

Policies and Procedures for Joliet Junior College's Veterinary Medical Technology Program

The Associates in Applied Science ("A.A.S.") Degree earned in the Joliet Junior College's ("JJC") Veterinary Medical Technology Program ("VMTP") is designed for students who wish to become Certified Veterinary Technicians. The program combines classroom experience, hands-on practice, and real world experience to graduate entry-level veterinary technicians with life-long learning skills.

The VMTP is accredited by the American Veterinary Medical Association ("AVMA"). Once accepted, students can complete this program in two academic years. A choice of all day or all evening classes is offered. Students will be offered day or evening program admission at the time of their acceptance based upon space availability in each program.

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.

Admissions Procedure

1. All students must meet the following **prerequisites** in order to be eligible and have a complete application by the **June 1st** annual deadline:
 - a. High School diploma or High School equivalency and current transcript;
 - b. JJC college application found at www.jjc.edu/admissions;
 - c. Application to VMTP found at www.jjc.edu/admissions/pages/application.aspx;
 - d. Either of the following standardized testing minimums:
 - i. Placement test or previous credit in MATH 094 with a grade of "C" or better;
 - or
 - ii. ACT scores of 22 for Math;
 - e. Completion of the following general education courses with a grade of "C" or better:
 - i. ENG 101 or ENG 102;
 - ii. Introductory Level Social Science course;
 - iii. BIO 149 or BIO 151 (general Biology);
 - iv. BIO 240 (which has a pre-requisite of BIO 149 or BIO 151);
 - f. One of the following three practical experience requirements:

- i. A minimum of 80 hours of veterinary experience which is verified by completion of the "Veterinary Recommendation Form." Students may obtain a copy of the Veterinary Recommendation Form from at this web address <http://www.jjc.edu/admissions/Pages/vet-tech-admissions.aspx> . Veterinary experience is to be obtained under the supervision of a veterinarian, and can include working, volunteering, or shadowing; or
 - ii. Successful completion of LLC 119, Orientation to Veterinary Technology. This JJC course is only offered in the summer session; or
 - iii. Successful completion of the Veterinary Assistant certificate from Harper College or McHenry Community College or College of Lake County. Verification of the certificate needs to be submitted;
 - g. Meet with a vet tech advisor. Schedule an appointment by calling (815) 280-2746.
2. Applications for the VMTP will be accepted by the Admissions Office year-round with a deadline of May 1st for admissions in the fall semester of that year. 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. Applications received after May 1st will be considered for the fall of the following academic year. (For example applying on 5/2/16 would be for the fall of 2017).
 3. If a student has attended another college(s) and has taken courses that are similar to the prerequisite general education courses (found under 1.e. above), transcripts should be submitted for evaluation. The student must complete a Transcript Evaluation Request Form, available on-line at <http://www.jjc.edu/admissions/Pages/vet-tech-admissions.aspx> so that the transcript can be evaluated. Please allow at least 6 weeks for transcript evaluation.
 4. Due to the large volume of applicants relative to the number of available positions in the program, a point ranking system will be used. Each eligible application will be given a number for anonymity and demographic data will be removed. Applicants will be given points and ranked based on:
 - a. GPA of the prerequisite general education classes (ENG 101 or ENG 102, an introductory level Social Science, BIO 149 or BIO 151, and BIO 240); and
 - b. Bonus points, based on the grade, are given for completion of BIO 160 Anatomy & Physiology for Veterinary Technicians when done prior to acceptance into the VMTP.
 - c. 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".
 5. Admission criteria is subject to change. It is the applicant's responsibility to review the criteria on a regular basis.

6. Applicants will receive an email notification from a JJC email account acknowledging receipt of the application.
7. Students will be notified via certified mail of their acceptance into the program and a JJC email account will be used for notification of denial into the program. Acceptance letters are usually sent during May.
8. Upon acceptance into the VMTP all students are required to attend a group orientation in June of the year in which they are accepted. Below is some information about the orientation:
 - a. The group orientation will take at least two hours. An individual orientation may be scheduled if the group orientation cannot be attended.
 - b. Students will be given their fall semester schedule. Students will only be registered for classes after completing the orientation.
 - c. Students will learn about the program's expectations, dress code, and rabies vaccination requirements.
 - d. Students will learn details for obtaining a current physical exam and the program's Technical Standards requirements (see "**Technical Standards**" below).

