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Veterinary Medical Technology Program Admissions Policies and Procedures

The Associate in Applied Science (A.A.S.) degree in the Veterinary Medical Technology Program (VMTP) is designed for students who wish to become certified veterinary technicians (CVTs). The program combines classroom learning with hands-on laboratory and clinical experience. The VMTP offers both day and evening sections and is Fall semester start only.

The Joliet Junior College Veterinary Medical Technology Program is fully accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Upon completion of the VMTP, graduates are eligible to take the Veterinary Technician National Exam (VTNE) for licensure in Illinois. The Illinois Department of Financial and Professional Regulation (IDFPR) administers the examination. Certification requirements may vary from state to state.

JJC's VMTP has a selective admissions process and limited enrollment. Visit the [Admissions](#) page and select the **Veterinary Medical Technology** tab for information on the application process and admission criteria. Students will also be required to obtain a physical examination and rabies virus vaccination prior to program start. Students considering veterinary technology as a major should make an appointment with a Vet Tech advisor, as soon as possible. Appointments and other program information can be requested by contacting: Karen Magno, Program Secretary at 815-280-2746 or kmagno@jjc.edu. Admissions questions should be directed to Sandy Barrera, Admissions Specialist 815-280-2247 or by email at sbarrera@jjc.edu.

Applicants are responsible for ensuring that all admissions requirements are met, and all necessary documentation is on file by the application **June 1st**. Only complete files will be considered. Applications for the Veterinary Medical Technology Program can only be completed during the VMTP application period (**March 1st – June 1st**).

Steps to Apply:

1. Complete a [JJC college application](#).
2. Go to the [ID / user name / password help page](#) and obtain your JJC username and password.
3. Submit official transcripts or high school equivalency (GED, HiSET, TASC) electronically to transfercredit@jjc.edu or official, sealed transcripts may be sent from the original institution directly to Joliet Junior College to Transfer Credit Evaluation Office, 1215 Houbolt Road, Joliet, IL 60431-8938.
4. Complete a [Transcript Evaluation Request Form](#).
5. **Meet with a Vet Tech advisor** to make sure you have met all the admission criteria. Please contact kmagno@jjc.edu, (815) 280-2746) for an appointment.
6. Take the [Placement Test](#), if needed.
7. Complete an online [Veterinary Medical Technology Application](#). This application can only be completed during the VMTP application period (**March 1st-June 1st**). Primary consideration is given to applicants who have complete files as of **June 1**.
8. Confirm your application is complete with admissions specialist sbarrera@jjc.edu, (815) 280-2247.

Veterinary Medical Technology Program Admissions Criteria

The following academic eligibility requirements must be met. Courses must be completed with a grade "C" or higher.

- MATH 094 or [Placement Test](#) above MATH 094 or valid ACT score of 22 or SAT score of 530
- ENG 101 or 102
- Two general education courses, one must be an introductory level Social Science course (see link for general education courses)
http://catalog.jjc.edu/preview_program.php?catoid=23&poiid=12198
- COMM 101 or 202 or 203 or 204
- VET 100 or BIO 100
- BIO 149 or 151

Those applying to the Vet Tech program with a previous college degree should contact Eileen McKee, Program Director, emckee@jjc.edu regarding possible transfer equivalencies.

Ranking Process

Due to the large volume of applicants relative to the number of available positions in the program, a point ranking system will be used to determine acceptance into the VMTP.

- Each eligible application will be given a number for anonymity and demographic data will be removed from the advisor summary.
- Applicants will be scored and ranked based on:
 1. Calculated GPA based upon the grades for the following courses: (ENG 101 or ENG 102, VET 100 or BIO 100, BIO 149 or BIO 151, and COMM 101 or COMM 202 or COMM 203 or COMM 204) (**weighted 50%**). If a student has received course credit for any class where there is no grade given, the student's grade for purposes of awarding points will be counted as a "C".
 2. Percent credit hours completed (**weighted 20%**)
 3. Experience (**weighted 30%**) ([Veterinary/animal experience form](#)): Experience is not required for admission but is highly recommended and can add to your ranking. Any of the following experiences may be counted for points:
 - **Veterinary/Animal Research experience.** Any paid or volunteer work performed in a veterinary or research facility, including job shadowing, and observation. Students may submit up to a total of 80 hours to receive a maximum of 12% of overall consideration. Students submitting less than 80 will receive a prorated proportion of that **12%**.
 - **Animal experience.** All verifiable animal care and training experience, including 4-H, FFA, Wilco Vet Assistant course and kennel/boarder facility work. Please complete the entire form to verify this experience for **3%** of overall consideration.
 - Successful completion of NAVTA approved/ICCB governed **Veterinary Assistant Certificates**. Completed certificate required for verification for **15%** of overall consideration.

