Application deadline: **Thursday May 4th, 2017.**

Thank you for your interest in the Foothill College Veterinary Technology Program. We are fully accredited by the American Veterinary Medical Association Committee on Veterinary Technician Activities and Education. Our mission is to empower the future veterinary technician to be a progressive and compassionate member of the veterinary team and community.

We hold as our core values:

- The knowledge and skills to provide exemplary care to veterinary patients.
- Compassion for animals, families, team members, and community.
- Dedication to lifelong learning across all disciplines and species.
- Embrace the connections among humans, animals and the environment.

PLEASE READ AND KEEP INFORMATION PAGES 1-9
COMPLETE AND RETURN APPLICATION PAGES 10-13

ADMISSION INSTRUCTIONS

Please read the following instructions carefully:

1. All of the following prerequisites <u>must be completed</u> with a grade of "C", or higher, must be completed at the time of application (no later than winter quarter 2017**:**

- Cumulative college grade point average of **2.0** or higher;
- **High school graduation** or a valid GED;
- Completion of **VT 51** with a grade of "C" or higher;
- **MATH 105 (Intermediate Algebra)**, or equivalent. If MATH proficiency is determined via placement test, test results must be included with your application;
- **ENGL 1A, or 1H, or 1S & 1T, or ESLL 26**, or equivalent;
- **BIOL 10 (General Biology),** or equivalent;
- **BIOL 41 (Microbiology),** or equivalent.

- **Recommended: CHEM 30A, CHEM 25 or any chemistry course with a lab.** We strongly recommend that you complete a chemistry course, prior to applying to the program. This will be required for graduation, and is a prerequisite for Foothill's Biology 41.

2. Please review the ***Veterinary Technology Prerequisite Equivalency Chart*** on the Veterinary Technology prerequisite page to view a list of some of the equivalent courses to our program prerequisites. The courses listed as equivalent do not need to be petitioned for. Please refer to this chart if you plan to take, or have taken, prerequisite courses outside of Foothill College.
http://www.foothill.edu/bio/programs/vettech/prereq.php

3. Counseling – It is recommended that prospective applicants meet with an academic counselor to review their college transcripts only if prerequisite courses are not listed on the ***Veterinary Technology Prerequisite***

Equivalency Chart. Any courses needing to be petitioned for equivalency will be done at this time. The deadline for students to submit petitions will be **April 15ᵗʰ, 2017**. To make a 30-minute counseling appointment you must have a valid Foothill College student ID number. Bring transcripts and pertinent documentation (such as course descriptions) to your appointment. It is strongly recommended that applicants complete the General Education courses required for the Associate of Science degree. Questions regarding graduation requirements, and transferability of course work should be directed to one of the academic counselors in the Counseling Center at Foothill College. **To make a counseling appointment, go to:** **http://www.foothill.edu/counseling/**

- **Recency.** There is no recency requirement for this program.
- **Equivalency.** All prerequisite coursework taken at colleges or universities other than Foothill College must be comparable in content to the required Foothill course in order to be applicable to this program.
- **Work in Progress.** No prerequisite coursework may be in progress at the time of the application. All prerequisites must be shown as complete on the official transcript/s submitted with the application.
- **General Education.** All General Education courses must be completed to earn the Associate of Science degree in Veterinary Technology; otherwise the student will not be eligible to sit for the VTNE exam to become licensed. Due to the rigorous course load during the Veterinary Technology program, we **strongly recommend** that all applicants complete their General Education courses prior to applying for the program.
- **Bachelors Degree.** If you have a Bachelors Degree from a California State University or University of California, your General Education requirements will be waived.
- **Grades** of C- or lower are NOT acceptable in fulfillment of prerequisite courses.

4. Transcripts – should include all work shown as completed on the application. One complete set of official (unopened) college transcripts is required. * If a college will not forward official transcripts to you, please have them sent to our Health Career Coordinator (please see address below). If applicant is attending or has attended Foothill or De Anza Colleges, those transcripts must also be included with your application.

Note: ALL college transcripts are required, even if the courses don't seem relevant. An application that is not complete and/or does not have all transcripts included may not be considered.

Previous Applicants – If you applied during the previous year, you do not need to submit duplicate transcripts, as we keep documentation for one year; however, you must submit a current 2017 application and transcripts showing coursework you may have completed since the previous application.

5. International transcripts and degrees - must be evaluated and translated into equivalent college hours by one of the following agencies only if you wish to see if you're eligible to receive prerequisite or degree credit. We recommend any member of Educational Credential Evaluators. Please visit their site and request a course-by-course evaluation if you would like to have your international coursework evaluated.

