

APPLICATION GUIDE

Thank you for your interest in applying to the Veterinary Technology program. We are one of two programs in Oregon, and one of a few in the nation, that provides hands-on learning experience with a full range of farm and domestic animals. Ours is a two year program that prepares students to become Certified Vet Techs and pass the Veterinary Technician National Exam (VTNE). We provide a quality in-depth education that prepares students for success in their careers.

APPLICATION TIMELINE

Term you Want to Start	Apply to Veterinary Technology
Fall 2023	May 1, 2023
Fall 2024	Spring 2024



HELPFUL CONTACTS

Connect with an Advisor	vet@pcc.edu
Direct Observation, Internship, & Job Info	Aimee Bosland PCC Careers Specialist 971-722-7452 aimee.bosland@pcc.edu
Enrollment Services	971-722-8888, option 2 enroll@pcc.edu pcc.edu/enroll
Financial Aid	971-722-8888, option 4 pcc.edu/enroll/paying-for-college/financial-aid/

To join the Veterinary Technology program, you must apply for admission. This competitive program accepts up to 32 students, once per year, in the spring for a fall start date. The selection process is based on points – you can see how to earn points and become a more competitive applicant in this guide.

VETERINARY TECHNOLOGY

Portland Community College
Rock Creek Campus
17705 NW Springville Road 7/202
Portland, OR 97229

pcc.edu/programs/veterinary
vet@pcc.edu
971-722-7252



BEFORE YOU APPLY TO THE PROGRAM, COMPLETE THESE STEPS

Apply to PCC

Complete this step as soon as possible so you can start utilizing PCC resources. On the PCC application, choose Associate of General Studies for your major. (Your major will be updated after you're admitted to the program.) Go to pcc.edu/enroll.

Take Prerequisites

These classes must be completed with a "C" or better by the May 1 deadline. If you've taken these at another college, please submit a copy of your unofficial transcript (PDF preferred) to vet@pcc.edu.

MTH 95:	Intermediate Algebra, or higher
WR 121:	English Composition, or higher
CH 104:	Allied Health Chemistry I, or higher
BI 112:	Cell Biology, or equivalent
MP 111:	Medical Terminology, or equivalent

Complete Direct Observation

Applicants must spend at least 40 hours in a veterinary clinical setting and submit the direct observation form with the application.

- Contact Aimee Bosland, PCC Careers Specialist, if assistance is needed in finding a veterinary setting
 - 971-722-7452
 - aimee.bosland@pcc.edu
- The direct observation form can be found at pcc.edu/programs/veterinary/apply/ and is also located at the end of this document.

Letter of Recommendation

This letter should be from a practicing Veterinarian or Certified, Licensed, or Registered Veterinary Technician. The letter must be emailed to vtapply@pcc.edu.

Transcripts

Arrange for your official high school transcripts confirming graduation or GED equivalency to be sent to the program.

- An official high school transcript must come directly from your high school. Arrange for the high school to email the official transcript to vtapply@pcc.edu. If electronic submission is not possible, contact us at vet@pcc.edu to arrange an alternative mode of submission.
- 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. Opened transcripts are not considered official.

Submit Application

- The online application form is available in January each year on this web page: pcc.edu/programs/veterinary/apply/
- Applications are due by May 1st of each year for admission the following fall.

After you Apply

- Interview
Competitive applicants will be offered a chance to sit for an interview and final decisions for program entry will be made after the interview.
- Notification of Acceptance
In early July, applicants will be notified of their status via their PCC email.

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HOW ARE APPLICANTS SELECTED?

Applicants are evaluated using a point system. Points can be earned in the following areas:

- Prerequisite GPA
- Math and Science GPA
- Completion of a prior degree
- Veterinary experience
- Animal care experience
- Letter of recommendation
- Interview

Criteria for Assessment - Point Evaluations of Applicants

ACADEMICS		
Prerequisites		
MTH 95: Intermediate Algebra, or higher WR 121: English Composition, or higher CH 104: Allied Health Chemistry I, or higher BI 112: Cell Biology, or equivalent MP 111: Medical Terminology, or equivalent		
A (4.0)	1 point each	
B (3.0)	0.5 points each	
College Education		
Additional Classes in Sciences (BI, CH, Animal Science, NOT Math)	5 or more classes	2-4 classes
3.5+ GPA	3 points	1.5 points
3.0+ GPA	2 points	1 point
2.0+ GPA	1 point	0.5 points
Additional Classes in Math 100 Level and Higher	5 or more classes	2-4 classes
3.5+ GPA	3 points	1.5 points
3.0+ GPA	2 points	1 point
2.0+ GPA	1 point	0.5 points
College Degree		
Associate	1 point	
BA/BS	1.5 points	
Demonstrates ability to pass all classes with a full load (12+credits) in a term.	0.5pt/term (max 2 points)	
Additional Classes in Communication	2 or more classes	1 class
3.5+ GPA	3 points	1.5 points
3.0+ GPA	2 points	1 point
2.0+ GPA	1 point	0.5 points



EXPERIENCE	
Animal Handling Experience	max 2 points
Any animal related employment, volunteer work, or personal experiences will be awarded points based on the type of animal experience. NOTE: The 40 hours observation requirement does not count here.	
Veterinary Assistant Experience	1pt/320 hrs experience
Letter of Recommendation	
If letter is from supervising animal care professional	0.5 points
If letter is from supervising DVM or CVT	1 point
Verifies animal care skills and knowledge	0.5 points
Verifies personal/team skills	0.5 points
Verifies commitment/work ethic	0.5 points

INTERVIEW	
Is an averaged score of all interviewers based on the applicant's knowledge, preparedness, commitment, team skills, and values.	max 5 points

FREQUENTLY ASKED QUESTIONS (FAQS)



When will the Veterinary Technology application be available?

