



**COLORADO
MOUNTAIN COLLEGE**

Veterinary Technology Program Packet

Received: _____

At level in:

Reading: _____

English: _____

Math: _____

The Associate of Applied Science in Veterinary Technology program is a very rewarding and demanding occupational program combining hands-on experience with academic challenges. **Read this packet carefully and submit all of the requested documents to Vicky Valentine as early as possible in the fall or early spring prior to expected enrollment. We accommodate 32 first year students and accept the first 32 qualified applicants.** To be classified as qualified, you must submit this completed packet and meet the Vet Tech requirement for Reading, English and Math. Incomplete or late packets may result in your inability to register for courses.

Document Checklist:

- Go online and complete the General CMC application - Spring Valley location.
Here is the link: apply.coloradomtn.edu (you **do not** need www.)
- Student Information and Signature Page (page 1)
- Responses to Essay Questions (page 4)
- Math Packet (pages 8, 9, & 10)
- Signed Veterinary Clinical Experience Form (page 12)
- Official Academic Transcripts (High School and/or College)
- Test Scores (AP, IB, CLEP, ACT, SAT or Accuplacer® - within the last five years)

1. Student Information:

Name _____
Last First Middle

Current Mailing Address:

Street, Route, PO Box Number Apt. Number

City State Zip Country

Telephone Numbers:

(____) _____ (____) _____ (____) _____
home work cell

Email address:

I certify that the information furnished is complete and correct.

Student Signature

Date

2. Frequently Asked Questions

1. What will I be doing as a Vet Tech student at CMC?

The Associate of Applied Science in Veterinary Technology program is a very demanding occupational program combining hands-on experience with academic challenge. Knowledge will be acquired through active participation in classroom lecture, reading and written assignments, lab experiences, and animal care. To better answer any additional questions, contact the Vet Tech faculty. Call toll-free 1-800-621-8559 or email.

Jeff Myers, DVM

jmyers@coloradomtn.edu

Gretchen Lamb, DVM

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Nancy A. Sheffield, Ed.M., CVT

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2. What additional documents do I need to submit?

For us to best advise you and ensure proper course placement, we strongly recommend that you submit your application documents as early as possible in the fall or spring prior to expected enrollment. *Documents received late in the spring may delay your educational planning and could lead to limited course selection and/or registration delays.*

3. May I enroll mid-year in the Vet Tech program?

No. The Veterinary Technology program starts in the fall semester. A student cannot enroll in the spring semester and start taking the Veterinary Technology courses. Students wanting to start in the spring are limited to the general education courses - English, Psychology, and Communications.

4. Do I need to submit academic transcripts?

Yes. High school transcripts and/or college transcripts must be received by May 15th. Early submission helps the registrar evaluate potential transfer credits. Official college transcripts must be sent directly from the institution to CMC.

Colorado Mountain College
Registrar/Transcripts Department
802 Grand Ave.
Glenwood Springs, CO 81601

5. Are test scores required?

Yes. You must demonstrate college-level proficiency in reading, writing and mathematics before enrolling in the Vet Tech program. This can be proven with either transfer credits or appropriate test scores.

Acceptable tests include AP, IB, CLEP, ACT, SAT and Accuplacer® and must have been taken within the last five years. Accuplacer® testing can be completed at most community colleges. If you would like information regarding Accuplacer® testing, contact Lisa Runck or Jen Brennan, CMC Student Services Counselors, at (800) 621-8559. Test scores must be submitted by May 15th for Fall Semester but earlier is better.

Academic Assessment Area	Accuplacer Score	ACT Score	SAT Score
Reading	80	17	430 (Verbal)
English	95	18	440 (Verbal)
Math	85 (Elementary Algebra)	19	460 (Math)

6. Will I be able to enroll in courses if I do not meet the proficiency requirements?

Yes and no. You will be eligible to enroll in general courses at Colorado Mountain College but not in Vet Tech program courses.

7. Is a criminal background check required as part of the application?

Yes. Successful VT applicants are conditionally admitted, pending results of the criminal background check.

CMC –VT Criminal Background Checks

Many veterinary hospitals will not permit students or employees to work in their facility without a criminal background check. This includes our clinical externship sites - a critical component of the training program at CMC VT. Additionally, many credentialing bodies (states) consider the applicant’s criminal background and will often deny credentialing to applicants with felony convictions. **All students and applicants who wish to be considered for acceptance into the Colorado Mountain College Veterinary Technology program are required to complete the criminal background check.** The purpose is to maintain a safe and productive educational and clinical environment. Applicants who refuse to comply with the background investigation will not be permitted to enter the CMC VT program.

