

FOOTHILL COLLEGE
VETERINARY TECHNOLOGY PROGRAM APPLICATION

(rev. 9/09)

Fall, 2010 Class

• • *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 fifty students who have **completed all the prerequisites** as outlined below and submitted a complete application packet by the June 1st deadline date. 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/programs.php?title_id=Veterinary%20Technology&acad_year=2009-2010

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

The Veterinary Technology Program has an Application/Selection process that allows students to submit an application at any time, once all prerequisites have been finished. Those who submit a complete application packet (completed application form, one set of official transcripts for each college attended, signed copy of the VT Technical Standards, and a self-addressed envelope) will be eligible to join the applicant lottery pool. Students who have been dismissed from this or any other Vet Tech program are not eligible for admission.

Be advised that students who have not completed all, or most of their General Education Courses are strongly 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 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. You may use the summer between the first and second year to complete your General Education Requirements. Foothill College GE Requirements are found here: <http://www.foothill.edu/programs/degrees.html>

Registration into Veterinary Technology Program (VT) courses is not allowed until you receive written notification that you were one of the 40 students to submit a completed application packet, have met all of the minimum requirements, and have been accepted into the program. Students who are accepted will receive all the information they need to know at that time. Students who are not accepted will receive notification that includes the reason(s) for non-acceptance.

Applications for the class starting in fall quarter of 2010 will be available online by October 15, 2009 at: <http://www.foothill.edu/bio/programs/vettech/app.php> If you do not have access to the Internet, please call 650-949-7538, to request that an application be mailed to you.

- You may submit an application if you will be enrolled in the prerequisite course, VT51 during the spring quarter of the year the application is due. You must submit spring quarter transcripts from Foothill College or any other college you've attended, as soon as they become available.
- **You may not submit an application alone without submitting supporting documents.** All required documents (i.e. transcripts) must be submitted together with your application by the June 1 deadline, to be considered for the current program year. **Request official copies of all your transcripts ASAP to ensure you can meet this requirement by the deadline.**
- Complete **all** portions of the application. Incomplete applications, or applications submitted without supporting documentation will not be processed.

Selection Procedure

1. Due to the high volume of applications received each year, all **qualified** applicants will be entered into the lottery pool.
2. Once all applications have been screened for prerequisite completion, each will receive a randomly assigned number, and entered into the qualified applicant pool.
3. 40 applicants will be selected through a random drawing, and accepted into the Veterinary Technology class beginning September 20, 2010. A short alternate list will also be drawn at this time, in case an accepted applicant declines their position in the program.

PLEASE READ & FOLLOW ALL INSTRUCTIONS CAREFULLY!

1. Completing the Application Packet - All Minimum Prerequisites must be completed prior to application for admission to the program.

You must submit an application packet by mail containing all of the following documents, postmarked no later than June 1, 2010, which includes:

- Fully completed and signed **2010 Application**
- 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).
- Official, sealed, unopened **College Transcripts** from **all** of the colleges you have attended showing all course work completed. You must request 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.

2. Submitting Your Application

Applications are not accepted in person and must be mailed* to:

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

*We recommend sending the application by US Certified Mail or a carrier such as Fed Ex or UPS, with a Return Receipt Requested. This gives you the opportunity to track the delivery of your application online. Due to the high volume of calls, please do not call or email to see if your application or transcripts have been received.

3. Notifications

- You should receive proof of delivery from the carrier that your application was received by the college.
- You will receive a written notice from the Program Coordinator informing you of the status of your application. This will serve as the notice that your application has been received by the VT Program. This notice will indicate whether your application is complete or incomplete, and which, if any, required documents have not been received.
- Each applicant will receive a written notification from the VT Program Director sent by July 15th indicating whether they have been accepted into the program or not. This packet will contain everything you need to know about starting in the fall, including registration information.
- 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, VT Program Assistant 650/949-7818 or depaolokathleen@foothill.edu

Minimum Prerequisites for Admission to the Veterinary Technology Program

(Must be completed **before** you apply to the program)

- Completion of **V T 51 with a grade of 'C' or better.** (must be completed prior to or be in progress at the time of application for admission to the Program).
- High School graduation or a valid G.E.D.
- Eligibility for **ESL 26** or **ENGL 1A**.
- High School Algebra or **MATH 220** or placement into **MATH 105** on Foothill Math Placement Test.
- High School General Biology or **BIOL 10**.
- High School General Chemistry (recommended).