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- Proof of residency. In-district students have first right of admission and will be awarded twenty five (25) additional points in the ranking process. Students must meet residency requirements as defined by Joliet Junior College for “in-district” status. Out of district students will be admitted if spaces are available.
- Students will be notified via JJC Student Email of their acceptance into the program and a JJC email account will be used for notification. Acceptance emails are typically sent mid-June. Upon acceptance into the VMTP, students must attend a **mandatory** group orientation in July of the year in which they are accepted. Students will be given their fall semester schedule. Students will only be registered for classes after completing the orientation. Proof of rabies vaccine immunization is required for the VMTP program.
- If a student is not admitted to the program for the fall of that year, a student would have to resubmit their application to be considered for the following academic year. All prerequisites previously completed are accepted in subsequent application years.

Admission criteria is subject to change. It is the applicant’s responsibility to review the criteria on a regular basis.

Fail/Withdrawal and Readmission Policies

A minimum grade of “C” is required for all Veterinary Medical Technology courses to be eligible for graduation.

A student who withdraws failing or fails a VMTP course may repeat that course one time only without appealing to return to the program. If the student is unsuccessful more than once in a course or courses, the student is allowed one programmatic appeal in order to repeat the course(s) for a third time - see appeal process. In the case of appeal, the student may continue in the program pending the outcome of the appeal. However, when a student fails a VMTP sequential course (VET 110, VET 117, VET 118, VET 125, VET 128, VET 140) or a pre-requisite course (see catalog), that course must be successfully completed before being enrolled in the next course in the sequence. Additionally, the vet tech program must be completed within 4 years of the date of entry into the program. If not a sequential or pre-requisite course, the student may continue in the program accordingly. Students may only appeal the same class once. If a student is unsuccessful following an appeal, the student will automatically be dismissed from the VMTP.

1. The Appeals Process can only be used once in the VMTP program.
2. Not all courses are offered every semester. Acceptance into the course, and the following sequence of courses, depends on class offering and available seats.
3. To officially drop or withdraw from a course, the student must notify the Office of Registration in writing by completing the add/drop form. Failure to officially withdraw by the drop date will result in a failing grade(s). Drop dates for each course vary and are stated on the student’s class schedule which can be found under e-Resources on JJC’s web site. Students should notify their instructor and/or the program director prior to dropping a course to discuss options for continuation within the program.

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4. Students who breach the VMTP Handbook, [the Student Code of Conduct, the Academic Honor Code](#), can be immediately suspended pending investigation. The VMTP handbook is given to students after orientation.
5. Students who wish to withdraw temporarily from the program for a [medical, pregnancy, or parenting reason](#) should meet with the Dean of Students to discuss options.
6. Students may request to postpone for a semester or longer (e.g. due to medical, financial hardships, etc.) before continuing in the VMTP sequence, space permitting, if the absence is less than two calendar years. Students returning must complete the current VTMP curriculum if there have been changes.
7. Students seeking readmission to the program, following a time lapse of more than two calendar years, but less than 3 calendar years, will be required to demonstrate proficiency via tests or lab skill assessment prior to readmission into subsequent courses of study.
8. A student seeking readmission, who has been out of the program for more than three calendar years, must start from the beginning of the program unless approved by the VMTP Director for extenuating circumstances (i.e. active military duty). In this event, the requirements in this section still apply.
9. In the event of major course changes, a student will be required to start from the beginning of the Veterinary Medical Technology sequence, regardless of time lapse. Each case will be evaluated on an individual basis. The Dean will make the decision on what constitutes a major change.
10. Upon readmission students must pay current College and VTMP tuition and fees regardless of prior tuition and fees paid.

Appeal Process:

The JJC VMTP has an appeal process for vet tech students appealing for readmission. The appeals process is as follows:

1. A programmatic appeal can only be used once but can include multiple courses.
2. The student must notify the Program Director in writing that an appeal is being requested before the start of the next semester, if possible, and within one year of exiting the program, if a leave is requested.
3. The Secretary of the VMTP will provide the student with the appropriate paperwork and schedule an appointment with the Appeals Committee.
4. The Appeals Committee will be comprised of JJC faculty. A reasonable attempt will be made to include faculty from the VMTP and from other departments at the college.
5. The committee will be comprised of an odd number of faculty in the case of a vote.
6. The Appeals Committee will meet at least once per semester at a time, as needed, designated by the Program Director.

