Veterinary Technology Program
Metropolitan Community College – Maple Woods
Admission Procedures & Program Policies

Admission
The program accepts thirty students per semester. To increase your chances of being accepted please follow these steps.

Prerequisites: MUST BE COMPLETED PRIOR TO APPLICATION SUBMISSION TO THE VETERINARY TECHNOLOGY PROGRAM

1. Apply to the Metropolitan Community College
2. Send Official College / University Transcripts to:
   Maple Woods Admissions Dept.
   2601 N.E. Barry Road
   Kansas City, MO 64156
3. Completion of:
   BIOL 106 General Zoology (or BIOL 101 General Biology)
   ENGL 101 Composition and Reading I
   CHEM 105 Introductory Chemistry (or CHEM 111 General College Chemistry)
   • If you are a transfer student, check with the advising office on course transferability, and be sure to apply to MCC and submit your transcripts.
3. Employment in a veterinary medical facility, OR completion of seven (7) hours of observation of a Registered Veterinary Technician (RVT) in a veterinary hospital.
5. Must have a College GPA of 2.5 or better.

Apply to the Veterinary Technology Program:
Application packets submitted to the program should include the following items.
(Incomplete application packets will not be sent to the selection committee.)

| _____ Completed and Signed Application Form |
| _____ Typed Essay (200 to 300 words): |
   Essay describing how attending the MCC Maple Woods Veterinary Technology Program will help you achieve your career goals.
| _____ Resume showing academic and work experience. |
| _____ Completed Observation Evaluation- if you are not currently working for a veterinarian. |
| _____ Completed Current College Enrollment Form |
| _____ Two Confidential References |
   (Recommend one reference from current employer.)

Application Submission
Applications for the program are due by April 1st and October 1st. No late applications will be accepted.

Application Processing

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Applicant interviews of the top 40 applicants</th>
<th>New Class Orientation</th>
<th>Classes Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1st</td>
<td>May</td>
<td>June</td>
<td>August</td>
</tr>
<tr>
<td>October 1st</td>
<td>November</td>
<td>December</td>
<td>January</td>
</tr>
</tbody>
</table>
Mail completed applications to:
MCC - Maple Woods
Veterinary Technology
2601 NE Barry Rd
Kansas City, Mo 64156

Employment Opportunities
The Associate of Applied Science degree in veterinary technology is obtained upon graduation of this two year program. This degree provides the graduate with information, skills and experience they will need to pursue a fulfilling career in veterinary medicine.

Currently, veterinary technology is one of the top ten fastest-growing career fields. Graduates of the program can be selective on job placement because the job market far surpasses the current supply of technicians. Starting salaries in private veterinary practice average $11.00 – 15.00/hr. and $14.00-17.00/hr. in industry.

Program Costs
Access the website at www.mcckc.edu for current tuition rates and lab fees. Residents of Kansas who reside outside Johnson County and residents of Michigan, Minnesota and Nebraska should inquire about the Midwest Student Exchange Program. You may be allowed to enroll for 150% of the “in district” rate. In addition to tuition costs, there are laboratory fees for the veterinary technology program to help cover the costs of laboratory supplies. Other science courses at MCC-Maple Woods such as Chemistry and Biology may also have a laboratory fees. Books for the two-year program will average $350.00/semester.

Financial Aid
All veterinary technology students applying for financial aid and/or scholarships must do so through the financial aid office at MCC-Maple Woods. You should apply for financial aid 6-10 months prior to anticipated enrollment.

Scholarships
You should apply for a Board of Trustees Scholarship if you plan to take at least 12 hours and are:
   a) graduating in the upper 20% of your high school class
   b) a continuing student having completed 12 credit hours at MCC with a cumulative 3.5 GPA, or
   c) made a minimum score of 270 on the GED Exam.

The scholarship pays in-district tuition for a maximum of 4 semesters or 48 credit hours provided the student maintains eligibility. Other scholarships may be available for continuing students. Additional information on scholarships and grants may be obtained through the financial aid office. Contact the financial aid office to confirm the spring deadline for applications. (Financial Aid Office 604-3066)

Student Responsibilities
As a student in the veterinary technology program you will have responsibilities for animal care outside regular classroom hours. Each student will be assigned up to 40 hours of animal care tasks each semester. Duties will include cleaning kennels, large animal pens, bathing or grooming animals, feeding, exercising dogs, and giving medications. Students should consider this responsibility both an opportunity and a requirement.

Students are expected to follow the code of student conduct set by the College and to conduct themselves in a professional, ethical and responsible manner.