***Regarding VT 51—Introduction to Veterinary Technology** This course is only offered at Foothill College during the Fall and Spring quarters 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 a final determination of your eligibility can be made.

5. Other Required Courses (listed below) These 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 accommodates your individual needs.

Note: 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 the designated Veterinary Technology Counselor, Brenda Johnson. To make an appointment with Ms. Johnson, please visit: <http://www.foothill.edu/transfer/counseling.html>

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

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 on the above science courses. In other words, they must have been completed within the past 6 years

Additional Requirements

- Adult CPR Certification valid at time of graduation.

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.
- Students who are re-applying for eligibility determination must complete and submit the current year's application packet. If you applied the previous year, you do not need to resubmit transcripts, unless they are for new coursework taken since the previous application was submitted. We keep applications on file for one year from the date of submission. This includes students who were dismissed from the program, or those who voluntarily withdrew from the program.
- **All foreign transcripts and degrees must be translated and evaluated into equivalent college quarter hours credit at the expense of the applicant by one of the following agencies prior to submitting application:**
 - Please choose the "Complete or Comprehensive Evaluation" option on the request form you receive.
 - If you wish to receive credit for foreign course work, the comprehensive evaluation **must be included in the application packet.**
 - **Failure to have foreign transcripts translated and evaluated will result in your application being disqualified.**
 - The fees charged and the turn-around times vary among the agencies listed below.

Agencies that Translate and Evaluate Foreign Transcripts:

International Educational Research Foundation, Inc.
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA 90231
310-258-9451

Academic Credentials Evaluations Institute, Inc.
P.O. Box 6908
Beverly Hills, CA 90212
310-559-0578

Educational Records Evaluation Service
777 Campus Commons Rd. #200
Sacramento, CA 95825-8309
916-565-7475

Eligibility for Lottery Pool Determination

Acceptance to the VT Program and permission to enroll in Veterinary Technology Program courses is based on the following criteria:

1. Completion of 90-100% of the AS Degree General Education Requirements prior to beginning the program.
2. Completion of all the Minimum Prerequisite Courses with a letter grade of 'C' or better.
(A "Credit" in a course instead of a letter grade, is not accepted)
3. Verification of qualifications (High School and College Transcripts).
4. It is the professional judgment of the faculty that a student's ability to succeed in the two-year program is in large part dependent upon possessing certain skills, and/or knowledge prior to undertaking the Veterinary Technology sequence of courses.
5. The process conducted prior to enrollment into the two-year Veterinary Technology curriculum is 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

650/949-7203
peterkm@foothill.edu

Be advised that Dr. Peter and Dr. Mac Dougall are unavailable during the summer break (07/01–09/20); they are not available for meetings, and do not respond to email or voice mail messages during this time.

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.

Students who are accepted into the program will receive detailed information on registration and instructions for starting the VT Program.

Summer Contacts

First, re-read all the written information with which you have been provided. 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/reg/index.php>

Counseling Questions:
<http://www.foothill.edu/transfer/counseling.html>

Financial Aid Questions: 650/949-6987
<http://www.foothill.edu/reg/faguide.html>

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

Consult the website: <http://www.foothill.edu/bio/programs/vettech/>

Note the Frequently Asked Questions (FAQ) Section

VT Program Faculty in Charge of Application Process

Kathy DePaolo, R.V.T.
650-949-7818 depaolokathleen@foothill.edu

Division Administrative Assistant

Biology and Health Sciences Division Office
650/949-7249

***Keep This Information Section •• Keep This Information Section
DO NOT SUBMIT pp. 1–5 WITH YOUR APPLICATION***

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

**Application For Eligibility Determination
Student Information Form
Class Starting Fall, 2010**

Date of Application _____

I General Information

Full Name: _____ SSN: _____
Last First Middle

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

Social Security Number/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 during the summer)