Registration

1. When registering for general education courses, use curriculum code AG500 (veterinary Technology).
2. A Veterinary Medical Technology advisor will register students in any VET courses after acceptance into the program and ONLY after completing the program's orientation.
3. A minimum grade of "C" is required for all prerequisite course work, general education courses and Veterinary Medical Technology sequence courses.

Withdrawal, Readmission, and Reinstatement Policies

Withdrawal Policies:

1. Students who earn a grade below "C" in any Veterinary Medical Technology required course are automatically withdrawn from the VMTP and A.A.S. degree (AG 500).
2. Students who withdraw from any required course in the VMTP are automatically withdrawn from the program and A.S.S. degree (AG 500). 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.

3. Students may be withdrawn from a required course and thus the VMTP, regardless of academic standing, for breaching the JJC Handbook, the VMPT Handbook, the Student Code of Conduct, the Academic Honor Code, or course syllabus requirements. Students can find the JJC Handbook, The Student Code of Conduct, and the Academic Honor Code at <http://www.jjc.edu/academic-behavior-standards/Pages/code-of-conduct.aspx>. The VMTP handbook is given to students at orientation.
4. Students who wish to withdraw temporarily from the program for a medical reason must submit a letter from a physician, psychologist or other licensed medical professional detailing the student's medical condition. Students are encouraged to meet with the Department Chairperson to discuss the reasons surrounding this type of withdrawal and determine the steps for readmission.

Readmission Policies:

1. Students who earn a grade below "C" or who withdraw from any required VMTP course or BIO 160 may request readmission.
2. Readmission into the VMTP can only be done once. Exceptions shall only be made for students who withdraw while passing and request to postpone for a semester or longer (e.g., due to pregnancy, financial hardships, etc.) before continuing in the VMTP sequence will be allowed to do so, space permitting, as long as the absence is less than two calendar years. (See "**Time Limits on Readmission**" section below). Students returning must complete the current VMTP curriculum if there have been changes.
3. When a student fails a VMTP required course, that course must be successfully completed before being enrolled in any other VMTP courses. Acceptance into the course, and the following sequence of courses, depends on available seats.
4. Students withdrawn for nonacademic reasons may be reinstated following the procedures under the VMTP Reinstatement Procedure below.
5. Readmission is not guaranteed.
6. A student who is denied readmission for reasons other than seat availability, has the right to appeal for readmission in writing to the Veterinary Medical Technology Admissions Appeal Committee. All decisions made by the Veterinary Medical Technology Admissions Appeal Committee are final. This committee consists of the Dean of Health Professions & Emergency Services, the Dept. Chair and VMTP faculty.

Readmission Procedure

1. Students seeking readmission to the VMTP must complete the following:
 - a. Submit a written letter of intent to be readmitted to the Department Chairperson of the VMTP. Students should reflect on the reasons for the interruption as well as steps taken toward resolution. This should include any evidence or other documentation that support the student's position for readmission;

- b. Complete COUN 101, or other course or workshop to develop better study skills and time management; and
 - c. Obtain practical veterinary experience and submit a veterinarian's letter of recommendation regarding said experience and qualifications for readmission into the program.
2. Requests for readmission will be considered in the order in which they are received.

Time Limits on Readmission

1. Students seeking readmission to the program, following a time lapse of more than two calendar years, but less than 3 calendar years, must meet the additional following conditions:
 - a. Retest of all essential skills covered in the VMTP courses to the point where the student left the program. The essential skills must meet entry level proficiency as determined by the VMTP faculty. All expenses incurred to provide the testing will be the responsibility of the student (i.e. animals, equipment, and proctor). The essential skills can be found in the VTMP student handbook;
 - b. Complete a medical math test formulated by the instructor with a score of at least 70%; and
 - c. Meet at a minimum the technical standards as outlined herein.
2. 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 Department Chairperson for extenuating circumstances (i.e. active military duty). In this event, the requirements in this section still apply.
3. 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 of Health Professions & Emergency Services will make the decision on what constitutes a major change.
4. Upon readmission students must pay current College and VTMP tuition and fees regardless of prior tuition and fees paid

Reinstatement Procedure

1. A student removed from the VMTP for reasons other than academic failure or voluntary leave and who wants to be considered for reinstatement must complete the following:
 - a. Send a letter requesting reinstatement to the Department Chairperson of the program. The letter must include reflections and reason on removal from the program, support for reinstatement, and all steps taken toward progress of

resolutions.

