hybrid program model that consists of all course work offered and completed through an on-line Learning Management System while simultaneously completing a "hands-on" clinical training component with a set number of hours each week at an approved veterinary facility in Mobile or Baldwin County. Approval of clinical sites outside of Mobile and Baldwin County will be made on a case-by-case basis. The student is responsible for transportation to and from clinical sites. Due to the focus based on-line component of the program, it is strongly advised that the prospective student have access to consistent and reliable internet and possess strong personal discipline to complete assigned work.

The Veterinary Technology Program accepts new students each Fall and Spring semester. Applications for Fall semester are due by August 1st and Spring semester are due by November 15 th of the preceding year. The core course pre-requisites, essential functions requirements, and additional documents and submissions required to successfully apply to the program are found in this application packet. Acceptance into the program is based on the point system as outlined in this application packet. The Veterinary Technology Program accepts a total cohort class of 25 students.

If accepted, entrance will be contingent on course completion with a grade of "C" or better for any "in progress" core courses, proof of required vaccinations, health insurance, background check, and a negative drug screening.

We hope you find this information helpful. Please feel free to contact the Allied Health Department Advisor at (251)-580-2267 or the Veterinary Technology staff directly at (251) 580-2273. Questions may also be emailed to Dr. Cathleen Forester (Program Director) at Cathleen.forester@coastalalabama.edu or Mrs. Barbara Robinson (Vet Tech Instructor) at Barbara.robinson@coastalalabama.edu .
Sincerely,

Dr. Cathleen Forester
Program Director Veterinary Technology
Coastal Alabama Community College
1900 Hwy 31 South
Bay Minette, AL 36507
Office phone: 251-580-2273
Fax: 251-580-2287

ADMISSION CRITERIA

The Veterinary Technology Program begins every Spring Semester. The following information details the admission requirements for the Veterinary Technology Program:

1._____ Applicant must be admitted to Coastal Alabama Community College. The Admissions Office must receive an applicant's application for admission to Coastal Alabama Community College prior to Vet Tech Application deadline of **August 1st** or **November 15th** .

Application must be updated if student did not attend Coastal Alabama Community College the semester prior to application deadline. Official transcripts of all college work attempted at any institution other than Coastal Alabama Community College and high school transcript must be sent by the institution's Registrar directly to Coastal Alabama Community College's Registrar prior to the **above stated** deadline.

2. _____ The Veterinary Technology application must be received in the Veterinary Technology Department by **August 1st** or **November 15th** .

3. _____ Applicant must have a minimum cumulative GPA of 2.0 on a 4.0 Scale.

4. _____ Applicant must be eligible to register for and take English 101, Math 100 and Biology 103 if applying for Fall admission or have a minimum grade of "C" for English Composition I, Intermediate College Algebra (or a higher level Mathematics course), Principles of Biology I, and Fundamentals of Public Speaking prior to acceptance into the Spring program and a minimum of grade of "C" for Fine Arts and Social Science electives upon completion. Orientation to College must also be completed by all first-time college students.

5. _____ Applicant must be in good standing with the College.

6. _____ Applicant must meet the essential functions and technical standards (Appendix A) required for the Veterinary Technology Program, as listed in Section IV of this packet.

7._____ Student must be 18 years of age by the beginning of the Fall semester in the program to be able to complete the required radiology and anesthesia skills.

8. ____ Applicant must complete the Veterinary Technician job observation and interview questionnaire contained in this packet and submit with completed application.

9. _____ Applicant must submit the recorded statement of interest and intent by following the guidelines outlined in this packet.

10. ____ All students must be immunized against tetanus, and it is **strongly recommended** students be immunized against rabies. Read and sign the Rabies vaccination information and acknowledgment form. (Appendix B). Unvaccinated students must adhere to the Rabies Mitigation Policy

Equal Employment and Educational Opportunity Policy

"Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA).

Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990."

VETERINARY TECHNICIAN AND VETERIANRY HOPSITAL OBSERVATION VERIFICATION

Instructions: As part of the application process for the Vet Tech program, all applicants are required to visit a veterinary facility that employs a licensed veterinary technician and observe the functions and responsibilities of a licensed veterinary technician for a minimum of 6 hours. If you cannot find a licensed veterinary technician, please contact the Veterinary Technology department for assistance. At the end of the observation period, the applicant will complete the question-and-answer section below based on responses from the licensed veterinary technician and the applicant's observation.