Performance Standards for Veterinary Technicians
The Performance Standards discussed on the following page define performance expectations that must be met for successful entry and completion of the Veterinary Technology Program. It is the policy of MCC Maple Woods to provide reasonable accommodations for those with disabilities as defined under the Americans with Disabilities Act. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the ACCESS office at (816) 604-3192. Some accommodations may require up to six weeks to prepare.

The Veterinary Technology Program is operated by MCC Maple Woods in accordance with regulations of the Missouri Department of Elementary and Secondary Education and of the Coordinating Board of Higher Education.
The Veterinary Technology Program is also governed by the minimum standards for operation of Veterinary Technology Programs as set forth by the American Veterinary Medical Association (AVMA).

## Performance Standards for Veterinary Technicians

<table>
<thead>
<tr>
<th>Ability</th>
<th>Standard</th>
<th>Some Examples of Skills and Aptitude Needed for Success in a Veterinary Technology Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop nursing care plans. Demonstrate problem solving skills. Adapt to stressful situations.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with patients, clients, families &amp; groups from a variety of social, emotional, cultural &amp; intellectual backgrounds.</td>
<td>Establish rapport with patients/clients &amp; colleagues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recognize appropriate boundaries in relationships with patients/clients &amp; colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities for interaction with others orally &amp; in writing.</td>
<td>Explain treatment procedures, initiate health teaching, document &amp; interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room, maneuver in small spaces, lift fifty pounds, and provide assistance to patients.</td>
<td>Safely move around in patient &amp; treatment areas. Administer CPR. Provide physical assistance to clients &amp; colleagues to ensure safety within the environment. Ability to prevent or escape injury caused by animals. (i.e. biting, kicking, stampede)</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross &amp; fine motor abilities sufficient to provide safe, effective nursing care in a timely manner.</td>
<td>Use of instruments, supplies, safety devices and communication equipment in the care of patients. Performance of nursing care, surgical assistance, &amp; laboratory techniques.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear auscultory sounds, monitor alarms, emergency signals, and cries for help. Hear warning sounds from animals and humans of impending danger/injury.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care.</td>
<td>Observe patients for expected and unexpected physical and emotional responses to nursing and medical treatment regimens. Use of diagnostic equipment such as a microscope, thermometer, refractometer, etc…</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment and to perform nursing duties in a timely manner.</td>
<td>Perform palpation functions of physical exam. Administer oral, intramuscular, subcutaneous, &amp; intravenous medications. Insert and remove tubes and perform wound care management. Surgical assistance.</td>
</tr>
<tr>
<td>Physical Condition</td>
<td>Physical ability and stamina sufficient to restrain, lift, &amp; assist in the care of a variety of species of animals. Ability to stand for extended periods of time. Ability to withstand extreme weather conditions. Immune system competence.</td>
<td>Safely lift, position and restrain animals such as; dogs, cats, cattle and horses, and supplies for treatment. Surgical assistance. Daily clinical routine, cleaning cages and feeding animals. Year round treatment and care of outdoor animals. Exposure to a wide range of chemical and biological agents.</td>
</tr>
</tbody>
</table>
MCC- Maple Woods Veterinary Technology Application
Please print legibly and complete all portions

Name:_______________________________________________________________________
(First)            (Middle Initial)                (Last)

Address:_____________________________________________________________________

City:___________________________State:__________________Zip:___________________

Telephone: (     ) _______________________ Email________________________________

MCC Student ID# ____________________________________________

<table>
<thead>
<tr>
<th><strong>Prerequisite Course</strong></th>
<th><strong>Date Completed</strong></th>
<th><strong>Grade Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 106 General Zoology with lab <em>or</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101 General Biology with a lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 Composition and Reading I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 105 Introductory Chemistry or CHEM 111 General College Chemistry I</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Education Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 102 Composition and Reading II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST or POLS Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 100 Fundamentals of Speech <em>or</em> COMM 103 Interpersonal Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 208 Microbiology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please answer the following questions:

What is your overall College GPA?

How many College credits have you earned?

List all of the colleges/universities that you have attended:

<table>
<thead>
<tr>
<th>College / University</th>
<th>Date you sent transcript to MCC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please circle your response.