- b. On an individually determined basis, to be reinstated the student must complete training and/or meet with professionals in areas appropriate for student success and improved character. This may include, but is not limited to, providing proof of completion of any additional requirements for readmission as outlined to the student upon dismissal.
- c. The Veterinary Medical Technology Admissions Appeal Committee will review all requests and make a decision on a case by case basis. The committee's decision is final.

2. Reinstatement is not guaranteed.

3. Students shall only be reinstated once. A student who is reinstated once under this section is prohibited from also subsequently seeking readmission pursuant to the "Reinstatement Procedures" outlined herein.

Technical Standards

Joliet Junior College acknowledges Purdue University and the Association for Veterinary Technician Educators for their development of the following Technical Standards.

The VMTP has established technical standards to be considered in the enrollment/admissions process in an effort 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.

Consistent with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the VMTP will make appropriate academic adjustments and accommodations to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities. Students with disabilities must contact the Student Accommodations and Resources (StAR) Office to determine appropriate accommodations.

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:

I. Body Senses:

A. Vision

1. An individual must be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. Application: Detecting and describing a change in color of hair coat caused by licking or trauma; detecting abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; reading anesthesia monitoring equipment.
2. An individual must be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. Application: Bacterial hemolysis on a blood agar plate; density patterns on a radiograph; ability to see ECG tracing.
3. Depth perception must allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. Application: Detecting tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.

B. Hearing

1. An individual must be able to perceive the natural or amplified human voice without lip reading. Application: Oral communication in a surgery room with all occupants wearing surgical masks.
2. An individual must be able to perceive the origin of sound. Application: Movement of large animals in a pen or corral; monitoring multiple patients in an ICU.

C. Proprioception

1. An individual must be able to determine the position of one hand extended from the body within +/-10 degrees when the arm is extended in any direction, the eyes are closed, and the individual is standing. Application: endotracheal intubation; intravenous injection.
2. An individual must be able to differentiate between four round semisolid objects having diameters of 0.5, 1, 1.5, and 2 cm and judge the shape and consistency of objects when the arm is extended and the eyes are closed. Application: assisting in surgery; lymph node palpation; palpation of trachea to determine proper endotracheal tube size.

II. Body function:

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.

A. Communication

1. An individual must be able to speak English and be understood by others who cannot see the lips or facial expressions of the individual. Application: Oral communication in a surgery room where all occupants are wearing surgical masks; managing a patient with cardiac arrest.
2. Be able, when communicating with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms. Application: Recording in the medical records telephone conversations with clients, adding notes to anesthetic monitoring chart regarding a patient's condition.

B. Coordinated movement

1. An individual must be able to hold surgical instruments in one hand and perform fine movements with such instruments. Application: assist in holding of hemostats or other instruments while assisting in surgery; induce and monitor general anesthesia in an animal patient; place intravenous catheters.
2. An individual must be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. Application: Hold and manipulate a surgical sponge; tie a 00 silk suture; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine; apply bandages.
3. An individual must be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so. Application: Movement from danger while handling animals in confined spaces.

C. Physical Stamina

An individual must be able to lift objects and/or animals weighing 0-5 pounds constantly; 5-20 pounds frequently; 20-50 pounds occasionally. An individual must be able to lift all of the above to a height of one meter and carry the object or animal for a distance of two meters. Application: Placing a dog on a surgery table; lifting and carrying a bag weighing approximately 35 pounds of food, equipment and supplies from an ambulatory service vehicle to an animal patient in a nearby barn or lot; restrain a small animal patient for a medical procedure; restrain horses and cattle by halter, twitch, nose tongs and other techniques; administer oral medication to ruminants by balling gun or dose syringe.