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, and 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:

II Prerequisite Information:

For Program Use Only	
VT 51	_____
HS Grad	_____
Algebra	_____
Biology	_____

A. Have you taken VT 51—*Introduction to Veterinary Technology*?

Yes _____ Course Grade = _____ No _____ In Progress _____

Planned? Quarter and year planned: _____

B. Name of High School from which you have graduated or will graduate:

_____ City, State: _____

Date of Graduation: _____ Cumulative HS GPA: _____

If you have not graduated from High School but hold an equivalent diploma or G.E.D., please indicate source: _____

C. Have you completed **High School Algebra** or a **College Algebra** course (e.g. Math 220)?

Please list the highest course you have completed.

Yes _____ No _____

Name of School: _____

Course Number and Title: _____ Date completed: _____ Grade: _____

D. Have you completed **High School Biology**, or a **College General Biology** course (e.g. Bio 10)

Please list the highest course you have completed.

Yes _____ No _____

Name of School: _____

Course Number and Title: _____ Date completed: _____ Grade: _____

E. Have you completed **High School Chemistry**, or **College General Chemistry**? (e.g. CHEM 30A)?

(Recommended but not required)

Please list the highest course you have completed.

Yes _____ No _____

Name of School: _____

Course Number and Title: _____ Date completed: _____ Grade: _____

III Important Academic Information:

The following information is **not** considered part of the admission criteria or as a basis for selection. It is used solely by the Program Director in the process of program review. However, failure to provide this information will make your application incomplete and you will be disqualified.

A. Required Science Information

(These courses may be completed prior to **or** during the first year of the program)

1. Have you completed **BIOL 41** at Foothill College or an equivalent one-quarter or one semester college **Microbiology** course with lab?

Yes ____ No ____ Name of School: _____

Course Number and Title: _____

Date completed _____ List Grade _____

2. Have you completed **CHEM 30A** at Foothill College or an equivalent one-quarter or one semester college **General Chemistry** course?

Yes ____ No ____ Name of School: _____

Course Number and Title: _____

Date completed: _____ List Grade _____

B. General Education Information:

1. List all of the college courses in which you are **currently enrolled**:

<u>Course Number</u>	<u>Title or Course</u>	<u>Units</u>	<u>College</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Have you completed 100% of your College General Education requirements? Yes ____ No ____
(Consult the Foothill College Catalog, web site, or a counselor if necessary, to answer this question)

If **"No"**, how many GE Classes do you have left to complete? Be SPECIFIC!

I have to complete _____ units of General Education Courses to meet the AS Degree Requirements.

List each of the specific GE courses you have left to finish:

3. What is your cumulative college Grade Point Average (GPA?) _____

Note: Students who have more than 1-2 GE Courses remaining when they start the VT Program will most likely find the work load excessive and are strongly encouraged to consider the "Three Year Plan" described on the website and on the VT Curriculum Sheet. Contact the VT Program to discuss this option.

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 or Certificate Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV Medical Information

NOTE: If you are accepted into the program, acceptance may be contingent upon obtaining and submitting the results of a physical examination by a physician of your choice. The purpose of this would be to verify that no health problem potentially detrimental to your safety or well-being, or the safety and well-being of the clinical staff, clients, or patients exists. The requirement for such health verification is at the discretion of the director and/ or clinical internship supervisory personnel. See the *VT Program Minimum Standards* (attached) for details on what is expected of a Veterinary Technician and VT Program student.

Advisories

1. **A current Tetanus vaccination is required.** Vaccination may be obtained at your private physician or through the Student Health Center on campus.

