



## VETERINARY TECHNOLOGY PROGRAM APPLICATION

All of the steps listed below **MUST** be completed in order for the applicant to be considered for admission into the Veterinary Technology program.

1. **College Application:** A Hillsborough Community College application for admission must be submitted. Current HCC students do not need to submit a new application. Students who have not attended HCC within the last academic year as well as recent graduates must complete a new application. To apply go to:

<http://www.hccfl.edu/ssem/admissions/apply-online.aspx>

**New applicants** to HCC must complete an application for admission to the college in addition to the Veterinary Technology Application.

**Former students returning** (those who have not attended HCC in one or more years) must complete a Former Student application for admission. The application fee is not required for these students.

**Continuing students** need not complete another application for admission to the college. Students should update their academic records in the Office of Admissions, Registration, and Records if there has been any change in name, address, and other personal information.

**NOTE:** Notification of admission to the College does not mean that the applicant has been accepted into the Veterinary Technology Program. Acceptance into the Veterinary Technology Program is a separate selection process.

2. **Veterinary Technology Application:** Applicants must complete a Veterinary Technology Application to be considered for acceptance into the Veterinary Technology Program and submit a \$30 non-refundable application fee. This fee does not include processing the initial required drug test.

3. **Drug Testing:** There will be at least two drug tests administered to students in the program. The first drug test will be administered to students who are accepted into the program in order to enroll in classes. Students will be required to submit a \$41 fee to process the initial drug test. Students will be required to take another drug test prior to their enrollment in the Work Experience 3 Course. At the time of the second test, students will again be required to submit a \$41 drug test processing fee. (The drug testing fees are subject to change.)

4. **Academic Records:**

Applicants who have not attended another college are responsible for having a final official high school transcript or GED score, if applicable, sent to the address listed in #1 above. Applicants who have attended college are responsible for having **ALL FINAL OFFICIAL COLLEGE TRANSCRIPTS** (including courses in progress) sent to the address listed in #1 above. HCC students are not required to submit an HCC transcript.

5. **Placement Test Scores:** Applicants to the Veterinary Technology Program are required to provide proof of satisfactory scores on any one of the following tests: FCELPT/CPT, MAPS, SAT, ACT, or ASSET within the last two years, or to provide a transcript from an accredited institution evidencing college level credit in English and mathematics with grades of "C" or better.

6. **Application Deadlines:** All transcripts, test scores, applications, forms, and fees **MUST** be on file with the Admissions, Registration, and Records Student Services Manager by the published application deadline date in order for the applicant to be considered for acceptance. Applicants with missing information after the published deadline date will not be considered for admission to the Veterinary Technology Program. In the event more applications are received than the maximum number of students that can be accepted into the program, students will be accepted based on established selection criteria.



## APPLICATION FOR ADMISSION VETERINARY TECHNOLOGY PROGRAM

Please answer all questions. Print in ink or use a typewriter. Submit this completed application to:

Hillsborough Community College  
 Admissions, Registration, and Records Student Services Manager  
 1206 North Park Road  
 Plant City, Florida 33563

Application Term:  
 \_\_\_ Fall      \_\_\_\_\_ Year

### I. PERSONAL INFORMATION

NAME \_\_\_\_\_ STUDENT I.D. NUMBER \_\_\_\_\_  
 (Last Name) (First Name) (MI)

ADDRESS \_\_\_\_\_  
 (Number and Street)

\_\_\_\_\_  
 (City) (State) (Zip Code)

PHONE (Area Code) \_\_\_\_\_ E-MAIL \_\_\_\_\_

### II. PREVIOUS EDUCATION: List ALL institutions and dates of attendance.

#### HIGH SCHOOL OR GED

High school	City	State	Date Graduated

#### COLLEGE/UNIVERSITY

Name College/University	State	Attendance Date From (Month/ Year) To (Month/ Year)	Degree(s) or Number of Credits Earned

### III. DRUG TESTING

Please be advised that students in this program are required to take a total of two drug tests. The first will be administered to students who are accepted into the program in order to enroll in classes, and the second will be required prior to their enrollment in the Work Experience 3 Course.