D. Allergy and/or fear

1. An individual must be able to have sustained contact with multiple species of animals and the environments in which they are housed and treated. During such contact, the individual must be able to carry out routine medical care on such animals.
2. Students who are allergic to cats, dogs, rabbits, birds, horses, cows, sheep or hay must have written permission from their physician stating how the student can interact safely

with these allergens. An individual's allergies should not prohibit a student from being in the same room as and completing the AVMA essential skills required for graduation.

3. Students who have a phobia of certain species must acknowledge that they will be required to interact with all species of animals.

E. Cognitive Ability

1. Possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting. Application: Euthanasia, handling of sick, injured, fractious, or aggressive animals.

2. Students must be able to function under stress and unpredictable conditions with significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines. Application: Triage in an emergency setting, administering medications on time and in an efficient manner, respond to cardiac arrest.

3. Be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance. Application: Assemble & maintain new anesthetic machine and monitors using owner's manual in PDF format, research and create client education material.

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:

- Advising of prospective and current students, please call (815) 280-2746.
- 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 StAR office. For information, call (815) 280-2230 or 280-2220. It is important to notify the StAR 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

The Associate in Applied Science (A.A.S.) Degree Veterinary Technology Program at Joliet Junior College is designed for the student who wishes to become a Certified Veterinary Technician. The program combines classroom experience with clinical experience in community veterinary hospital facilities.

A student who completes the program is awarded an A.A.S. Degree and is eligible to take the National Examination for Veterinary Technicians and obtain licensure in Illinois.

The program is accredited by the American Veterinary Medical Association (AVMA) and is approved as a program for educating Veterinary Technicians.

General Education Requirements	Semester Hours 18 or 19
Must include the following:	

- BIO 149 Principles of Biology or Bio 151 General Biology I
- BIO 160 Human Anatomy and Physiology for Veterinary Technicians (has a prerequisite of BIO 149 or BIO 151)
- BIO 240 Microbiology (has a prerequisite of BIO 149 or BIO 151)
- ENG 101 Rhetoric

Social Science – Introductory level

Note: If enrolling in the above courses at JJC the student may register under curriculum code AG500. Meeting with an advisor to develop an academic plan prior to registration is recommended.

Required for concentration in Veterinary Medical Technology	54
BIO 100 Medical Terminology	
VET 104 Laboratory Animals	
VET 110 Small Animal Nursing I	
VET 111 Small Animal Nursing II	
VET 112 Diagnostic Imaging	
VET 116 Large Animal Nursing	
VET 117 Surgery and Technology I	
VET 118 Kennel Management and Animal Care I	
VET 119 Animal Pharmacology	
VET 128 Kennel Management and Animal Care II	
VET 140 Clinical Pathology I	
VET 210 Clinical Care I Summer Rotation Supervised Occupational Experience	
VET 212 Surgery and Technology II	
VET 216 Exotic Animal Nursing	
VET 220 Clinical Care II Rotation Supervised Occupational Experience	
VET 228 Kennel Management and Animal Care III	
VET 240 Clinical Pathology II	
VET 255 Veterinary Medical Nursing	
VET 260 Veterinary Anatomy and Physiology	

Total Required Hours 72

For those students within JJC’s district (major code AG500) the following is a suggested plan to efficiently complete all of the pre-requisite general education courses by the annual June 1st deadline:

Summer Session

BIO 149.....	4
ENG 101.....	3
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Total:	7

Fall Semester

BIO 100.....	3
Soc. Sci.....	3
BIO 240	4
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Total:	10*

*Additionally, BIO 160 could be added to help attain Full-time status.

Note: Completion of any of these classes during the spring semester will occur after the June 1st deadline, but may still be considered for Fall admission if seats are available.

FIRST YEAR

First Semester (fall)

VET 110	2.5
VET 112	3.5
VET 116	4
VET 118	<u>2</u>
Total:	12

Second Semester (spring)

BIO 160	4
VET 111	2.5
VET 117	2.5
VET 119	3
VET 128	<u>1</u>
VET 140	<u>2.5</u>
Total:	15.5

Summer Session

VET 210	<u>5</u>
Total:	5

SECOND YEAR

First Semester (fall)

VET 212.....	2.5
VET 216	3
VET 228	1
VET 240	3
VET 260.....	<u>4</u>
Total:	13.5

Second Semester (spring)

VET 104	2
VET 255	3
VET 220	<u>4</u>
Total:	9