An applicant will be disqualified for convictions based on the following guidelines:

- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.

- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any felony crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- More than one (1) D.U.I. and/or D.W.A.I. in the 7 years immediately preceding the submittal of application.
- Crimes involving cruelty to animals, as defined in section 18-9-202 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes involving animal fighting, as defined in section 18-9-204 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any offense in either Colorado, or another state, the elements of which are substantially similar to the elements of any of the above offenses.

If the background check reveals information that could be relevant to the application, the VT program director may request additional information from the applicant. Any charges will be reviewed on a case by case basis. Applicants who have successfully completed the terms of a deferred adjudication agreement will not be disqualified. If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with Colorado Mountain College. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

Successful CMC- VT applicants will be **conditionally accepted**, pending the results of the criminal background check. You will receive instructions for completing the background check in your conditional acceptance letter from our admissions assistant.

3. Essay Questions:

In your own words, answer the following questions as completely and specifically as possible. Legibly handwrite your responses on lined 8 ½" x 11" paper and limit each response to 100 - 150 words. Submit these with this application packet.

1. What are the responsibilities of a credentialed veterinary technician?
2. Why have you decided to pursue a career in veterinary technology?
3. What personal qualities do you possess that will help you succeed as a credentialed veterinary technician?

4. Clinical Experience:

All applicants must spend a minimum of 30 hours working in, volunteering with, or observing in a veterinary clinical setting, shadowing a Credentialed Vet Tech. The enclosed “Clinical Experience” document must be signed by the supervising veterinarian and submitted with your packet.

Recommended CVT Tasks to Observe

The following tasks are commonly performed by credentialed veterinary technicians in private practice. During your 30 hours of clinical observation, we recommend that you observe as many of these as possible, with the understanding that it may not be possible to witness them all. Do not feel limited by this list as there are many other valuable duties performed by experienced veterinary technicians.

1. Communicating with and educating clients:
 - a. In the exam room.
 - b. At the front desk.
 - c. On the telephone.
2. Performing laboratory procedures.
3. Preparing prescription medications.
4. Calculating drug and anesthetic doses.
5. Inducing anesthesia; monitoring a patient under anesthesia; recovering a patient from anesthesia.
6. Prepping a patient for surgery; assisting in surgery; post-op care of a patient.
7. Performing a dental prophylaxis.
8. Recording information in a medical record and/or drug log.
9. Collecting blood samples; IV, IM and SQ injections.
10. Administering various treatments and/or patient care.
11. Taking diagnostic radiographs.
12. Restraining patients for procedures.

Advice for Prospective Vet Tech (VT) Students and the Clinical Experience Requirement

Colorado Mountain College requires that all prospective VT students spend 30 hours in a veterinary clinic prior to attending our veterinary technology program. Our intent is to help students understand exactly what it is that vet techs do during a typical day at the veterinary hospital. I have received information recently indicating that some students have had difficulty gaining access to the hospital for this important experience. The reasons provided include a no volunteer policy and potential liability.

Prospective Vet Tech students should consider the following advice when fulfilling our clinical experience requirement.

Selecting a veterinary hospital:

- Do you have pets? If so, try that hospital first.
- Try the bigger practices with more doctors and technicians.
- Not all vets are as welcoming as others, so be polite and persistent.

Before you visit the veterinary hospital:

- Realize that you are asking for a favor, perhaps from a busy, complete stranger.
- Vets tend to be protective of their business and clients. In the eyes of the clients, you will be seen as a representative of the practice. Look and act your best.
- When you arrive be sure that you are well dressed, well-groomed and polite.
- Look people in the eye and politely introduce yourself.
- Consider removing facial piercings and covering tattoos. Veterinary medicine is a conservative field and like it or not, first impressions matter.
- Call a few days prior to let them know when you are coming in, for example at “10 am on Wednesday”. Arrive 5 minutes before the proposed meeting time. Do not be late!

The day of your initial visit to the hospital:

- You may not get to meet the veterinarian. Interact politely with whomever you meet – the receptionist, technician, etc.
- Look people in the eye and slowly explain your goal – that you are attending vet tech school in the fall at CMC and want to experience some time at the hospital to be sure it is the right path for you.
- Be sure they realize that we are not asking you to actually do anything – only watch, listen and smell what is going on.
- Take a copy of the “Vet Clinical Experience Form” with you to leave for the doctors/practice manager to read. They may not have the time during your visit to decide whether they want to open their practice to you or not. Simply leave the form with them and explain that you will follow-up with them on, for example, Friday. Then follow-up on Friday. Politely say what you will do – then do it.
- Say please and thank you.