Name_____ (Last, First)

Student ID #_____

Date_____ from_____ a.m. to_____ p.m.

Veterinary Facility_____

Address_____

Veterinarian's Name (print)_____ (DVM)

Veterinarian's signature_____ (DVM)

Veterinary Technician's Name (print) _____ (LVT)
License State _____ License number _____

Veterinary Technician's signature _____ (LVT)

VETERINARY TECHNICIAN INTERVIEW QUESTIONS:

1. What inspired you to pursue this career?

2. What about this career is different from what you expected?

3. How has completing the veterinary technology program helped you in your job?

4. What personality trait would you say best prepares a student to be successful in a veterinary technology program?

VETERINARY TECHNOLOGY APPLICANT VIDEO SUBMISSION

Instructions: The applicant will answer the following questions in a video submission that falls between two to three minutes in length. The video submission is to be uploaded with the completed online application. A video recording may be made using a cell phone or a computer. Please make sure the file is saved as an .mP4 and the file name includes your last name, first name and VT2027.

Questions:

1. How did you decide to pursue a degree in veterinary technology?
2. What is the motivation behind your decision to apply to this veterinary technology program?
3. Identify the skills and/or experiences you possess that you feel have prepared you for this career?
4. What do you see as the important personal traits that would be required of a successful veterinary technician student and ultimately a successful licensed veterinary technician?
5. What do you imagine the typical workday would look like for a licensed veterinary technician? What duties might the day include?
6. Describe a situation you may face as a veterinary technician that would be considered challenging for you and how you would handle it.
7. How have you prepared for being a successful on-line student?
8. What research have you done concerning a career as a veterinary technician?
9. What area of veterinary technology interests you the most?
10. Where do you see yourself in five years?

If you have any questions about this video submission, please direct them to Dr. Cathleen Forester at (251) 580-2273 or cathleen.forester@coastalalabama.edu .

VETERINARY TECHNOLOGY PROGRAM

ADMISSION TO PROGRAM

Admission consideration will be given to students who have completed, or who are in the process of completing, with a final grade of "C" or better, the first semester core general education requirements: English Composition I, Intermediate College Algebra, Principles of Biology I, and Fundamentals of Public Speaking.

POINT SYSTEM

The Veterinary Technology Program utilizes the following rank-ordered point system to select applicants for enrollment in the program: **Total points possible – 115 points**

1. Points for Grades in Select College Courses – 90 points (pts.) possible:

	A	B	C
Intermediate College Algebra (MTH 100 or higher)	30 pts	20 pts	10 pts
General Biology (BIO 103)	30 pts.	20 pts.	10 pts.
English Composition I (ENG 101)	30 pts.	20 pts.	10 pts.

2. Points for GPA – 10 points (pts.) possible:

	0 pts.	5 pts.	10 pts.
GPA	<2.0	2.1-3.0	3.1–4.0

3. Five points for an advanced Math, or five points for completion of all required core academic courses with a C or higher prior to admission semester (ENG 101, BIO 103, MTH 100 or more advanced, SPH 107, Humanities Elective, Social Science Elective) or five points for completion of BIO 201 and BIO 202 with a C or higher.

4. Veterinary Experience -- 5 pts.

ESTIMATED PROGRAM COSTS

Two-year Associate Degree at $192/credit hour (in-state tuition)	$13,632
$323/credit hour (out-of-state tuition)	($22,933)
Books	* 1,775
Medical Insurance	* 500
Uniform and Scrub Jacket	* 125
Castle Branch (Drug Screening, Immunization Tracker, Background Check)	* 175
Lab Fee (Dissection Lab, Seminar)	* 110
Testing Fee (Zuku Review)	* 200
Graduation Fee	* 25
Veterinary Technician National Exam and Alabama Licensing	* 450
Approximate total costs for Associate Degree	*$16,992
(Optional: stethoscope, calculator, watch with number markings and a second hand, etc.)	* 150

*The figures above are *approximate* figures and are subject to change without prior notice.

