



1000 Viking Drive • Hillsboro, Missouri 63050-2441
(636) 797-3000/942-3000 • FAX (636) 789-4012 • TDD (636) 789-5772

Dear Veterinary Technology Applicant:

Enclosed you will find a Veterinary Technology Supplemental Application and detailed procedures for applying to the Veterinary Technology program for fall 2022. Completed applications may be submitted beginning July 1, 2021 to:

Jefferson College
Veterinary Technology
1000 Viking Drive
Hillsboro, MO 63050

Applications may be submitted until **March 31, 2022**. Applications will not be accepted after the due date. All requirements on the procedure/admissions checklist must also be completed by **March 31, 2022**, for you to be eligible for a file review. File reviews will begin in April 2022.

NOTE: It is your responsibility to check on the status of your file as you work towards file review. You will need to call (636) 481-3424 periodically to make sure your file is complete by the deadline of March 31, 2022. We look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Dana Nevois".

Dana Nevois, MBA, BS, RVT
Director, Veterinary Technology
dnevois@jeffco.edu



Application for Acceptance

Jefferson College • Veterinary Technology Program • 1000 Viking Drive • Hillsboro, MO 63050-2441
(636)481-3424/481-3488 or (636)797-3000, ext. 3424 or 4388 • FAX (636)789-2047 • TDD (636)789-5772

www.jeffco.edu

JEFFERSON COLLEGE VETERINARY TECHNOLOGY

The 2022 Veterinary Technology class will be selected based on the completion of the following requirements. You will receive a file review by the Veterinary Technology Admissions Committee after you have successfully completed these requirements. Final date for the completion of admission criteria is March 31, 2022, with exception to the prerequisite courses (Biology and Chemistry). Individuals must have completed the prerequisites or be currently enrolled in these courses in the spring or summer 2022 semesters to be accepted into the Veterinary Technology program (pending final grades).

Veterinary Technology Admissions Process, Fall 2022

1. Apply for general admission to Jefferson College.

- Submit a free [online application](#).
- **Please Note: Acceptance to the college does not guarantee admission to the Veterinary Technology program.**

2. Complete and return a Veterinary Technology Supplemental Application.

- In addition to the application, a \$30 Veterinary Technology application fee must be paid at the cashier, located in the Student Center. A copy of the paid receipt must be included in the Veterinary Technology Supplemental Application for the application to be considered complete. If a paid receipt is not received, the applicant's file will not be reviewed for admission to the Veterinary Technology Program.
- These will be accepted beginning July 1, 2021 through March 31, 2022. Please complete the form accurately and completely so we can process your application. This application is valid for **one year only**.
- Veterinary Technology Supplemental Application **must** be returned directly to the Veterinary Technology Department.

3. Submit an official copy of your high school transcript.

- Contact your high school to send a complete transcript to the Department of Enrollment Services at Jefferson College. If you are currently enrolled in high school, mail a copy of your current transcript. You must have a cumulative GPA of 2.25 or above to receive a file review. Additionally, you will need to request that your high school send a completed transcript after you graduate. We will also accept GED Test Scores for Certificate of High School Equivalence (minimum score of 225). A **copy** of your certificate will need to be provided.
 - If you have completed 12 or more college credits, you do not need to submit an official copy of your high school transcript **UNLESS** you plan to use high school biology and/or chemistry as prerequisites for the Veterinary Technology Program.
- Request that the Registrar's Office of all colleges you have attended send us an official transcript. You must have a cumulative college GPA of 2.25 or above to receive a file review.

4. Completion of the Veterinary Technology program prerequisites.

- Prerequisites for the program are high school biology and chemistry **or** college level biology, **taken and completed with a grade "C" or above within the last five years**. These classes must have had a lab accompany them. You are required to notify the veterinary technology department of prerequisite courses taken during the spring and summer 2021 semesters in order to have a completed file for review.

