

TIDEWATER COMMUNITY COLLEGE

VETERINARY ASSISTANT PROGRAM

Admissions Information & Application

Dear Applicant:

Thank you for your interest in the Veterinary Assistant Program at Tidewater Community College. This information packet includes the admission requirements, the curriculum, and information to help you through the application process.

The Veterinary Assistant program begins each fall semester and is a 9-month, 2-semester certificate program. An application for the Veterinary Assistant program is available by calling 757-822-7260. Applications will be accepted through April 30th for the following fall semester. Students will be notified if they have been offered an interview by May 14th. Tidewater Community College applications may be obtained at any TCC campus or online at www.tcc.edu/apply.

Positions in this program are limited; therefore, the program faculty is not able to accept into the program all applicants who meet the basic admission requirements. Admission decisions will be made based on the applicant's ranking which consists of animal experience, interview, and letter of recommendation. Those students who meet admission requirements will be contacted for a personal interview.

The Veterinary Assistant program is fully approved by the National Association of Veterinary Technicians in America. Graduates of TCC's Veterinary Assistant program are eligible to sit for the Approved Veterinary Assistant examination. After successful completion of this exam, individuals will become an Approved Veterinary Assistant (AVA).

Neither Tidewater Community College, nor the Veterinary Assistant program at Tidewater Community College, discriminates against anyone with a criminal record. However, it should be noted that some internship sites may refuse to accept any student with a positive criminal background and it may affect your ability to graduate from the program.

Please feel free to email or call for further information regarding the program.

Sincerely,

Megan Taliaferro, DVM
Program Director, Veterinary Assistant Program
Office: 757-822-7264
mtaliaferro@tcc.edu

General Information

What is Veterinary Assisting?

Veterinary assistants are veterinary health workers who possess the skills, knowledge, and behaviors necessary to assist licensed veterinary technicians and veterinarians in the care and treatment of domestic animals.

What Does a Veterinary Assistant Do?

Veterinary assistants are the ‘jack of all trades’ in the veterinary profession. Their job touches every different part of a busy veterinary hospital or clinic. Veterinary assistants perform reception functions, fill prescriptions, keep exam rooms and kennels cleaned and prepped, set up lab work, assist with inventory, update medical records, assist with nursing care, assist with surgical preparation and procedure, and perform radiographic procedures. Their assistance provides invaluable help to veterinarians and licensed veterinary technicians.

What is the Job Outlook in the Field of Veterinary Health Care?

Recent data from the Hampton Roads Planning District Commission shows an increase of 220 veterinary assistant positions between 2008 and 2013 with a 6 percent growth in veterinary assistants and laboratory animal caretakers projected between 2012 and 2022.

Can a Veterinary Assistant Become a Licensed Veterinary Technician?

The Veterinary Assistant Program can be viewed as a ‘stepping stone’ for those students desiring to further their education in the field of veterinary health care. Licensed veterinary technicians are graduates of a two-year program in veterinary technology. Tidewater Community College currently offers an associate’s degree of applied science in Veterinary Technology.

Veterinary Assistant Program Physical Requirements

The veterinary assistant job is a physically demanding occupational field. The student must meet the following physical requirements in order to complete the required program courses and internships.

Students must be able to independently:

- Walk and stand for a minimum of ten minutes at a time, multiple times per hour
- Lift and carry an animal weighing up to 40 pounds and be able to carry the animal for a distance of six feet
- Position and move materials, equipment, and supplies
- Handle and restrain live small animals.
- Have sustained contact with multiple animal species. An individual should not be allergic to any species of animals to the extent that it prohibits working in a facility with them.

If a student is unable to meet these physical requirements, TCC and the Veterinary Assistant program are not liable if a suitable internship cannot be located that will accommodate the student's physical needs.

What Pre-requisites will I need when applying to Tidewater Community College's Veterinary Assistant Program?

- High school graduate or GED
- Placement into ENG 111 and MTH 1, MTE 1-3 or equivalent
- Letter of recommendation

Travel Requirements for the Veterinary Assistant Program

Students will be required to complete an internship at a local veterinary hospital each semester. This internship provides valuable hands-on experience in a working veterinary hospital. Internship sites are located throughout Hampton Roads. A specific veterinary hospital site cannot be guaranteed before the commencement of the program. Students may be required to travel up to 30 miles for their internships.