I have a current Tetanus vaccination _____
Initials

2. Background screening and drug testing may be required by clinical facilities and licensing boards. Positive results could impact a student's chances of attending clinics, completing the program requirements, or qualifying for a license to practice upon graduation. The cost of any required physical examinations, vaccinations, background screenings, and drug tests will be paid by the student. Students accepted into the program will be provided with specific details.

I have read and understand this advisory _____
Initials

V Counseling Information

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)

VI Financial Information:

A. While in an Allied Health Science program, you will require significant financial support. The following questions are intended to identify the means by which you will meet this end and to direct you to financial aid resources if needed.

B. From the sources listed, identify your major means of meeting educational costs by inserting an (X); secondary means, by inserting a (0).

<input type="checkbox"/> my own savings	<input type="checkbox"/> family savings
<input type="checkbox"/> spouse's income	<input type="checkbox"/> parents' income or savings
<input type="checkbox"/> student loans	<input type="checkbox"/> government or service benefits
<input type="checkbox"/> scholarship	<input type="checkbox"/> work study program
<input type="checkbox"/> other, list source _____	

C. How do you intend to provide for health and accident insurance coverage? _____

D. For how many individuals other than yourself are you partially or fully responsible financially? _____

E. Will any of the following present serious financial problems during the second year of the program?

<input type="checkbox"/> housing	<input type="checkbox"/> transportation
<input type="checkbox"/> food	<input type="checkbox"/> clothing
<input type="checkbox"/> clothing	<input type="checkbox"/> medical or dental care
<input type="checkbox"/> books and supplies	<input type="checkbox"/> child care
<input type="checkbox"/> required instruments or equipment	<input type="checkbox"/> other (explain)

F. Will you be able to provide your own transportation to and from school? Yes _____ No _____

G. Are your housing needs met? Yes _____ No _____

H. Will it be necessary for you to work while enrolled? Yes _____ No _____

If you answered yes to any of the questions above contact the program director as soon as possible once you are accepted and contact your counselor and the financial aid office for help.

VII Veterinary or Animal Related Work Experience

Please list in reverse chronological order any veterinary or animal related work experience you have had:

<u>Dates</u>	<u>Location</u>	<u>Job Description</u>	<u>Supervisor</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

I hereby certify that the information provided in this application is accurate and complete.

Signed: _____ Date: _____

Print your name: _____

IMPORTANT

**Tear off and save the first three pages of this application for reference
(deadline dates and other important information).**

Checklist for Veterinary Technology Application Packet
Must be completed and submitted along with your other application materials.

Check The Items That Are Currently Included In Your Application Packet...

- _____ Completely filled out 2010 VT Program Application.
- _____ Cover Letter addressed to Dr. Peter **if** he requested that you submit one.
- _____ White, self-addressed business size envelope
- _____ Transcripts that prove that you have completed each of the VT Minimum Prerequisites:
 - VT 51—*Introduction To Veterinary Technology*
 - High School Graduation or G.E.D. (TRANSCRIPT NOT REQUIRED FOR DEGREE HOLDERS)
 - High School Algebra, Math 220, or placement into MATH 105 on the Elementary Algebra Proficiency Test.
 - High School Biology, Biology 10, or Equivalent.
 - English Proficiency.
 - Cumulative GPA of 2.0 or better.

Mark Any Of The Following That Apply To You:

- _____ I am currently enrolled in VT51-Introduction to Veterinary Technology.
- _____ In lieu of HS Transcripts I have included a college transcript showing my AA, AS, BA or BS Degree. (unless the high school transcript includes prerequisites).

Mark One Of The Following:

- _____ **My application packet is 100% complete.** All required materials and info are included.
List all transcripts included:

- 1.
- 2.
- 3.
- 4.
- 5.

- _____ **My application packet is incomplete.** One or more required documents are missing.
I understand it is my responsibility to see to it that my packet is complete by the June, 1st application deadline or I will be disqualified.

The following required items are missing:

- 1.
- 2.
- 3.

Your Signature: _____

Date: _____

Print Your Name: _____