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7. The Appeals Committee will determine the conditions, if any, under which the student can continue in the program.
8. The student will be notified of the decision in writing within 5 business days.
9. The decision by the Appeals Committee is final.
10. An appeal granted or denied constitutes the final opportunity for a student to complete the VMTP. If a student is unsuccessful in any vet tech course following an appeal, there is no other option for readmission.

Technical Standards

The VMTP has established technical standards to be considered in the enrollment/admissions process to provide a framework to balance several competing interests:

1. The rights of applicants and students;
2. The safety of students, their co-workers, and veterinary patients;
3. Fulfilling the clinical training component of the curriculum;
4. Successfully completing the American Veterinary Medical Association requirements for accreditation;
5. The conditions for licensure or certification of the VMTP graduates.

These competing interests and the nature of veterinary educational activities may prevent some prospective and current students with disabilities from qualifying for enrollment or continued enrollment in the VMPT at Joliet Junior College.

The technical standards set forth in this document are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic.

Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices)¹, the following technical standards:

1. OFFICE AND HOSPITAL PROCEDURES, CLIENT RELATIONS, and COMMUNICATION

Management

Skill: Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

Communication

Skill: Communicate in a professional manner in all formats - written, oral, non-verbal, and electronic.

Laws and Ethics

¹ If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard.

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Skill: Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

2. PHARMACY and PHARMACOLOGY

Administration

Skill: Safely and effectively administer prescribed drugs to patients.

Dispensing

Skill: Accurately dispense and explain prescribed drugs to clients.

3. NURSING

Patient assessment

Skill: Demonstrate and perform patient assessment techniques in a variety of animal species.

Patient care

Skill: Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.

4. ANESTHESIA

Patient management

Skill: Safely and effectively manage and maintain patients in all phases of anesthesia.

Equipment/facility management

Skill: Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.

5. SURGICAL NURSING

Patient management

Skill: Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

Procedural management

Skill: Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

6. LABORATORY PROCEDURES

Specimen management

Skill: Demonstrate knowledge of proper handling, packaging and storage of specimens for laboratory analysis to ensure safety of patients, clients, and staff.

Specimen analysis

Skill: Properly perform analysis of laboratory specimens

7. IMAGING

Skill: Safely and effectively produce diagnostic radiographic and non-radiographic images.

8. LABORATORY ANIMAL PROCEDURES

Skill: Safely and effectively handle common laboratory animals used in animal research.

9. AVIAN, EXOTIC & SMALL MAMMALS PROCEDURES

Skill: Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.

Joliet Junior College does not discriminate against qualified students with disabilities who apply for admission to or who are enrolled in the Veterinary Technology program. Otherwise qualified students shall not be excluded from admission or participation in educational programs, services, and activities

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solely by reason of their disability or medical condition. Joliet Junior College provides reasonable accommodation in its academic programs to qualified students with disabilities. A reasonable accommodation is one that does not require substantial modification of essential program requirements or lower academic standards, consistent with legal standards and institutional policy.

Registration with Disability Services is necessary for students to receive accommodations. Registration is the student's responsibility. Students must present their Notice of Accommodation to their instructors.

All applicants and enrolled students are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The Veterinary Technology program and Disability Services will engage in an interactive process with students with disabilities in order to provide equal access.

Veterinary Medical Technology Program Essential Qualifications

Students matriculating in and graduating from a Joliet Junior College health career program must be able to meet the Essential Requirements of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming veterinary technology student you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program.

The student must have the ability to perform the following with or without reasonable accommodations:

Essential Qualifications	Behaviors
Cognitive	<ul style="list-style-type: none">• Effectively engage and contribute in decision-making within a team• Ability to problem-solve in any situation• Function within significant time constraints and meet deadlines
Affective	<ul style="list-style-type: none">• Maintain professional behavior and attitude at all times• Demonstrate high level of integrity and honesty• Communicate empathy to clients and for patients• Understand and commit being a patient advocate
Psychomotor	<ul style="list-style-type: none">• Stoop, bend, reach, pull and push with full range of motion of body joints• Lift and/or carry a max of 50 pounds on a daily basis• Handle, install, position and move materials, equipment, and supplies• Handle, position, and restrain live animals of all types of species• Assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting
Communication	<ul style="list-style-type: none">• Communicate effectively in a rational, coherent manner with clients, families, peers, colleagues and faculty• Comprehend and carry out complex written and oral instructions, accurately and in a timely manner• Maintain accurate patient records
Sensory/Observation	<ul style="list-style-type: none">• Examine and critically analyze images or other forms of output created