Veterinary Assistant Curriculum

Fall semester

Course Number	Course Title	Credits
VET 101	Introduction to Veterinary Assisting	3
VET 103	Veterinary Office Assisting	3
VET 190	Coordinated Internship in Veterinary Assisting	1
SDV 100	College Success Skills	1

Spring semester

Course Number	Course Title	Credits
VET 100	Introduction to Animal Sciences	4
VET 102	Care and Maintenance of Small Domestic Animals	3
VET 190	Coordinated Internship in Veterinary Assisting	2

Admissions Process Checkoff List

The following steps must be completed by April 30th to be eligible for fall admission.

____ 1. Obtain a Veterinary Assistant Program information packet by calling the Virginia Beach Campus Welcome and Entry Center (757-822-7172), the Virginia Beach Counseling Office (757-822-7211), TCC Information Center (757-822-1122), or the Virginia Beach Natural Science division (757-822-7260).

____ 2. Complete and return an application for admission to Tidewater Community College. If you have applied to TCC before but have not attended within the last three years, complete a new application.

____ 3. Take the TCC English and math placement test if required. It is recommended that you take them as soon as possible to allow adequate time to take any developmental courses required. Consult the Counseling Center for information concerning your need to take these tests and for times given.

____ 4. Obtain a letter of recommendation from employers, professional associates, veterinarians, or licensed veterinary technicians. Additional admission points are earned if the recommendation comes from a veterinarian or licensed veterinary technician.

____ 5. Submit a completed Veterinary Assistant Program application form by April 30 to the Virginia Beach Campus Kempsville Bldg. room D101 drop box.

____ 6. Arrange financial aid (if desired). To apply for financial aid, call the Financial Aid Office at 757-822-7292. The number for Veterans Educational Benefits is 757-822-7235.

Points Overview - Admission to the Veterinary Assistant Program

Letter of Recommendation	Excellent rating – 5 points Good rating – 3 points Recommendation from DVM or LVT – additional 5 points
Interview	Maximum 30 points
Animal Handling / Volunteer Opportunities	Fewer than 10 hours documented – 0 points 10-20 hours documented – 5 points 20+ hours documented – 10 points

The top 15-18-point earners will be accepted into the program each year. The next 5 qualified applications will make up the waiting list and placed in the order of points earned. The time and date stamp on the student's application will decide all point ties.

If a student is not accepted into the program and is still interested; he/she must resubmit a new Veterinary Assistant program application. Applicants will not be considered without an updated application.

Veterinary Assistant Applicant Recommendation Form

Student Name: _____

Student Address: _____

The above student has applied for admission to the Veterinary Assistant Program at Tidewater Community College. Please assist us in making our student selections by providing the following information. **Please place in a sealed envelope, sign across the seal, and return to applicant. Professional, academic, and or shadowing recommendations will be accepted; letters of recommendation from a relative of the applicant will not be accepted.**

Assessment Area	Excellent	Good	Average	Below Average
Communication Skills				
Punctuality				
Initiative				
Flexibility				
Work Ethic				
Professional Attitude				

How long have you known the applicant? _____

In what capacity? _____

Evaluator's Name: _____

Evaluator's Business Name, address, and phone number:

Veterinary Assistant Work/Volunteer Experience

Animal Handling / Volunteer Opportunities

Additional admission points are given for involvement in 4-H animal related groups, FFA animal related groups, animal training, volunteer work at shelters or rehabilitation facilities, kennel and grooming work and animal related farm work. The more hours you have completed and documented, the more points earned. **For additional Work/Volunteer Experience Forms, contact the Natural Science Division.**

Name of Facility: _____

Name of Supervisor or Volunteer Coordinator: _____

Contact Information of Supervisor or Volunteer Coordinator (Phone/Email/Fax):

Job Description/Duties Performed:

Dates Volunteered or Worked: _____ Approximate Hours Worked or Volunteer: _____

Veterinary Assistant Program Application Form

Student Name (Last, First, Middle): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ SIS ID#: _____

TCC Email: _____ Cell Phone: _____

Are you a high school graduate? Yes _____ No _____
If you answered "No" have you received a GED? Yes _____ No _____

Print Name: _____ Date: _____

Signature: _____

OFFICE USE ONLY

Date application received: _____

Placement Scores

Math: _____ English & Writing: _____

Application Completed? YES _____ NO _____

Reviewed by: _____

Comments:

Tidewater Community College
Virginia Beach Campus
1700 College Crescent Virginia Beach, VA 23453