CURRICULUM MAP FOR VETERINARY TECHNOLOGY PROGRAM

The following schedule is recommended for program participants pursuing an Associate in Applied Science Degree in Veterinary Technology:

Semester ONE (Fall)		**Credit Hour**
BIO 103	Principles of Biology	4
MTH 100	Intermediate College Algebra	3
ENG 101	English Composition I	3
SPH 107 or 106	Fundamentals of Public Speaking	3
If accepted into program VET 112 will take the place of SPH		
	- OR –	
VET 112	Introduction to Veterinary Technology	5

For admittance into the Veterinary Technology Program Spring semester, application deadline is Nov 15th and student must have completed with a "C" or better or be in the process of taking MTH 100, BIO 103, ENG 101, and SPH 106 or SPH 107 and pass with a "C" or better.

(ORI 101, Orientation to College, required for first time college students – 1cr hr)

Semester TWO (Spring)		**Credit Hour**
VET 110	Veterinary Technology Clinics I	2
VET 114	Anatomy and Physiology of Animals	5
Elective	Fine Arts or Social Science Elective if not completed	3
VET 112	Introduction to Veterinary Technology	5
If accepted into program Fall semester SPH will take the place of VET 112		
	- OR –	
SPH 107 or 106	Fundamentals of Public Speaking	3

Semester THREE (Summer)		**Credit Hour**
VET 120	Veterinary Technology Clinics II	3
VET 124	Clinical Procedures & Pathology	4
VET 236	Veterinary Microbiology/Parasitology	3
VET 247	Laboratory and Exotic Animals	3

Semester FOUR (Fall)		**Credit Hour**
VET 126	Animal Diseases & Immunology	3
VET 230	Veterinary Technology Clinics III	3
VET 234	Animal Pharmacology & Toxicology	3
VET 275	Veterinary Anesthesia and Analgesia	2
VET 280	Veterinary Diagnostic Imaging	2
Elective	Fine Art or Social Science Elective if not completed	3

Semester FIVE (Spring)		**Credit Hour**
VET 122	Veterinary Technology Emergency & First Aid	5
VET 240	Veterinary Technology Clinics IV	3
VET 244	Seminar in Veterinary Technology	3
VET 250	Veterinary Technology Preceptorship	3
Total credit hours		**71**

The Veterinary Technology Program at Coastal Alabama Community College has been awarded Full Accreditation by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)

PROGRESSION POLICY (Requirements for Graduation)

In order to continue in the Veterinary Technology Program, the student must:

1. Maintain a minimum grade of "C" in all program course requirements, including core and elective courses
2. Maintain the ability to perform essential functions
3. Maintain the sequence of Veterinary Technology Program courses; [Note: Withdrawals or a grade of "D" or "F" in a Veterinary Technology course will stop progression in the program until the course(s) is (are) successfully repeated. Course repetition will be based on instructor's approval and program resources.]
4. Adhere to clinical facility and Veterinary Technology Program policies and procedures.
5. Maintain professional and ethical standards and professional care of animals.

NOTE: Failure to meet any of the above requirements may result in failure of a course or termination from the Veterinary Technology Program.

APPENDIX A
ESSENTIAL FUNCTIONS FOR VETERINARY TECHNOLOGY STUDENTS

The field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the veterinary technician program and veterinary profession. Every student will be held to the same standards with or without reasonable accommodations.

General Physical Requirements

Students must:

- possess the physical ability to
    - tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
    - lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
    - lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
    - use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
    - handle, position, and restrain live animals of small and large animal species.
- sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

Cognitive Ability

Students must:

- function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- prioritize, organize, and utilize time-management skills to perform tasks.
- evaluate, synthesize, and communicate diagnostic information to the attending veterinarian and/or staff.
- progress toward minimal supervision as they advance through the program.

Communication Skills

Students must:

- read, write, speak and report accurately and effectively in English.
- comprehend and carry out complex written and oral instructions given in English.
- communicate with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms.

Professionalism and Interpersonal Skills

Students must:

- demonstrate professional and socially appropriate behavior.
- maintain cleanliness and personal grooming consistent with close human and animal contact.
- interact appropriately with clients and all members of the veterinary healthcare team.
- have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli, aggressive animals).

Manual Dexterity and Mobility

Students must:

- move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- possess fine motor movements in order to perform the *essential functions* of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, insert and remove tubes, collect organic samples from live animals, and perform wound care.
- possess the ability to palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- hold surgical instruments in one hand and perform fine movements with such instruments. This includes the ability to assist in holding of hemostats or other instruments while assisting in surgery, induce and monitor general anesthesia in an animal patient, and place intravenous and urinary catheters without assistance.
- hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge, tie a 00 silk suture, perform endotracheal intubation, inject liquid intravenously, catheterize animals to obtain urine and/or other body fluids samples, and apply bandages without assistance.