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	<p>by diagnostic equipment</p> <ul style="list-style-type: none">• Observe and assess a patient sufficiently to assist and perform diagnostic procedures and patient monitoring
Behavioral/Emotional	<ul style="list-style-type: none">• Remain focus under difficult and emotional situations• Communicate empathy for others
Professional Conduct	<ul style="list-style-type: none">• Organize and efficiently use the time to prepare for class and clinical• Attend classes and clinical assignments in a timely manner• Maintain client-patient confidentiality
Criminal Background Checks	<ul style="list-style-type: none">• No disqualifying conditions according to requirements for licensure as a CVT in the state of Illinois, on admission or throughout the program

If you have any concerns regarding these standards, please contact Noelle Kiss in the Disability Services Center, nkiss@jic.edu.

Legal Limitations for Veterinary Medical Technician Licensure

Graduates of an accredited program are eligible to take the National Veterinary Technician board examination.

Applicants should be aware that there are legal limitations for veterinary technician licensure. Candidates who successfully complete this examination may or may not be issued a license to practice veterinary technology in Illinois. The Division of Professional Regulation of the IDFPR reviews all applications. The following are reasons that may serve as a denial of licensure, but are not intended to be all-inclusive:

- Denied a license permit or privilege of taking an examination by any licensing authority or had a license encumbered in any way.
- Been convicted of a criminal offense in any state or federal court.
- A physical impairment or disability that could interfere with Veterinary Medical Technology.
- An addiction to, or excessive use of alcohol, narcotics or habit-forming drugs.
- Suffered from, been diagnosed as having or have been treated for any disease or condition regarded as chronic, whether physical, emotional or mental.

Potential applicants with questions regarding veterinary technician licensure may wish to contact the IDFPR at 1-800-560-6420 or visit the IDFPR Veterinarian Professionals page at <http://www.idfpr.com/DPR.asp>

Support Services

Support services are available to JJC students. These include:

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- Advising of prospective and current students, please call (815) 280-2247 for the admissions specialist or (815) 280-2746 to schedule an advising appointment.
- The [Academic Skills Center](#) provides tutoring, quiz bank, test taking skills sessions, and study skills help. Assistance with reading, writing, and note taking are also available here. For information please call (815) 280-2284.
- Students may apply for financial aid assistance through the [Office of Financial Aid and Veteran Services](#). For information please call (815) 280-2528.
- The College provides Special Needs Services through the [Disability Services office](#). For information, call (815) 280-2230 or 280-2613. It is important to notify the Disability Services office prior to the start of the semester in which you enroll at JJC.
- The office of [Career Services](#) can assist students with locating part-time employment while enrolled, career decision-making assistance, and job placement at the time of graduation. For information please call (815) 280-2756.

**AG 500
VETERINARY MEDICAL TECHNOLOGY PROGRAM
ASSOCIATE IN APPLIED SCIENCE**

General Education Requirements: 16-17 Semester Hours

- ENG 101 – Rhetoric or student may substitute ENG 102 for ENG 101
- Two General Education courses. One must be from Group II: Social and Behavioral Sciences
- BIO 149 – Principles of Biology or student may substitute BIO 151
- COMM 101 – Principles of Speech Communication or student may substitute COMM 202, 203, or 204

Major Core Requirement Pre-Requisite: 2 or 3 Semester Hours

VET 100 – Veterinary Medical Terminology or BIO 100 – Medical Terminology *Must be taken prior to admission into the VMTP

Major Core Requirements: 50 Semester Hours

VET 104 – Laboratory Animals

VET 110 – Small Animal Nursing I

VET 111 – Small Animal Nursing II

VET 112 – Diagnostic Imaging

VET 117 – Anesthesia and Surgical Nursing I

VET 118 – Animal Care I

VET 125 – Applied Pharmacology I

VET 128 – Animal Care II

VET 140 – Clinical Pathology I

VET 160 – Veterinary Anatomy and Physiology

VET 210 – Clinic Care Summer Rotation

VET 212 – Anesthesia and Surgical Nursing II

VET 216 – Exotic Animal & Wildlife Management

VET 218 – Large Animal Nursing

VET 220 – Variable Credit Practicum *VET 295 International Experience (Study Abroad) 2 credit hours may be substituted for 2 of the 4 required practicum hours