After your visit:

- Follow-up on the agreed day and time with a visit if possible, phone calls are okay but face to face is better.
- Send a handwritten card thanking them for their time during your visit.

During your clinical experience:

- Dress appropriately and arrive on time.

- Ask the staff where they'd like you to stand when watching procedures.
- Do not pet any animal without asking permission first.
- Ask questions, but wait for an appropriate time; i.e., not in the middle of a delicate procedure or in front of a client.
- Do not talk too much.
- It's fine to volunteer to help, but only perform duties they've asked or given you permission to do.
- Observe everything, but pay particular attention to the duties of the veterinary technician(s).
- Take some notes or journal about your experience. Vet tech instructor Nancy Sheffield has an assignment for you (Clinical Observation Paper) that asks you to reflect upon your time in the practice. The notes you take will be valuable as you write this short paper.

When your observation hours are complete: Be sure to thank them for their time and for sharing their knowledge of the Veterinary Medicine world with you. A handwritten thank you note is always appreciated.

5. Timeline:

Make sure you have submitted the required documents to Vicky Valentine as early as possible, ideally during the fall or early spring. Documents received after this may delay your educational planning (you may be waitlisted) and could lead to limited course selection and/or registration delays. Please submit all of your documents together. Direct application questions to Vvalentine@coloradomtn.edu

Submit the completed application packet to:
 Colorado Mountain College-Spring Valley Center
 Attn: Vicky Valentine, Admission Counselor
 3000 County Rd. 114
 Glenwood Springs, CO 81601

6. Registration:

All incoming students must attend a New Student Registration event and we schedule the Vet Tech students for the July session (July 6th & 7th, 2017). If you cannot attend in July due to scheduling conflict or if you are from out of state we can work with you. Contact Vicky Valentine to make other arrangements.

7. Orientation:

*All first year VT students are **required** to participate in an orientation meeting.* This important event is held the Saturday morning prior to the first day of class, fall semester. For fall 2017 you will need to be on campus August 26th, 2017 from 9:00am -12:00pm.

8. Math Packet:

Medical math is an important skill for Vet techs. Complete sections I and II of the math assessment and return them with this VT Packet. They will NOT be graded but will be used by the math instructor to prepare the Vet Tech Math course.

Veterinary Technology Program: Math Assessment

The ability to accurately calculate drug doses and prepare medications is a crucial skill for the Credentialed Veterinary Technician. The purpose of this assessment is to help you determine your preparedness for the math portion of the Veterinary Technology Program. The problems in Parts I and II are representative of the skills you should possess upon **entry** into the program. Part III provides a selection of the types of problems you will learn to solve in Math for Veterinary Technicians (VET 103) during your first semester in the program.

You should solve the problems in Part I without the assistance of a calculator. To complete Part II, you may prefer to use a calculator. Return this math packet with your Vet Tech application.

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Math Assessment – Part I

- 1) Reduce $16/48$ to its lowest term. Answer = _____

- 2) Add $1/2 + 4/5 + 1/20$. Answer = _____

- 3) Multiply $3/4 \times 6/8$. Answer = _____

- 4) Multiply $9/5 \times 3/4$. Answer = _____

- 5) Divide $4/3 \div 7/16$. Answer = _____

- 6) Divide $3\frac{1}{2} \div 3/4$. Answer = _____

- 7) Regarding the number 6.189, which numeral is in the thousandth place? Answer = _____

- 8) Round off the number 8.4671 to the nearest hundredth. Answer = _____

- 9) Add $26.71 + 0.067 + 1.1956$. Answer = _____

- 10) Subtract $25.0681 - 13.918$. Answer = _____

11) Multiply 14.63×7.71 . Answer = _____

12) Convert 1.25 to a fraction. Answer = _____

13) Convert $\frac{5}{8}$ to a percentage. Answer = _____

14) What is 35% of 100? Answer = _____

Math Assessment – Part II

15) What is 30% of 90? Answer = _____

16) 40 is what percent of 250? Answer = _____

17) 7 is what percent of 49? Answer = _____

18) 50% of what number is 150? Answer = _____

19) 18.6% of what number is 142? Answer = _____

20) Convert 98.6° Fahrenheit to the equivalent degrees Celsius. The equation is: $^\circ\text{C} = \frac{5}{9} (\text{ }^\circ\text{F} - 32)$.
Answer = _____

Math Assessment – Part III

1) You need to make 200ml of a 1% solution from a 3:75 stock solution. How much stock solution will you use? How much diluent will you use?

Answer:

2) You've been instructed to give your 25# canine patient penicillin-G at a dosage of 40,000U/kg. The vial is labeled 300,000U/ml. What volume of penicillin-G will you administer to your patient?