Auditory, Olfactory, and Visual Skills

Veterinary technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:

- possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to

ensure patient safety.

- detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes the ability to detect and describe a change in color of hair coat caused by licking or trauma, detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia, and read anesthesia monitoring equipment.
- discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes the ability to characterize bacterial hemolysis on a blood agar plate, density patterns on a radiograph, and see ECG tracings.
- possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog to determine the presence of a reaction to skin testing for allergies.
- perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- perceive the origin of sound as needed to detect movement of large animals in a pen or corral or monitoring multiple patients in an ICU.

Reasonable Disability Accommodations

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of Coastal Alabama Community College. To ensure institutional compliance, the College administration has:

- appointed one individual to oversee compliance with the Americans with Disabilities Act;
- required comprehensive self-evaluation of all programs and activities of the institution, including employment;
- provided a committee to assist the ADA Coordinator in his/her functions in preparation of the self-evaluation and implementation of a plan of compliance;
- provided funding for the activities of the ADA Coordinator and for reasonable accommodations of auxiliary aids and services;
- prepared, published, and distributed policy statements and procedures; and,
- initiated additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these are deemed to pose an undue burden or would result in a fundamental alteration of programs of the institution. Further, the administration solicits the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Questions or concerns regarding this Act should be directed to the Vice President of Institutional Advancement & Student Development, ADA Coordinator, Coastal Alabama Community College, 1900 US Highway 31 South, Bay Minette, Alabama 36507, telephone (251) 580-2180.

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodations and should be aware that a

potential employer may not be amenable to use of accommodations that result in undue hardship to the employer. Students receiving accommodations must be aware that these may not be available from a prospective employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

I have read and understand the Essential Functions for the Veterinary Technology Program. I am able to perform all essential functions as listed above.

Student Signature _____

Student Name (print) _____

Date _____

APPENDIX B
RABIES PRE-EXPOSURE VACCINATION INFORMATION ACKNOWLEDGEMNT FOR VETERINARY TECHNOLOGY STUDENTS

The Veterinary Technology Program at Coastal Alabama Community College strongly recommends Rabies pre-exposure vaccinations for all incoming students. The potential for a veterinary professional to be exposed to rabies is one of the inherent risks of veterinary medicine. The State of Alabama is considered an endemic area for rabies, therefore, according to the Center for Disease Control (CDC), veterinary professionals in Alabama are placed in the "frequent risk" category and pre-exposure vaccination is recommended. The newest CDC Recommendations for Pre-exposure prophylaxis is given as a series of two vaccinations in the deltoid muscle. Pre-exposure vaccination does not prevent the need for post-exposure vaccination should you become exposed, but it does decrease the number of post-exposure injections and might provide some protection should there be a delay in post-exposure treatment.

- Pre-Exposure vaccination series
  2 vaccine injections total given in the muscle
  one injection each on day 0 and day 7
  https://www.cdc.gov/rabies/prevention/pre-exposure_vaccinations.html
- Post-Exposure vaccination series for individual without pre-exposure prophylaxis
  5 vaccine injections total given in the muscle
  2 injections given on day 0: one injection of Human Rabies Immune Globin (HRIG) and one Rabies Vaccination, followed by an injection of Rabies vaccine on days 3, 7, and 14.
  https://www.cdc.gov/rabies/medical_care/index.html
- Post-Exposure vaccinations for individual with Pre-exposure prophylaxis
  4 injections total
  1 rabies vaccine on each day; day 0, 3, 7 and day 14
  https://www.cdc.gov/rabies/medical_care/index.html

Students should consult with his/her physician and read the information provided in the links below to determine their need for rabies immunization.

Rabies Vaccination Information from CDC:
https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html
https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.pdf
Post-Exposure Prophylaxis (PEP) Vaccinations from CDC:
https://www.cdc.gov/rabies/medical_care/index.html
Pre-Exposure Prophylaxis from CDC:
https://www.cdc.gov/rabies/specific_groups/travelers/pre-exposure_vaccinations.html
Rabies Information from the Alabama Department of Public Health:
https://www.alabamapublichealth.gov/infectiousdiseases/rabies.html

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I have read and understand the Rabies Vaccination Information and Acknowledgment form.

Student Signature _____

Student Name (print) _____

Date _____