I have previously applied to the MCC-Maple Woods Veterinary Technology Program. Yes / No

I have previously toured the MCC-Maple Woods Veterinary Technology Program. Yes / No

I understand that I must have a current tetanus immunization to attend the program. Yes / No

I have read the Performance Standards for the Veterinary Technology Program and realize that these standards must be met for successful entry, progression, and completion of the Program. Yes / No

I understand that the State may not issue me a license if I have a felony conviction. Yes / No

__________________________________________________  _________________
(Signature)        (Date)
**MCC-MAPLE WOODS**

**VETERINARY TECHNOLOGY PROGRAM**

**ASSESSMENT OF CURRENT COLLEGE ENROLLMENT**

Prospective Student Name: ________________________________

_Student ID# or SS#:___________________________________

**PROCEDURE:** IF YOU ARE CURRENTLY ENROLLED IN GENERAL EDUCATION COURSES THAT WILL APPLY TO MCC-MAPLE WOODS VETERINARY TECHNOLOGY PROGRAM, PLEASE COMPLETE THE FOLLOWING:

1. Fill in course name and number.
2. Indicate college where you are taking this course.
3. Have your instructor fill out your current grade in the class and sign and date the form.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COLLEGE</th>
<th>GRADE</th>
<th>INSTRUCTOR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please submit with application.*
MCC-Maple Woods
Observation Evaluation for Prospective Veterinary Technology Students

Prospective students who are not employed by a veterinarian must complete seven (7) hours of clinical observation.

Veterinary Professional must complete this form at the completion of the observation.

Name of Prospective Student: _______________________________________________
Name of Facility: ________________________________________________________
Name of Supervisor: ______________________________________________________
Date of Observation(s):_____________________________________________________
Total Time of Observation(s): ___________

1. Did student arrive and depart according to schedule?
   Yes  No
   Comments:

2. Did student dress appropriately?
   Appropriate  Inappropriate
   5  4  3  2  1
   Comments:

3. Did student display interest in the clinical activities?
   Strong Interest  No Interest
   5  4  3  2  1
   Comments:

4. Did student ask appropriate questions?
   Appropriate  Inappropriate
   5  4  3  2  1
   Comments:

5. General thoughts or comments:

PLACE IN A SEALED ENVELOPE, SIGN ON THE SEAL, AND GIVE TO THE OBSERVATION STUDENT SO THEY MAY SUBMIT IT WITH THEIR APPLICATION. STUDENTS: IF THE SEAL IS BROKEN, THE EVALUATION WILL BE DISCARDED.
TO THE EVALUATOR COMPLETING THIS FORM:
The Admissions Committee needs your candid opinion of this applicant. Your evaluation of them as a person and your impressions of their qualifications and fitness for the study of veterinary technology are important. This form is confidential.

Applicant Evaluation For: ____________________________________________________________

Printed Name of Applicant

How long have you known the applicant? _____________________________________________

What is your association with the applicant? _____________________________________________

What are the applicant’s strengths?

What are the applicant’s weaknesses?

Please mark your recommendation of this applicant:

_____ I highly recommend.

_____ I recommend.

_____ I hesitate to recommend.

_____ I do not recommend.

_____ I have not known the applicant long enough to give a recommendation.

Comments: ____________________________________________

Evaluator’s Signature ___________________________ Evaluator’s Printed Name ___________________________

Evaluator’s Title: __________________________________

Please provide your telephone number if you believe that this evaluation warrants further contact with the Admissions Committee. _____________________________

PLACE IN A SEALED ENVELOPE, SIGN ON THE SEAL, AND GIVE TO THE APPLICANT SO THEY MAY SUBMIT IT WITH THEIR APPLICATION.

STUDENTS: IF THE SEAL IS BROKEN, THE EVALUATION WILL BE DISCARDED.

VETERINARY TECHNOLOGY PROGRAM
MCC-MAPLE WOODS
REFERENCE FORM

TO THE EVALUATOR COMPLETING THIS FORM:
The Admissions Committee needs your candid opinion of this applicant. Your evaluation of them as a person and your impressions of their qualifications and fitness for the study of veterinary technology are important. This form is confidential.

Applicant Evaluation For: ______________________________________________________________
Printed Name of Applicant

How long have you known the applicant? ________________________________________________

What is your association with the applicant? _____________________________________________

What are the applicant’s strengths?

What are the applicant’s weaknesses?

Please mark your recommendation of this applicant:

_____ I highly recommend.
_____ I recommend.
_____ I hesitate to recommend.
_____ I do not recommend.
_____ I have not known the applicant long enough to give a recommendation.

Comments:
________________________________________           _________________________________________
Evaluator Signature        Evaluator Printed Name

Evaluator’s Title:__________________________________________________

Please provide your telephone number if you believe that this evaluation warrants further contact with the Admissions Committee. _____________________________

PLACE IN A SEALED ENVELOPE, SIGN ON THE SEAL, AND GIVE TO THE APPLICANT SO THEY MAY SUBMIT IT WITH THEIR APPLICATION.
STUDENTS: IF THE SEAL IS BROKEN, THE EVALUATION WILL BE DISCARDED.