VET 225 – Applied Pharmacology II

VET 228 – Animal Care III

VET 240 – Clinical Pathology II

VET 255 – Veterinary Technology Capstone

Total Required Hours: 68 Semester Hours

AG 500: Veterinary Medical Technology Program			
Recommended Schedule & Academic Check List			
Student Name:			
Year Accepted:			
Full-time or Part-time Schedule/A.M. or P.M. preferred:			
Major Core Pre-Requisite: <i>*must be taken prior to the program</i>			Credit Hour:
Sem/Yr completed:			
Vet 100 or Bio 100	Veterinary Med. Term. or Med. Term.	2.0 or 3.0	
Major Core Requirements: 50 Semester Hours			
Full-time Schedule			
1st Yr: 1st Semester (Fall)			
Vet 104	Laboratory Animals	1.5	
Vet 110	Small Animal Nursing I	3.5	
Vet 118	Animal Nursing I	2.0	
Vet 125	Applied Pharmacology I	1.5	
Vet 160	Veterinary Anatomy and Physiology	4.0	
		Total Credit hours:	12.5
2nd Semester (Spring)			
Vet 111 (pre-req Vet 110)	Small Animal Nursing II	3.5	
Vet 112 (pre-req Vet 160)	Diagnostic Imaging	2.0	
Vet 117 (pre-req Vet 110)	Anesthesia and Surgical Nursing I	2.5	
Vet 128 (pre-req Vet 118)	Animal Care II	1.0	
Vet 140	Clinical Pathology I	3.0	
Vet 225 (pre-req Vet 125)	Applied Pharmacology II	1.5	
		Total Credit hours:	13.5
3rd Semester (Summer)			
Vet 210 (pre-req Vet 111, 117 and 118)	Clinical Care Summer Rotation	5.0	
		Total Credit hours:	5.0
2nd Yr: 4th Semester (Fall)			
Vet 212 (pre-req Vet 117)	Anesthesia and Surgical Nursing II	2.5	
Vet 216 (pre-req Vet 111)	Exotic Animal and Wildlife Management	3.0	
Vet 218 (pre-req Vet 160)	Large Animal Nursing	3.0	
Vet 228 (pre-req Vet 128)	Animal Care III	1.0	
Vet 240 (pre-req Vet 140)	Clinical Pathology II	3.0	
		Total Credit hours:	12.5
5th Semester (Spring)			
Vet 220 (pre-req all VET courses except externships) *2 credit hour VET 295 may be substituted for 2 of the 4 required hours	Variable Credit Practicum	*1.0-4.0	
Vet 255 (pre-req Vet 212)	Veterinary Technology Capstone	2.5	

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*Vet 295 (pre-req Vet 216)	International Experience	*2.0	
	Total Credit hours:	6.5	
Part-time Schedule: *If changing from F/T to P/T, class schedule will be based upon pre-req completion and class offerings			
1st Yr: 1st Semester (Fall)			
Vet 110	Small Animal Nursing I	3.5	
Vet 118	Animal Care I	2.0	
Vet 160	Veterinary Anatomy and Physiology	4.0	
2nd Semester (Spring)			
Vet 111 (pre-req Vet 110)	Small Animal Nursing II	3.5	
Vet 128 (pre-req Vet 118)	Animal Care II	1.0	
Vet 140	Clinical Pathology I	3.0	
2nd Yr: 3rd Semester (Fall)			
Vet 104	Laboratory Animals	1.5	
Vet 228 (pre-req Vet 128)	Animal Care III	1.0	
Vet 216 (pre-req Vet 111)	Exotic Animal and Wildlife Management	3.0	
4th Semester (Spring)			
Vet 112 (pre-req Vet 160)	Diagnostic Imaging	2.0	
Vet 117 (pre-req Vet 110)	Anesthesia and Surgical Nursing I	2.5	
Vet 125	Applied Pharmacology I	1.5	
5th Semester (Summer)			
Vet 210 (pre-req Vet 111, 117 and 118)	Clinical Care Summer Rotation	5.0	
3rd Yr: 6th Semester (Fall)			
Vet 212 (pre-req Vet 117)	Anesthesia and Surgical Nursing II	2.5	
Vet 218 (pre-req Vet 160)	Large Animal Nursing	3.0	
Vet 225 (pre-req Vet 125)	Applied Pharmacology II	1.5	
Vet 240 (pre-req Vet 140)	Clinical Pathology II	3.0	
7th Semester (Spring)			
Vet 220	Variable Credit Practicum	1.0-4.0	
Vet 255 (pre-req Vet 212)	Veterinary Technology Capstone	2.5	