During the application period, the application is available online on this web page: pcc.edu/programs/veterinary/apply/

When is my application due?

All application materials must be received by May 1, 2022 by 5:00 pm.

Can I apply to the Veterinary Technology program if I have not completed all of the prerequisite courses?

To ensure student success in the program, all prerequisite courses must be completed by the end of winter term prior to the May 1st application deadline.

How do I find out if my credits from another college or university meet the program prerequisites?

Please submit a copy of your unofficial transcript (PDF preferred) to vet@pcc.edu.

Can someone help me find a clinic to fulfill the 40-hour observation requirement?

Yes. Please contact Aimee Bosland, PCC Careers Specialist, if assistance is needed in finding a veterinary clinic where you can fulfill your 40-hour observation requirement.

- 971-722-7452
- aimee.bosland@pcc.edu

What are my chances of being accepted into the program?

The program receives 60-70 applications per year and accepts 30-32 students to begin in the fall term. To be most competitive, an applicant would satisfy some combination of the following criteria:

- At least three months experience in a veterinary clinical setting
- A's and B's in prerequisite coursework
- Other college credits (especially in math and science)
- Competitive college GPA
- Excellent letter of recommendation from a licensed veterinarian or veterinary technician
- High interview score

If I am not accepted into the program, do I have to reapply next year?

Candidates who are not accepted must fill out a new application and re-submit the application packet the following year.

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DIRECT OBSERVATION

Suggestions for Obtaining Your Hours

- Contact the facility by phone or preferably in person to schedule an appointment.
- Clearly identify yourself as a student applying to the PCC Veterinary Technology program. Emphasize that the observation is required to be considered for admission to the program, and that you are interested in a professional career in a veterinary setting.
- Speak with the Lead Veterinary Technician, the Hospital Owner, or the Practice Manager to arrange your on-site hours.
- Bring the direct observation letter and form below with you for the veterinarian and staff to review at your observation appointment.
- Use more than one direct observation form if you observe at more than one location.
- Remember, the veterinarian and staff of the facility are helping you. Please be considerate of their time and policies while in their facility. Some hospitals and clinics will only let you observe, without any actual hands-on experience with the patients due to legal /insurance issues.
- At the site, try to focus on the job duties being performed by the Certified Veterinary Technician. Ask yourself: “Are these the responsibilities that I would like to have?”
- If you are currently employed as a veterinary assistant, your previous work experience will fulfill this direct observation requirement but the Direct Observation Form must still be completed and submitted with your application.

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DIRECT OBSERVATION LETTER

To Whom It May Concern,

The Portland Community College Veterinary Technology program requires all applicants to observe at least 40 hours in a veterinary clinic or hospital for eligibility for admission to the program. The purpose is to introduce the applicant to the Veterinary Technology profession, and to allow that person to observe the activities of veterinary hospitals so that they will be able to decide if this is truly the occupational training he/she desires.

We respectfully request that you allow these students to observe the 40 hours in your hospital. If the prospective applicant is currently or formerly an employee of yours and has met the requirements for observation and discussion listed on the attached "Direct Observation Form", then simply fill out the form and return it to the applicant.

We greatly appreciate any effort you make to accommodate these requests for observation. Both the program's faculty and our advisory committee feel this experience will be extremely valuable for the applicants and will, ultimately, strengthen our program and profession.

Sincerely,

Ragan Borzcik, DVM
Department Chair
Veterinary Technology Program
Portland Community College

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DIRECT OBSERVATION FORM

CVT/DVM INITIAL WHEN COMPLETE	TASKS TO BE OBSERVED
	Minor surgical procedures (e.g. abscess drainage)
	Major surgical procedures (e.g. ovariohysterectomy)
	Office procedures (e.g. daily cash chart)
	Client interaction (e.g. history taking, discharge instructions)
	Kennel or stall clean-up (e.g. cage clean-up)
	Animal Medicating: (e.g. pilling and/or injecting a cat)
	Euthanasia, if possible (not an absolute requirement)
	Instrument clean-up
	Laboratory work such as looking through a microscope: (e.g. fecal analysis)
	Various other treatment procedures: (e.g. expressing anal sacs, enemas)
	Suggested Topics of Discussion
	Anticipated wages of a Certified Veterinary Technician
	Working hours for Certified Veterinary Technicians
	Employment benefits anticipated, such as paid vacation, health insurance, etc
	Rewards of being a Certified Veterinary Technician
	Challenges associated with being a Certified Veterinary Technician

 Signature of DVM or CVT and Hospital Name

 Date