Answer:

3) A saline solution was prepared by dissolving 4g of NaCl in 550 ml of diluent. What percent of this solution is NaCl?

Answer:

4) Your patient is an 88# dog who is in a good bit of pain, and the DVM has ordered that she receive the **maximum dose** of Torbugesic-SA®. The range of dosages for a dog is 0.2mg/kg to 0.4mg/kg SQ. The concentration of this drug is 0.2%. How many mls of this medication do you administer to your patient?

Answer:

5) Your patient needs to be on Butorphanol for the next 5 days. She weighs 6.6#, and the dosage is 1mg/kg. The tablets in your pharmacy are 1mg tabs. She needs to receive this medication q8h for 5 days. How many tablets do you dispense to fill this prescription?

Answer:

6) You need to give 4.5L of Lactated Ringers Solution to your 1200# equine patient over the next 15 hours. Your infusion set has a drip factor of 20gtt/ml. What is your drip rate **per 15 seconds**?

Answer:

7) Your canine patient needs 750mg of aspirin PO. You have 5.8gr tablets on hand. How many aspirin tablets do you give this dog?

Answer:

8) You have been asked to administer 40g of glucose PO to a foal. You must provide this treatment in a 6% solution, but your stock solution is 10%. How many mls of stock solution are required? How many mls of diluent are required?

Answer:

9) The medical chart indicates that you are to add 9mEq of KCl to a 1L bag of fluids. The vial of KCl is labeled 20mEq/ml. How many ml will you add to the bag?

Answer:

Policy on Essential Functions for Veterinary Technology

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, the applicant must meet the essential skills and technical standards to perform functions required of the Program and profession. Every student will be held to the same standards with or without reasonable accommodations. Students within the program must not pose a threat to the well-being of patients, other students, staff or themselves.

- Vision, with or without correction, must allow 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. Visual ability must be sufficient for observation and assessment necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Speech and hearing must permit clear and effective communication with colleagues, clients, faculty and staff without lip reading. Auditory ability must be sufficient to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals and humans of impending danger or injury.
- Students must be able to read, write, speak and report accurately and effectively in English.
- Students must be able to comprehend and carry out complex written and oral directions given in English.
- Students must possess the physical ability to tolerate walking and standing for sustained periods of time, be capable of lifting and/or carrying up to 50 pounds from floor to waist level frequently, and be capable of handling, positioning, and restraining live animals of small and large animal species.
- 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 from danger while handling animals in confined spaces.
- Students must 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, manage syringes, catheters, and common surgical instruments.
- Students must possess tactile ability sufficient for physical assessment and to perform nursing duties in a timely manner. Examples include performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, insert and remove tubes and perform wound care.
- Student should 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 domestic animals to the extent that would prohibit working in a facility that has them.
- Student must be able to work around strong chemicals.
- Students must be able to function in a structured environment within significant time constraints.
- Students must 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.
- Students must be able to complete required tasks/functions under stressful conditions, including emergencies situations.
- Students must demonstrate socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human and animal contact.
- Students must be able to progress toward minimal supervision as they advance through the program.
- Students must be able to interact appropriately with clients and all members of the veterinary healthcare team.

Students receiving accommodations for classes or for any other program related purpose must report the accommodation to the Program Director and individual instructors prior to the start of each semester. It is the students' responsibility to notify the Veterinary Technology Program of any necessary accommodation for disability. Dr. Anne Moll Disability Services Coordinator can be reached at 970-947- 8256.

Veterinary Clinical Experience Form

Dear Doctor,

First-hand experience in a veterinary practice helps potential Veterinary Technology students understand the demands of our profession. We require prospective students to volunteer/job shadow and experience what credentialed technicians do at work. A total of 30 hours is required of our applicants. The goal of the experience is to help prospective students make informed decisions about this degree and profession. Ideally the student will spend a significant portion of the time with the technical staff.

Thank you for providing the opportunity.

Sincerely,
Jeff Myers DVM
Veterinary Technology Program Director
jmyers@coloradomtn.edu
970-947-8239

Applicant: Submit this completed document to Vicky Valentine with your application.

I, the undersigned veterinarian, licensed in the state of _____, acknowledge that _____ has spent at least 30 hours working in, observing and/or experiencing veterinary clinical settings. This exposure could best be described as: (circle one)

Small animal practice
Mixed animal practice
Food and fiber animal practice
Equine practice
Other practice _____
Please describe

Name of practice/clinic

Veterinarian Name (please print)

Veterinarian's Signature

Mailing address

City

State

Zip

Date