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### IV. CHECKLIST REMINDER

- \_\_\_\_\_ Application to both the College and Veterinary Program with \$30 Veterinary Technology Application fee)
  - \_\_\_\_\_ HCC placement test (CPT) or ACT/SAT test scores (evidencing proof of college level math, reading and writing skills). Continuing/former HCC students do not obtain test scores already on file.
  - \_\_\_\_\_ Final official transcripts in sealed envelopes from all institutions of high education (Continuing/former HCC students do not send transcripts already on file)
  - \_\_\_\_\_ Essential Functions for Veterinary Technology Students Informed Consent Form signed and submitted with application
  - \_\_\_\_\_ Veterinary Technology Experience Form
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I certify that all statements given in this application are true and accurate to the best of my knowledge. I understand and agree that the responsibility of submissions, verification of receipt and documentation of submissions of all forms, applications, fees, and certifications by the designated deadlines is mine. I agree to abide by the rules and regulations of Hillsborough Community College.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Hillsborough Community College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students.*

# **HILLSBOROUGH COMMUNITY COLLEGE**

## **Essential Functions for Veterinary Technology Students**

The field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the veterinary technician program and veterinary profession. Every student will be held to the same standards with or without reasonable accommodations.

### **General Physical Requirements**

Students must possess the physical ability to:

- ✓ tolerate walking and standing for long periods of time.
- ✓ lift and carry 50 pounds
- ✓ use hands and arms to handle, install, position, and move materials, equipment, and supplies without assistance.
- ✓ handle, position, and restrain live animals (both small and large animal species).
- ✓ maintain sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. (An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.)

### **Cognitive Ability**

Students must:

- ✓ be able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- ✓ possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- ✓ be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- ✓ 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.
- ✓ be able to prioritize, organize, and utilize time-management skills to perform tasks.
- ✓ evaluate, synthesize, and communicate diagnostic information to the attending veterinarian and/or staff.
- ✓ be able to progress toward minimal supervision as they advance through the program.

### **Communication Skills**

Students must:

- ✓ read, write, speak, and report accurately and effectively in English.
- ✓ comprehend and carry out complex written, and oral instructions given in English.
- ✓ 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.

## **Professionalism and Interpersonal Skills**

Students must:

- ✓ demonstrate professional and socially appropriate behavior.
- ✓ maintain cleanliness and personal grooming consistent with close human and animal contact.
- ✓ be able to interact appropriately with clients and all members of the veterinary healthcare team.
- ✓ have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e., unstable patient condition), emergent demands (i.e., stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli, aggressive animals).

## **Manual Dexterity and Mobility**

Students must:

- ✓ be able to move his/her entire body within seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- ✓ possess fine motor movements in order to perform the *essential functions* of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- ✓ possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, insert and remove tubes, collect organic samples from live animals, and perform wound care.
- ✓ possess the ability to palpate and interpret findings, i.e., palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- ✓ be able to hold surgical instruments in one hand and perform fine movements with such instruments. This includes the ability to assist in holding of hemostats or other instruments while assisting in surgery, induce and monitor general anesthesia in an animal patient, and place intravenous and urinary catheters without assistance.
- ✓ be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge, tie suture, perform endotracheal intubation, inject liquid intravenously, catheterize animals to obtain urine and/or other body fluids samples, and apply bandages without assistance.

## **Auditory, Olfactory, and Visual Skills**

Students must:

- ✓ possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- ✓ possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- ✓ possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.

- ✓ recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- ✓ detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- ✓ be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.

## **Reasonable Disability Accommodations**

Request for reasonable accommodations must be initiated by the student. Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation. Documentation must include the names, titles, professional credentials, license number, addresses, and phone numbers of the medical professionals that evaluated the student as well as the date of the evaluation. The evaluation report must include a summary of the assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results. The evaluation must list specific accommodations requested and the rationale for those accommodations. Documentation for eligibility must be current, preferably within the last three years. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations. Students may be required to re-submit this documentation each semester to allow for review of continuing eligibility for accommodations.

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodations and should be aware that a potential employer may not be amenable to use of accommodations that result in undue hardship to the employer. Students receiving accommodations must be aware that these may not be available from a prospective employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

Examples of reasonable accommodations that may be available to students that qualify under the ADA for performance of required skills could include the following:

- Amplified stethoscope
- Portable speech amplifier
- Hearing aids
- Clear surgical masks
- Magnifying headsets
- Non-allergenic gloves
- Magnifying microscope monitor

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Essential Functions for Veterinary Technology Students**  
**INFORMED CONSENT**

As an applicant and/or student in the Veterinary Technology Program at Hillsborough Community College, I understand that the field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the veterinary technician program and veterinary profession. Every student will be held to the same standards with or without reasonable accommodations. I have read the Hillsborough Community College Essential Functions for Veterinary Technology Students Policy. I understand this policy and certify that I meet the requirements for the Essential Functions for Veterinary Technology Students.

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Student's Signature

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Date

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Print Name

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Student I.D.