- 5. Completion and verification of 16 hours of veterinary clinical shadowing/observation hours OR employment in a veterinary practice that employs at least one Registered Veterinary Technician.**
- Applicants are required to perform and document 16 hours of veterinary clinical shadowing/observation/employment hours in order to have a completed file for review.
 - The applicant is responsible for completing and submitting the observation form provided in the supplemental application packet to the Veterinary Technology department no later than March 31, 2022.
- 6. Completion of the ACT.**
- Applicants are encouraged to take the ACT within two years of application. If the applicant chooses not to complete the ACT, the applicant's admission score will be based on current cumulative GPA. High school GPA will be used unless the applicant has 12 or more college credits. Applicants must have a cumulative GPA of 2.25 or above to receive a file review. Additionally, applicants must meet college-level requirements to gain acceptance into the program. Please refer to the Jefferson College [placement guide](#) for information regarding college-level requirements.
- 7. Two professional or academic references (form letters of recommendations) must be on file.**
- You will need to provide two professional or academic references; no family members, friends, neighbors, or pastors please. The names and addresses of your references should be included on the Veterinary Technology Supplemental Application.
 - The references listed are responsible for submitting the form letters of recommendation provided in the supplemental application packet to the Veterinary Technology department no later than March 31, 2022.
 - Please mail the letters to the following address:
**Jefferson College
Veterinary Technology
1000 Viking Drive
Hillsboro, MO 63050**
- 8. Veterinary Technology file reviews.**
- The Veterinary Technology Admissions Committee meets to review applications in April of each year. All requirements must be completed by March 31 to be considered for the file review for the fall semester. **ONLY COMPLETE FILES WILL BE REVIEWED.** During the file review, the Veterinary Technology Admissions Committee reviews current GPA (high school GPA will be used unless the applicant has completed 12 or more hours of college credit), prerequisite completion, general education and/or science coursework completion, ACT test scores, prior work experience, and professional references. A maximum number of 36-48 students will be accepted into the Veterinary Technology Program. Letters will be sent to all applicants informing them of the committee's decision.
- 9. The Veterinary Technology Admissions Committee consists of:**
- The Director of the Veterinary Technology Program
 - Two Full-Time Faculty Members of the Veterinary Technology Program
 - Two Non-Veterinary Technology Members in the Educational Field

Jefferson College



Veterinary Technology Program

APPLICATION FOR ADMISSION Jefferson College Veterinary Technology

Last **First** **Maiden**

Current Address

City, State, Zip

Home Phone Number/Cell Phone Number

Current E-mail Address

WORK/VOLUNTEER EXPERIENCE

List employment/volunteer work beginning with the most recent position held.
Please include involvement in the A+ Program.

Name of Employer	Address	Position Held	Dates of Employment

PROFESSIONAL/ACADEMIC REFERENCES

List two professional references. Please have the references listed complete the reference form and submit it to Jefferson College Veterinary Technology.

Name	Address	City, State, Zip

EDUCATIONAL BACKGROUND

High school transcripts or GED test scores must be on file for a file review.

Name of High School Attended _____ Graduation Date _____

Have you attended any other college? If yes, please list colleges attended. _____

Do you plan to transfer any general education or science courses to Jefferson College? If yes, which courses?

Have you taken the ACT? _____

If you answered no to the above question, are you planning to take the ACT (**the test must be completed by March 31, 2022 to be considered in your application**)?

Please indicate when you have taken the following courses:

	Grade Received	Year Taken
Biology		
Chemistry		

If your prerequisites are not complete at the time of application, please indicate when you plans to take these courses:

If you are presently attending college, please list the courses you are enrolled in:

Have you ever been a student in any type of Veterinary Technology/Veterinary Assistant and/or Nursing Program? If so, where?

Did you graduate? _____ If not, why did you leave the program? _____

Please note that a person with an adult felony conviction record will be subject to review by the Missouri Veterinary Medical Board to determine eligibility to take the licensure exam and to become licensed to practice as a veterinary technician in accordance with Missouri Law. Therefore, graduation from the Veterinary Technology Program does not necessarily guarantee the graduate the eligibility to complete the National and Missouri Board Examination for Veterinary Technicians.

Signature of Applicant **Date**

In applying for admission to the Veterinary Technology Program at Jefferson College, I hereby voluntarily waive my right of access as provided by Federal Law, PL 93-380, to confidential letters and statements of recommendation submitted by references on my behalf.

Signature of Applicant **Date**



Application Process Checklist

Keep this checklist available when calling to check the status of your file.

- _____ General Admission Application to Jefferson College—completed online.
- _____ Veterinary Technology Supplemental Application—completed and returned to Jefferson College Veterinary Technology.
- _____ Veterinary Technology \$30 application fee—paid at cashier located in the Student Center; receipt included in the application packet.
- _____ High school transcripts or copy of GED Certificate on file.
- _____ Previous College transcripts sent from colleges attended on file.
- _____ Completion of prerequisite(s) with a grade of “C” or above within the last five years.
- _____ Completion of the ACT within the last 2 years.
- _____ Two form letters of recommendation from the listed professional references.
- _____ Completion and verification of 16 hours of veterinary clinical shadowing/observation hours

REMEMBER, IT IS YOUR RESPONSIBILITY
TO CHECK YOUR FILE TO SEE THAT ALL
REQUIREMENTS HAVE BEEN MET PLEASE
CALL THE COLLEGE AT
(636)481-3424/481-3488 or (636)797-3000, ext. 3424 or
3488

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. NOTE: If accommodations for a disability are needed, please contact Christine Platter at (636) 481-3169 or 797-3000, ext. 3169; TDD users call (636) 789-5772.