Educational Credential Evaluators
https://ece.org/

World Education Services, Inc.
P.O. Box 26879
San Francisco, CA
94126-6879
Phone: (800) 414-0147
http://www.wes.org

Note: Fees and turn-around times vary with the above agencies. Be sure to allow sufficient time for your

request to be processed well before the deadline.

6. General Education and Other Required Courses: It is strongly recommended that you complete all of your general education classes before applying to the program. The veterinary technology courses are a full load, and include over 460 hours of work in internships. You have no time to take general education classes while enrolled in veterinary technology courses. All General Education Requirements will be waived for those who have completed a Bachelor's Degree, or an AA/AS degree from a California Community College.

SUBMITTING AN APPLICATION

Completed application and all coursework documentation must be **mailed and postmarked** by Thursday, May 4th, 2017 to:

Veterinary Technology Program Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022-4599
Attn: Claudia Flores

We <u>strongly recommend</u> that applications be mailed via US Post Office certified mail: this enables you to track your application's delivery status online. Please do not call to see if applications and/or transcripts have been received.

ADMISSION POLICY

Admission is based on criteria approved by Foothill College and consistent with State and Federal law, regulations, and program accreditation guidelines. We encourage you to do well in school, get work experience, and take all the general education courses prior to application. Those students are most successful in our difficult program. Admission criteria include completion of prerequisite courses with a C or better, possessing the minimum GPA of 2.0 or better, and compliance with the technical standards stated in the application. Historically, students are most successful when they have completed all of their General Education requirements prior to starting our program.

SELECTION PROCEDURE

Step 1: Students not meeting the minimum eligibility requirements will be removed from the applicant pool at this point and notified.

Step 2: All qualified applicants will be put into a random drawing for admission. In the past, between 25-35 students are selected.

Step 3: Any remaining eligible students make up an alternate list. If spaces become available before instruction begins, a random lottery drawing from the alternate list will be made.

All applicants will be notified by e-mail of their program status no later than July 1st.
If accepted, you will be required to start school in the summer quarter. Details will be in your acceptance letter.

Keep your e-mail information current and legible.

ADDITIONAL INFORMATION

- It is required that the Veterinary Technology Curriculum be completed in sequence within two years. Exceptions may be granted by the program director to individual students on a case-by-case basis.
- To qualify for licensure, you must have an AS degree in veterinary technology. In order to receive the AS Degree in Veterinary Technology, all Foothill College General Education and Graduation Requirements must be met.
- Enrollment at Foothill College does not constitute eligibility for the Veterinary Technology Program. Registration for first and second year VT Program courses is not allowed until after the applicant has been notified in writing of their acceptance into the program.
- Please do not call the Vet Tech department or Counseling about the status of your application, whether transcripts have been received, or if you have been accepted into the program. You will receive notifications as described above. Due to the large volume of Allied Health Program Applications, we do not have the staff to respond to individual student requests for information.
- The admission procedure is conducted based on criteria approved by Foothill College and is consistent with State and Federal regulations.

FINANCIAL INFORMATION

The total cost of the 2-year fulltime program is estimated to be approximately **$5,000**. We strongly recommend that you contact our Financial Aid office early. There you will find support and information about financial aid for students including: grants; scholarships; loans; work-study; and the Board of Governors Waiver. For more information, please visit: http://www.foothill.edu/aid/index.php

Summer Contacts

First, re-read all the written information provided. Consult the veterinary technology program website: **http://www.foothill.edu/bio/programs/vettech/**

Note the Frequently Asked Questions (FAQ) Section. If you cannot find the answer to your question and it is about something that cannot wait until class begins in the fall:

College Admissions or Registration Questions   650-949-7325
http://www.foothill.edu/admissions.php

Counseling Questions
http://www.foothill.edu/counseling/

Financial Aid Questions   650-949-6987
http://www.foothill.edu/aid/

International Student Questions   650-949-7105
http://www.foothill.edu/international/

Division Administrative Assistant   650-949-7249
Biology and Health Sciences Division Office

Health Career Coordinator: 650-949-7538
Claudia Flores   floresclaudia@fhda.edu

Veterinary Technology Program Director: 650-949-7203
Dr. Lisa Eshman   eshmanlisa@fhda.edu

Foothill College
Veterinary Technology Program
Essential Functions for Veterinary Technology

Minimum Technical Standards

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 profession. Every student will be held to the same standards with or without reasonable accommodations. An inability to perform or comply with any of these standards may be cause for action by the program in accordance with the policies and procedures of the Veterinary Technology Student Handbook.

