

Dear Applicant,

Thank you for your interest in the Portland Community College Veterinary Technology program. This two-year program is nationally accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education (AVMA-CVTEA). Graduates are awarded an Associates of Applied Science in Veterinary Technology (AAS) degree and are eligible to take the Veterinary Technician National Examination (VTNE) for licensure as a Veterinary Technician upon graduation. The PCC Veterinary Technology program accepts a new cohort of students in May of each year and begins a new cycle of classes with that cohort in September of each year.

Entrance into the program is highly competitive and space is limited to 30-32 students each fall term. Complete applications must be postmarked on or before May 1st of each year to be considered for admission into the fall term cohort. This means that all pre-requisite courses, testing and other requirements for application must be completed before the May 1st application deadline. Admission interviews are typically scheduled for May and students are offered placement in June.

All complete applications are assessed based upon academic transcripts, veterinary observation and/or work hours, letter of recommendation, veterinary experience and/or relevant animal experience, and the interview. Make sure you complete all tasks, and include all documents as outlined in this document. It is absolutely necessary to turn in a complete application packet. Incomplete application packets received by the Veterinary Technology program are unacceptable and will not be evaluated. It is your responsibility to ensure that all tasks are completed and all materials are included and received on time.

Good Luck! Veterinary Technology is an exciting, challenging and rewarding profession. Additional information about Portland Community College, the Veterinary Technology program, and the field of Veterinary Technology may be found on our website at [www.pcc.edu/vettech](http://www.pcc.edu/vettech) or at our monthly information sessions (see web page for details. For further information please contact the Veterinary Technology program at [vet@pcc.edu](mailto:vet@pcc.edu)

Best regards,

The PCC Veterinary Technology Program

## PCC Veterinary Technology Program Application Guidelines

### Prior to applying:

- Graduate high school or complete a GED equivalent
- Attend a Prospective Student Information Session (PSIS)
  - These sessions cover career prospects, program requirements, selection criteria, application procedures, deadlines, and strategies to improve your admission status. Each session lasts approximately 1.5-2 hours including an opportunity for students to ask questions. You are not required to attend an information session prior to applying, but they are strongly encouraged.
- Complete Veterinary Technology Prerequisite courses
  - Math: MTH 95, Intermediate Algebra, 4 credits
  - Writing: WR 121, English Composition, 4 credits
  - Chemistry: CH 151, Preparatory Chemistry, 5 credits
  - Biology: BI 112, Cell Biology, 5 credits
  - Medical Terminology: MP 111, Medical Terminology, 4 credits
  - **NOTE:** If you believe you have taken an equivalent prerequisite course at a college or university other than PCC, it is highly recommended to have outside courses approved by the Veterinary Technology Program prior to submitting them in an application. You may submit the course description with your application but, in that case, do not assume that your prior coursework is equivalent to the required PCC prerequisite. To have the prerequisites pre-approved, please email course descriptions and course credit hours to [vet@pcc.edu](mailto:vet@pcc.edu) for approval prior to application submission. Course descriptions are typically found in the college catalog available on most school websites.
- Complete Direct Observation Hours and Form
  - The Direct Observation forms are found on our website. You must spend at least 40 hours of direct observation in a veterinary hospital or clinic while a veterinarian and/or veterinary technician is on the premises. It is your choice where to complete this requirement. You can fulfill these hours at more than one facility. Please note, the most successful applicants are working as an employee at a veterinary facility in order to obtain the hands-on experience that makes them a more competitive applicant.
  - NOTE: Every applicant must have this form completed by a Veterinarian or Certified Veterinary Technician.

- Obtain a Letter of Recommendation
  - This letter may be from a past or present employer, an instructor, animal handler, volunteer supervisor, etc. However, a professional letter of recommendation from a practicing Veterinarian or Certified Veterinary Technician, especially one which states that you have experience beyond the 40-hour observation requirement earns you more points in this category. The letter of recommendation must be received in a sealed envelope and mailed with all the materials in your application packet. Please only submit one letter of recommendation.
  
- Submit Official High School transcripts
  - All applicants must have graduated high school or completed a GED equivalency. You must include an official high school transcript or official proof of GED equivalency in your application packet.
    - An official high school transcript must come in a signed, sealed envelope directly from your high school. Please submit the transcript contained within the signed and sealed envelope. Opened transcripts are not considered official.
    - An official GED score must come from the testing entity under which you took your GED examination.
  - Note that diplomas, certificates, copies of unofficial high school transcripts, etc. **DO NOT** fulfill this requirement
  
- Submit Unofficial College transcripts
  - All applicants should include *unofficial* copies of transcripts from any colleges other than PCC that they have attended. These unofficial transcripts should be submitted with the Vet Tech application packet.
  - You do not need to submit a PCC transcript in your VT application packet.
  
- Submit Official College transcripts
  - All applicants should submit *official* copies of transcripts from any colleges other than PCC that they have attended to PCC Student Records and request a Transfer Credit Evaluation. Do NOT send your *official* college transcripts in your Vet Tech application packet, only unofficial college transcripts are required to be submitted with the application packet.
  - The process for requesting transfer credit evaluation can be found here: <http://www.pcc.edu/resources/student-records/transfer.html>
  - To ensure your transcripts are evaluated by the Vet Tech application deadline of May 1st, you should submit official transcripts to Student Records no later than April 1<sup>st</sup>.

