

FOOTHILL COLLEGE
VETERINARY TECHNOLOGY PROGRAM APPLICATION
Fall 2012 Class
(rev. 6/28/11)

•• *Keep this information section ~Do not submit with application* ••

Dear Program Applicant,

Thank you for your interest in the Foothill College Veterinary Technology Program. Enrollment into the two-year program is limited to forty students who have completed all the prerequisites and submitted a complete application packet by the June 1st deadline. The program prerequisites, requirements, and curriculum are available in the *Veterinary Technology Curriculum Requirements Sheet*, in the *Foothill College Catalog*, and online at:
<http://www.foothill.edu/bio/programs/vettech/>

Application Deadline: Your completed application along with all required supporting documentation must be postmarked no later than Midnight, June 1. All program requirements & deadlines are strictly enforced.

Be advised that students who have not completed all or most (less than 6-8 quarter units remaining) of their General Education Courses are advised not to apply to the VT Program until they have done so. The academic load of Required Science and VT courses is heavy and does not provide time for taking many additional GE courses. Completing the first and second year VT Program courses consecutively is not possible if the student has too many GE courses remaining to complete. Foothill College GE Requirements are found here: <http://www.foothill.edu/programs/degrees.php>

Please Read and Follow All Instructions Carefully

All prerequisites must be completed and all transcripts attached at the time the application is submitted.

Minimum Prerequisites

- Completion of VT51* with a grade of “C” or higher (must be completed, or at least “In Progress” at the time of application for admission to the program.
- **Note: VT 52A and VT 52B completed after the Summer, 2010 quarter, will no longer be accepted as a substitute for VT51.**

*Regarding VT 51–*Introduction to Veterinary Technology*: This course is offered every quarter only at Foothill College and must be completed with a grade of ‘C’ or better to be eligible for the program. Students enrolled in VT51 in the spring quarter are to indicate "*In Progress*" on their application form. Verification of satisfactory completion of this course is required before determination of your eligibility can be made.

- High School graduation or a valid G.E.D. with a G.P.A of 2.5 or higher*.
- High School Algebra or **MATH 220** or placement into **MATH 105** or **MATH 108** on Foothill Math Placement Test. If MATH proficiency is determined via placement test, test results must be included in application documentation
- High School General Biology or **BIOL 10**.
- Eligibility for **ESLL 26** or **ENGL 1A**.
- High School General Chemistry (recommended).

*If a student meets all prerequisites, but did not have a HS GPA of 2.5 or greater, AND has a COLLEGE GPA of 2.5 or higher, they may submit an application along with an explanation of the high school GPA.

It is strongly recommended that all prospective applicants meet with a foothill college counselor before submitting their 2012 Vet Tech application. A “Credit” in a course instead of a letter grade, is not accepted. To make a counseling appointment go to <http://www.foothill.edu/counseling/>

Admission Procedures

Transcripts:

- Applicants who have applied the previous year do not need to submit duplicate transcripts, as we keep documentation for one year; however, you must submit a current 2012 application and new transcripts showing any coursework you may have completed since the previous application.
- Two complete sets of official high school and college transcripts are required for all applications, even if the coursework doesn't seem currently relevant to you. Transcripts should include all work shown as completed on the application form. An application that is not complete and/or does not have all transcripts included will not be considered.
- High school transcripts are required only if they contain evidence of prerequisite course completion. If a school will not forward official transcripts to you, please have them sent directly to the Veterinary Technology Program at Foothill College.
- If applicant is attending or has attended Foothill or De Anza Colleges, copies of those transcripts must also be requested and attached. You must submit spring quarter transcripts from Foothill College or any other college you've attended, as soon as they become available.

Completing the Application Packet

Applications for the class starting in fall quarter of 2012 will be available online by September 15, 2011 at:

<http://www.foothill.edu/bio/programs/vettech/app.php>

You may not submit an application alone without submitting supporting documents. All required documents (transcripts, etc.) must be submitted together with your application by the deadline to be eligible for the current program year. Request 2 official copies of all your transcripts ASAP to ensure you meet this requirement by the deadline.