Jefferson College Reference for Veterinary Technology Admissions

This reference form pertains to _____ who is applying for the Jefferson College Veterinary Technology Program. The information included in this form is collected with the understanding it is not shown nor quoted to the candidate. This reference will become the property of Jefferson College upon its receipt by the Veterinary Technology Program. An honest and complete opinion will be most helpful to us. Please return the completed form by March 31, 2022 to:

Jefferson College Veterinary Technology
1000 Viking Drive
Hillsboro, MO 63050

1. How long have you known this individual?
2. How do you know this person (i.e. employee, colleague, student, advisee)?
3. Has this individual displayed traits that would indicate he or she is interested in animal care and their welfare? If yes, please give an example.
4. Has this individual been involved in community or school activities? If yes, please list those activities you have knowledge of.
5. From your experience with this individual, would you please rate him or her in the following characteristics? If fair or poor, please explain.

	Excellent	Good	Fair	Poor
1. Honesty				
2. Reliability				
3. Punctuality				
4. Initiative				
5. Moral Character				
6. Personal Hygiene				

6. Would you employ this person for a position that requires responsibility and stability?
7. Please choose one of the following:
 I recommend this applicant without hesitation
 I recommend this applicant with some reservation
 I do not recommend this applicant

****Please feel free to attach supplementary sheets with additional comments or information.**

Reference Name & Title **Phone Number**

Institution (if applicable) & Address

Signature **Date**

As an applicant to the Jefferson College Veterinary Technology Program, I do () do not () waive my right to access the ratings and comments in the recommendation forms provided by my professional references. (Please check one.)

Student Signature: _____



Jefferson College Reference for Veterinary Technology Admissions

This reference form pertains to _____ who is applying for the Jefferson College Veterinary Technology Program. The information included in this form is collected with the understanding it is not shown nor quoted to the candidate. This reference will become the property of Jefferson College upon its receipt by the Veterinary Technology Program. An honest and complete opinion will be most helpful to us. Please return the completed form by March 31, 2022 to:

Jefferson College Veterinary Technology
1000 Viking Drive
Hillsboro, MO 63050

1. How long have you known this individual?
2. How do you know this person (i.e. employee, colleague, student, advisee)?
3. Has this individual displayed traits that would indicate he or she is interested in animal care and their welfare? If yes, please give an example.
4. Has this individual been involved in community or school activities? If yes, please list those activities you have knowledge of.
5. From your experience with this individual, would you please rate him or her in the following characteristics? If fair or poor, please explain.

	Excellent	Good	Fair	Poor
1. Honesty				
2. Reliability				
3. Punctuality				
4. Initiative				
5. Moral Character				
6. Personal Hygiene				

6. Would you employ this person for a position that requires responsibility and stability?
7. Please choose one of the following:

_____ I recommend this applicant without hesitation
 _____ I recommend this applicant with some reservation
 _____ I do not recommend this applicant

****Please feel free to attach supplementary sheets with additional comments or information.**

Reference Name & Title **Phone Number**

Institution (if applicable) & Address

Signature **Date**

As an applicant to the Jefferson College Veterinary Technology Program, I do () do not () waive my right to access the ratings and comments in the recommendation forms provided by my professional references. (Please check one.)

Student Signature: _____

*Jefferson College Veterinary Technology Program
Applicant Observation Form*

To the applicant: Generally, those considering a career in veterinary medicine can make a more informed choice based on personal experience or observation. Therefore, prospective students are required to perform a minimum of 16 hours of clinical observation. Types of clinical settings include veterinary clinics and hospitals.

Applicants must contact the site in advance and schedule a time for observation while a Registered Veterinary Technician is working.

Things to remember:

- Take this form with you to the observation experience and obtain the technician's signature to confirm your observation hours.
- Return the completed form with your application packet.

While at any clinical site, applicants must maintain the highest level of professional behaviors. Specifically, please do not wear jeans, t-shirts, sweatshirts, or open-toed sandals. Your overall look must be neat and clean to inspire confidence in the veterinary-client-patient interaction. As a professional courtesy, you are expected to arrive early and to contact the site immediately should a need to reschedule occur.

I authorize the Veterinary Technology Program to contact the Registered Veterinary Technician, named on the reverse side, if questions arise regarding this observation experience.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____



**Jefferson College Veterinary Technology Program
Applicant Observation Form**

To the technician: As an admission requirement to the Veterinary Technology Program offered at Jefferson College, applicants are required to observe a Registered Veterinary Technician (RVT) for a minimum of 16 hours. If the information for the prospective student is correct for today's observation, please complete and sign the form below and return it to the applicant.

Facility/Clinical Site: _____ **Total Hours Observed:** _____

Facility/Clinical Site Address/City/Zip Code: _____

Date Observed	Time Observed	RVT Initials

Printed Name of RVT: _____

RVT's Signature: _____

RVT's Phone Number/Email Address: _____

Did the applicant observe treatment? Yes No

Did the applicant present himself/herself in a professional manner? Yes No

Did the applicant arrive on time? Yes No

Did the applicant demonstrate interest in the patients and their treatments? Yes No

Did the applicant show enthusiasm toward the profession? Yes No

Thank you for sharing your time and expertise. We appreciate the support. Please contact the Veterinary Technology Program Director, Dana Nevois, at 636-481-3488, if you have comments regarding this applicant, or if you would like information about our program.