Summary of Essential Job Requirements

1. Personality suited to exhibit respect, concern, and compassion for both animals and humans.
2. Possess the capacity to make independent decisions, work unsupervised, be creative, adaptable, and resourceful. Believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism.
3. Ability to tolerate walking and standing for sustained and prolonged periods of time multiple times during a shift.
4. Capable of lifting from floor to waist level or higher and/or carrying up to forty pounds unassisted frequently, and up to fifty pounds or more with assistance occasionally.
5. Ability to bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength. Have the body size, conformation, and fitness to do the physical work required of a technician.
6. Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
7. Amenable to learning to safely and competently handle, restrain, position, and work safely and confidently with any species of domestic and exotic animals that may be sick, injured, fractious, or aggressive without fear.
8. Willingness to assist with or perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia.
9. Open to performing routine cleaning and janitorial duties including using brooms, brushes, hoses, and various cleaning products (detergents, disinfectants), garden supplies and implements.
10. Understanding of the requirement to work with and around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards.
11. Aptitude for science requiring attention to detail, careful observation, and accurate record keeping.
12. Capacity to perform arithmetic and simple mathematical calculations. Capable of learning to operate and maintenance a variety of medical diagnostic and therapeutic equipment.
13. Competent in effective verbal and written communication in spoken and written English.
14. Capacity to read, hears, understand, and quickly execute complex verbal and written instructions given in spoken and written English.
15. Possess eyesight capable of viewing small visual images, use a microscope, and read instrumentation.
16. Possess hearing capable of auscultation using a stethoscope and perceive patient sounds and mechanical and electronic alarms of all types.

Summary of Environmental Working Conditions

1. Works both indoors and outdoors in all weather conditions during both daylight and after dark. Long hours, shift work, stressful and sometimes emotionally charged, fast-paced profession.
2. Capacity is that of a licensed veterinary medical professional. Daily interactions with doctors, other technicians, support staff, clients (people) and patients (animals).
3. Will assume many different roles during a workday (receptionist, technical assistant, nurse, kennel attendant, janitor, counselor, etc.) Interacts with an endless variety of people, animals and challenging clinical and interpersonal situations.
4. Frequent exposure to loud noise, odors, animal pain and suffering, invasive (bloody) medical, surgical and diagnostic procedures, dangerous animals, sharp objects, hazardous chemicals, compressed gasses, pharmaceuticals (including controlled substances), radiation and biohazards during the routine practice of veterinary medicine.
5. Constant exposure to animal hair, dander, and many other potential allergens.

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.
- Be able to have 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:
- Be able to 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
- Be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- Be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- Be able to prioritize, organize, and utilize time-management skills to perform tasks.
- Evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.
- Be able to 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.

- Be able, when communicating 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.
- Be able to 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:
- Be able to 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.
- Posses the ability to palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- Be able to hold surgical instruments in one hand and perform fine movements with such instruments. This includes ability to assist in holding of hemostats or other instruments while assisting in surgery; induce and monitor general anesthesia in an animal patient; place intravenous and urinary catheters without assistance.
- Be able to 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; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine and/or other body fluids; 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:
- Posses 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.
- Be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- Be able to 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 ability to detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; ability to read anesthesia-monitoring equipment.
- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes ability to characterize bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and ability to see ECG tracing.
- 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, determining presence of reaction to skin testing for allergies.
- Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral, monitoring multiple patients in an ICU.

Reasonable Disability Accommodations

A request for reasonable accommodations must be initiated by the student. Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation. Documentation must include the names, titles, professional credentials, license number, addresses, and phone numbers of the medical professionals that evaluated the student as well as the date of the evaluation. The evaluation report must include a summary of the assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results. The evaluation must list specific accommodations requested and the rationale for those accommodations. Documentation for eligibility must be current, preferably within the last three years. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations. Students may be required to re-submit this documentation each quarter to allow for review of continuing eligibility for accommodations.

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 is 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.

Affidavit

I have read and understand the Essential Functions for Veterinary Technology and the Minimum Technical Standards. I understand that in order to be successful in the Veterinary Technology Program and subsequently in the Veterinary Profession working as a licensed veterinary technician, I must possess the emotional, intellectual and physical qualities and abilities listed above.

Any student who feels that they may need an accommodation based on the impact of a disability, should contact the VT Program director privately to discuss your specific needs. Please also contact the Disability Resource Center, (949-7017) to coordinate reasonable accommodations if you have documented disabilities.