Complete all portions of the application—do not leave any sections blank! Incomplete applications, or applications submitted without supporting documentation will not be processed.

You must submit the application packet by US Mail or Package Carrier, containing all of the following documents, postmarked no later than Midnight, June 1, 2012:

- Fully completed and signed 2012 Application
- 2 Official, sealed, unopened High School Transcripts (not required for AA, AS, BA, or BS degree holders, unless needed for proof of completion of a Prerequisite).
- 2 Official, sealed, unopened College Transcripts from all of the colleges you have attended showing all course work completed. You must request and provide transcripts from Foothill College and De Anza College if you have attended either. It is the student's responsibility to request all transcripts and see to it that the application packet is complete and on file by the deadline.

Students must also provide spring quarter transcripts from all schools, including Foothill College, as soon as they become available; especially if they include classes to document completion of prerequisites such as VT 51 or Biology.

- Signed Technical Standards Form.
- Self-addressed white business size envelope.

Please **MAIL*** completed application, with all documentation to:

Foothill College
Veterinary Technology Program
12345 S. El Monte Road
Los Altos Hills, CA 94022-4599
Attn: Kerry West

- We **strongly recommend** you mail your application via Certified Mail with Return Receipt Requested or via a Package Carrier that provides Tracking. This way you can track your application's delivery status online. Applications are not accepted on a walk-in basis.
- Students are notified via U.S. Mail that their application has been received, and whether it is complete or incomplete; only one Preliminary Screening Notice will be sent.

Foreign Transcripts:

*Foreign college transcripts must be translated and evaluated only if the applicant plans to use or receive credit for any of the coursework. Foreign transcripts must be evaluated by one of the following agencies.

International Educational Research Foundation, Inc.

Credentials Evaluation Service
P.O. Box 3665
Culver City, CA 90231
(310) 258-9451

Educational Records Evaluation Service

777 Campus Commons Rd. #200
Sacramento, CA 95825
(916) 565-7475

Academic Credentials Evaluations Institute, Inc

P.O. Box 6908
Beverly Hills, CA 90212
(310) 275-3530

*Please note: A comprehensive report, which includes courses taken, grades received, and GPA is required. Prices and the length of time for processing varies among the agencies. The candidate may select any of the three agencies.

A Note About Other Required Courses (listed below)

These courses are not Prerequisites for admission, but are considered an essential part of the application. These courses must be completed prior to the start of the second year of the program, or the student will not be allowed to continue.

Note: Many successful students elect to complete the majority of their Required Science and General Education courses on a full or part-time basis prior to applying to the program and beginning the VT sequence of courses. This is entirely a personal choice on the part of the student, but does considerably lighten the workload and may be a strategy which best suits your individual needs and increases your chances for success.

All questions regarding English and Math Placement Testing, program Prerequisite courses, transferability of courses, or college general education and graduation requirements, should be directed to a Foothill College Counselor. To make an appointment please visit: <http://www.foothill.edu/counseling>

General Education Courses

Advisory: It is strongly recommended that students complete all or most of their College General Education requirements before starting the VT Program. General Education requirements for the AS Degree in Veterinary Technology are found on the VT Curriculum Sheet or online at: <http://www.foothill.edu/programs/degrees>

- Students with a **Bachelor's Degree** will have the AS Degree GE Requirements met.
- A **Reciprocity Agreement Form** may be submitted for GE Requirements completed at any local community college with which Foothill College has a reciprocity agreement (i.e. De Anza, Evergreen, Gavilan, Mission, Ohlone, San Jose City, and West Valley Colleges). This form is obtained from the college you attended.
- Required Science Courses may be taken before or during the first year of the VT Program. The minimum acceptable grade in Required Science courses = "C" or better.
 - Biology 41–*Microbiology* (or equivalent).
 - Chemistry 30A–*Principles of Inorganic and Organic Chemistry* (or equivalent).