## How to Apply:

- Application deadline: May 1st by 5:00pm Pacific Standard Time
  - Applications can be mailed (postmarked no later than 5:00pm May 1<sup>st</sup>), or submitted in person to the Rock Creek Campus: Building 7, Room 202.
- Apply to PCC as a credit seeking student.
  - Students can apply online at: [www.pcc.edu/admissions](http://www.pcc.edu/admissions)
  - This is a free process that usually takes 2-3 business days for complete processing
  - IMPORTANT: you will not be able to declare Veterinary Technology as your major at this time, please select “UND” or Undeclared as your major. Your major will be changed if and when you are accepted into the program.
  - Once you are admitted to PCC you will be given a student identification number, which begins with the letter “G.” This is known as your G# and must be included on your Veterinary Technology application.
  - All email communication will be through a PCC email address ONLY
- Submit all completed application materials
  - Utilize the Application Checklist to be sure you have all materials
  - Include all requested materials in one envelope
  - DO NOT submit extra materials beyond those required and requested. DO NOT bind your application in a folder with separators or page protectors. Applications packets received with any of these items may have points deducted from the total score or may not be evaluated at all.
  - Mail your complete application packet so that it will arrive on or before May 1<sup>st</sup> to:

c/o Dr. Ragan Borzcik  
PCC Veterinary Technology Program  
PO Box 19000  
Portland, OR 97280

## **PCC Veterinary Technology Program Application Checklist**

Please ensure that each of the following items is included in your submitted application. Incomplete applications will not be considered. Submitted application materials are the property of PCC and will not be returned to applicants.

- Completed application for admission
- Letter of recommendation in a sealed envelope
- Direct Observation Form - signed & dated by a veterinarian or veterinary technician
- Official high school transcript or official proof of GED equivalency
- Unofficial transcripts from all colleges attended (you do not need to include your PCC transcript)
- All non-PCC official college transcripts have been submitted to, and evaluated by, the PCC student records office. See "Application Guidelines" for specific instructions.
- Course descriptions for all prerequisite coursework completed outside of PCC or any prior email exchanges regarding prerequisite course approval

A reminder that all applications must be received by May 1<sup>st</sup>

## **APPLICATION FOR ADMISSION**

Please thoroughly read and refer to the “Application Guidelines” in order to properly complete this application.

Name \_\_\_\_\_  
                                Last                                First                                MI                                Maiden

E-mail address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_  
                                Street

\_\_\_\_\_  
                                City                                State                                Zip Code

Student G#: \_\_\_\_\_ (All students admitted to PCC have a G# issued. All applicants are required to be admitted to PCC prior to application. See “Application Guidelines” for information regarding PCC admissions.)

Have you applied previously to the Portland Community College Veterinary Technology program?  
  Yes  No

If so, then please list the year/s of application. \_\_\_\_\_

**Alternate contact information:**

Name \_\_\_\_\_  
                                Last                                First

Address \_\_\_\_\_  
                                Street

\_\_\_\_\_  
                                City                                State                                Zip Code

## **Educational Background**

List in chronological order, beginning with high school

| <b>School Name</b> | <b>Major or courses taken</b> | <b>Dates attended</b> | <b>Total credits</b> | <b>Degree or certificate obtained</b> |
|--------------------|-------------------------------|-----------------------|----------------------|---------------------------------------|
|                    |                               |                       | N/A                  |                                       |
|                    |                               |                       |                      |                                       |
|                    |                               |                       |                      |                                       |
|                    |                               |                       |                      |                                       |

## **Prerequisite Coursework**

Please provide information regarding all prerequisite coursework. Attach course descriptions for any prerequisite coursework completed outside of PCC.

| <b>Portland Community College Prerequisite Course Number</b> | <b>School name</b> | <b>Course number and title</b> | <b>Credit hours</b> | <b>Grade Received</b> | <b>Date of completion</b> |
|--|--------------------|--------------------------------|---------------------|-----------------------|---------------------------|
| <b>Math 95</b>   |                    |                                |                     |                       |                           |
| <b>Writing 121</b>   |                    |                                |                     |                       |                           |
| <b>Biology 112</b>   |                    |                                |                     |                       |                           |
| <b>Chemistry 151</b>   |                    |                                |                     |                       |                           |
| <b>Medical Terminology MP 111</b>                            |                    |                                |                     |                       |                           |

## **Veterinary Work Experience**

List paid and volunteer work in a veterinary clinic or with a veterinarian.

| <b>Position</b> | <b>Employer name, address, and phone</b> | <b>Dates employed</b> | <b>Total hours worked</b> |
|-----------------|--|-----------------------|---------------------------|
|                 |  |                       |                           |
|                 |  |                       |                           |
|                 |  |                       |                           |
|                 |  |                       |                           |

## **Animal Care & Handling Experience**

List employment, volunteer work, or personal experiences you have working with animals excluding veterinary hospitals.

| <b>Position</b> | <b>Employer name, address, and phone</b> | <b>Dates employed</b> | <b>Total hours worked</b> |
|-----------------|--|-----------------------|---------------------------|
|                 |  |                       |                           |
|                 |  |                       |                           |
|                 |  |                       |                           |
|                 |  |                       |                           |



### Other Significant Work Experience

| <b>Position</b> | <b>Employer name, address, and phone</b> | <b>Dates employed</b> | <b>Total hours worked</b> |
|-----------------|--|-----------------------|---------------------------|
|                 |  |                       |                           |
|                 |  |                       |                           |
|                 |  |                       |                           |
|                 |  |                       |                           |

### Career Goals

Please write a statement explaining why you want to become a certified veterinary technician. Include any relevant animal handling experience. Please use no more than 250 words.

## **Application Certification**

I certify that all the information in my application is accurate and true.

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Applicant's Signature

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Date

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Parent's Signature (if applicant is under 18 years)

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Date