I hereby affirm that I can comply with these functions and standards. Furthermore move I if cannot, I have notified the VT Program Director in writing of any limitations and have contacted the Disability Resource Center.

Signature: _____   **Date:** _____

Print Name: _____

FOOTHILL COLLEGE VETERINARY TECHNOLOGY APPLICATION
2017

NAME: _____

             Last   **First**   **Middle**

Please list any other name(s) by which you have been known:

_____   _____

Foothill Student CWID Number (required): _____ If you don't have a FH ID number, you will need to register at:

  http://www.foothill.edu/admissions.php There is no cost involved to register for the college.

_____

           Address   **City**   **State**   **Zip**

Home Phone _____   **Cell Phone** _____

Valid Email Address: _____

Have you previously applied to the Foothill College Veterinary Technology Program?   Yes _____ No _____

Indicate year(s) of previous applications: _____

Have you previously attended any Veterinary Technology Program?   Yes _____ No _____

If yes, list the school and the reason you left the program: _____

_____

High School from which you graduated: _____Year: _____

Please list the name, starting and ending dates, and any degrees or certificates, for **all** colleges, universities, technical and vocational schools attended. You must include colleges in which courses were attempted although they may not have been completed: **Do not leave this area blank.**

	Name Of School	**City and State**	**Dates Attended**	**Indicate Degree Received**
1				
2				
3				
4				
5				
6				

FOOTHILL COLLEGE 2017 VETERINARY TECHNOLOGY SUMMARY SHEET

Name: _____   **Student ID:** _____

PREREQUISITE COURSES MUST BE COMPLETED WITH A "C" GRADE OR HIGHER:

	Equivalent Course #	School	Sem/Qtr. Units & Year Earned	Grade
BIOLOGY 10 (General College Biology)				
MATH 105 or higher				
ENGL 1A or ESLL 26				
VT 51				
BIOLOGY 41 (Microbiology)				
CHEM 30 A or any Chemistry course with a lab **(recommended)**				
List Cumulative College GPA*				

Have you completed the above prerequisites? Yes ___   No ___   If no, you <u>must</u> complete them before applying.

For help calculating your cumulative college GPA, visit: http://www.foothill.edu/counseling/gpacalc.php

GENERAL EDUCATION REQUIREMENTS

All General Education courses must be completed to earn the Associate of Science degree in Veterinary Technology; otherwise the student will not be eligible to sit for the state and national Registered Veterinary Technology licensing examinations. Due to the rigorous course load during the Veterinary Technology program, it is **strongly recommended** that all applicants complete their General Education courses prior to applying for the program. ***Note: you may not be allowed to sit for the exam if you have a felony record.***

There are 4 ways to satisfy the General Ed. Requirements, **check one only**:
1.____AA or AS from a California community college (GE waived). **Move on to the next page.**
2.____BA or BS Degree from an accredited U.S. College or University (GE waived). **Move on to the next page.**
3.____You do not have a college degree as listed above, but you have completed all GE courses (attach CA Community College General Education completion certification from the college where you completed the coursework). **Move on to the next page.**
4.____You have not completed a college degree, but you have completed the following GE courses:

If you indicated number 4 above, you must fill in the table below with the GE coursework you have completed to date or is in progress. Please provide complete information in each category. See Foothill College Catalog & Veterinary Technology Curriculum Sheet for help.
If you indicated numbers 1, 2, or 3 above, leave this area blank and continue on to the next page.

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade
Area I: Humanities (Arts & Letters)					
Area II: English ENG 1A or ESLL 26					
Area III: Natural Sciences w/Lab CHEM 30A or BIOL 41 (Micro)					
Area IV: Social & Behavioral Sciences (PSYC 1 recommended)					
Area V: Comm. & Analytical Thinking (COMM 1A recommended)					
Area VI: U.S. Culture & Communities					
Area VII: Lifelong Understanding (2 courses – 1 point each)					
Area VII Course #2					

<div align="center">**APPLICANT CHECKLIST:**</div>

To be considered complete, your application <u>must</u> include the following in one envelope:

_____   Signed and completed 2017 application.

_____   Signed copy of 2017 Technical Standards Signature page (page 9 of the application).

_____   1 set of official transcripts from <u>**all**</u> colleges attended, even if it doesn't seem relevant.

_____   Approved petitions, if applicable (such as for VT 51, with supporting documentation etc.).

_____   Placement test results (if applicable).

My signature below verifies the accuracy of my application.

Signature	**Printed Name**	**Date**