Note: Please be advised, there is a 6-year recency requirement on the above science courses. In other words, they must have been completed after 2006, within the past 6 years.

Selection Procedure

- The Veterinary Technology Admission Committee is composed of the Vet Tech program director, the program counselor, program faculty, and program coordinator.
- Applications are received, reviewed, and compiled onto an Excel worksheet by the program coordinator. The student folders are then sent to the program director who evaluates transcripts for point total based on primary and secondary selection criteria, using the application point system.
- The director, along with the program coordinator, and program faculty, enter the point totals into the excel work sheet.
- 80% of the spaces available are given to students with point totals between 22 and 28. If there are more students between this point spread than spaces available, students will be selected by a randomly assigned number.
- The remaining 20% of spaces available will be give to students with 19-21 points and above, selected randomly by number from the qualified applicant pool
- A short Alternate List will also be drawn at this time. If spaces become available before instruction begins, a random lottery selection from the alternate list, by number will occur.

- All applicants will be notified by letter of their program status by July 15. Please do NOT contact the Vet Tech department or the program coordinator to inquire if you've been accepted, or where you are on the alternate list.

Notifications:

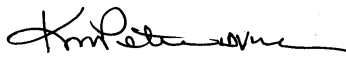
- You will receive proof of delivery from the carrier that your application was received by the college. You will receive a written notice of the Preliminary Status of your application from the Program Coordinator informing you if your application is complete or incomplete and which, if any, required documents have not been received. This will serve as the notice that your application has been received by the VT Program. Only one notice will be sent, so be sure to include all documentation when you submit your application.
- Each applicant will receive a written notification from the VT Program Director sent by July 15th indicating whether or not they have been selected and accepted into the program. Students who are accepted into the program will receive detailed information on registration and instructions for starting the VT Program.
- Due to the large number of applicants, please do not call or email to see if your application has been received, is complete, or if you have been accepted into the program. Incomplete applications will not be considered.
- All questions regarding the status of your application packet AFTER the July 15 notification date should be directed to Ms. Kathy DePaolo, RVT @ 650-949-7818 or depaolokathleen@foothill.edu

Additional Useful Information:

- It is required that the Veterinary Technology Curriculum be completed in sequence within two years. Exceptions may be granted by the program director in advance to individual students on a case-by-case basis.
- Students are reminded that 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. This includes students who were dismissed from the program, or those who voluntarily withdrew from the program.
- Please do not call the Vet Tech department or Counseling about the status of your application, if transcripts have been received, or if you have been accepted into the program. You will receive written 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 all State and Federal regulations.

Thank you for your interest in the Foothill College Veterinary Technology Program.

Sincerely,



K. M. Peter, D.V.M., Program Director

peterkm@foothill.edu

650/949-7203

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

Program Faculty in Charge of Application Process:

650-949-7818

Kathy DePaolo, RVT or depaolokathleen@foothill.edu

Veterinary Technology Program Minimum Technical Standards

(rev. 10/09)

Summary of Essential Job Requirements (Including but not limited to the following)

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 (85% of workday)
4. Capable of lifting from floor to waist level 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. Amenable to learning to safely handle, restrain, and work with any species of domestic and exotic animals that may be sick, injured, fractious, or aggressive without fear.
7. Willingness to assist with or perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia.
8. Open to performing routine cleaning and janitorial duties including using brooms, brushes, hoses, and various cleaning products (detergents, disinfectants), garden supplies and implements.
9. Understanding of the requirement to work with and around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards.
10. Aptitude for science requiring attention to detail, careful observation, and accurate record keeping.
11. Capacity to perform arithmetic and simple mathematical calculations. Capable of learning to operate and maintain a variety of medical, diagnostic, and therapeutic equipment.
12. Competent in effective verbal and written communication in spoken and written English.
13. Capacities to read and hear, understand, and quickly execute complex verbal and written instructions given in English.
14. Possess eyesight capable of viewing small visual images, using a microscope, and reading instrumentation.

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.

STOP AND REVIEW

If you cannot meet any of the above standards, you may still submit an application, however be advised that your inability to meet one or more of these standards may preclude you from meeting some of the program requirements or finding employment in the field. If you cannot work under the above described conditions, it is strongly recommended you schedule a meeting with the program director to discuss your individual situation.

I have read and understand the technical standards and affirm that I am, to the best of my knowledge, capable of performing the tasks in the work environment described.

Applicant Signature

Print Name

Date



**Foothill College Veterinary Technology
2012 Certification of Work Experience**

Credit toward admission into the Veterinary Technology Program is given for full-time (32-40 hours weekly) or part-time (12-29 hours weekly) **paid and/or volunteer** work experience. Credit is given for a maximum of 36 months. The verifying employer/supervisor must sign this form. This form may also be copied if more than one is needed.

_____ is applying to the Veterinary Tech. Program at Foothill College.
Applicant's Name

This person was employed/volunteered full-time by: _____

from: _____ through _____

Indicate the average hours worked per day _____

Indicate total full-time months worked and hours per week _____

Indicate total part-time months worked and hours per week _____

The office is located at: _____

Office telephone number: _____

Office fax number _____

He/She held the position(s) of _____

while employed/volunteered here and had the following responsibilities:

I certify that the above statements are true to the best of my knowledge.

Signature of supervisor submitting the above statements Date

The above statements are valid and a verification of my work record in this office.

Signature of Applicant Date

You must submit documentation in the form of time sheets, W-2 forms, and/or volunteer worksheets to document your employment for the time period you are claiming.

**Veterinary Technology Program Application
Student Information Form**

Class Starting Fall, 2012

Date of Application _____

I General Information

Full Name: _____
Last First Middle

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

SSN: _____ Student ID: _____

Provide a phone number where you can be reached at all times during the summer!

Home: () _____ Work: () _____

Cell () _____ Other Contact Number() _____

E-mail Address (Required*) _____

PRINT Clearly!

Permanent Mailing Address:

(Notification of acceptance and important program information will be sent to this address)

Address 1

Address 2

City State ZIP +4 Code

Is there any period between June and September when the VT Program Director would be unable to contact you, or when you would be unavailable for a conference?

Yes _____ No _____ If Yes, specify dates: _____

Alternate Person to Contact: _____

Alternate Contact Phone Number: _____

** Access to the Internet from home, school, local library, etc. is required for courses with Web components. Every student must have an email address that is checked regularly where you can be contacted.*

How did you first learn about this program? (i.e. catalog, television, friend, career day, etc.)

Have you previously applied to the Foothill College Veterinary Technology Program?

Yes _____ No _____ Date of Last Application: _____

Have you enrolled in other programs prior to the time of this application?

Yes _____ No _____ If "Yes", please name the program: _____

Did you complete the program referred to above?

Yes _____ No _____ If "No", please explain reasons for non-completion, & any disciplinary action taken.

Have you ever been employed in any other medical field?

Yes _____ No _____ If "Yes", please explain:

List **all** other licenses or certificates you currently hold: _____

FOOTHILL COLLEGE 2012 VETERINARY TECHNOLOGY PROGRAM POINT SHEET

Name: _____

Student ID: _____

Name of High School from which you graduated: _____ Year: _____

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

	Equivalent Course #	School	Sem/Qtr. Units & Year Earned	Grade
High School Biology or General College Biology				
HS Algebra/MATH 220 or higher				
Eligibility for ENGL 1A or ESLL 26				
VT 51				
High School GPA 2.5 or above _____				
List Cumulative College GPA*	_____			

Note the points earned for College GPA are listed below.

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

B: GENERAL EDUCATION REQUIREMENTS: (Please provide complete information in each category)

*See Foothill College Catalog & Radiology Curriculum Sheet

There are 3 ways to satisfy the General Ed. Requirements and earn application points (**Maximum 14 points**)

1. ___ AA or AS from local community college with GE Reciprocity Agreement submitted
2. ___ BA or BS Degree from an accredited U.S. College or University (GE waived)
3. ___ You have not completed a college degree as listed above, but you have completed the following GE courses (2 points per completed course):

General Education course completed & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade	Estimated Points
Area I: Humanities (Arts & Letters)						
Area II: English ENG 1A or ESLL 26						
Area III: Natural Sciences w/Lab CHEM 30A or BIOL 41 (Microbiology)						
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 *Health 21 recommended						
Area VII: Second course completed:						

C. DEGREE INFORMATION:

Please list the name, dates attended, and any degrees or certificates earned from **all** colleges you have attended. **Do NOT leave this area blank!**

<u>College Name</u>	<u>Dates Attended</u>	<u>Degree/Certificate Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. ADDITIONAL COLLEGE COURSES AND PROGRAM PREPARATION (Maximum 8 points)

In the additional transferable courses below: A = 4 points; B = 3 points; C = 2 points; C-, D, or F = 0 points.

Course Title	Course# & Title	Units	Grade	Estimated Points
CHEM 30A or equivalent				
BIOL 41 -Microbiology w/Lab				

E. COLLEGE GPA for ALL COLLEGE COURSEWORK (Maximum 4 points)

For help calculating your cumulative college GPA visit: <http://www.foothill.edu/transfer/counseling.calc.html>

Cumulative College GPA	Points	Estimated Points
4.00 – 3.50	4	
3.49 – 3.00	3	
2.99 - 2.50	2	

F. Veterinary or Animal Related Work Experience

Circle all that apply (Maximum 2 points regardless of number of years full time or part time combined).

Do not round up.

Time Worked	Full Time	Part Time	Estimated Points
2-3 years (+2)	+2.0	+1.5	
1-2 years (+1)	+1.5	+1.0	
6 months to 1 year	+1.0	+0.5	
Less than 6 months	+0.5	0	

General Information: (Place your initials in all the blanks below)

Veterinary Technology students are commonly assigned course work or clinical activities at off-campus hospitals or agencies; occasionally these assignments will involve non-school hours or days. _____ I understand.

Veterinary Technology Students are required to provide animal care seven days a week including weekends and holidays throughout the school year and during the summer between the first and second year. . _____ I understand

You must be able to provide transportation for all such assignments. _____ I understand

Will you be able to assume financial responsibility for your travel to such assignments? (These are local or restricted to the Peninsula or San Francisco, in almost all cases) Yes ____ No ____ If “No”, please explain on the other side.

Have you ever been arrested and convicted of a crime other than motor vehicle infractions? This information may be important in identifying potential State licensing problems that graduates may face after completion of the program.

Yes ____ No ____ If “Yes”, explain on other side (attach additional sheet if necessary).

G. TOTAL APPLICATION POINTS

To calculate your application points, transfer the total Estimated Points from each section and total them.

SECTION	Total Possible Points	Applicant Total
Section A: All Prerequisites Complete	Yes/No	N/A
Section B: General Education Requirements	14	
Section D: Additional Science Courses	8	
Section E: College GPA	4	
Section F: Vet. and/or Animal-related Work Experience	2	
TOTAL POINTS	28	

2012 VETERINARY TECHNOLOGY APPLICATION MAXIMUM POINTS POSSIBLE = 28

APPLICANT CHECKLIST

To be complete, your application **must** include the all of the following in one envelope:

- _____ Complete and signed 2012 Veterinary Technology Application;
- _____ Signed copy of 2012 Technical Standards (page 6 of the application);
- _____ Two sets of official transcripts from **all** colleges attended;
- _____ Two sets of official transcripts from high school **only** if it contains prerequisite coursework;
- _____ Approved petitions and translated foreign transcripts if applicable;
- _____ Certification of work/volunteer experience (if applicable -- page 7 of the application);
- _____ Self-addressed white business envelope.

My signature below verifies the completeness, truthfulness, and accuracy of my application.

Signature

Date

Printed Name