

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 2024. Completed applications may be submitted beginning October 1, 2023 to:

Jefferson College
Veterinary Technology
1000 Viking Drive
Hillsboro, MO 63050

Applications may be submitted until **March 31, 2024**. Applications will not be accepted after the due date. All requirements on the procedure/admissions checklist must also be completed by **March 31, 2024**, for you to be eligible for a file review. File reviews will begin in April 2024.

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, 2024. We look forward to hearing from you.

Sincerely,



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



Application for Acceptance

Applications are Due:

March 31, 2024

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 • TDD (636)789-5772

www.jeffco.edu

JEFFERSON COLLEGE VETERINARY TECHNOLOGY

The 2024 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, 2024, with exception to the prerequisite courses. Individuals must have completed the prerequisites or be currently enrolled in these courses in the spring or summer 2024 semesters to be accepted into the Veterinary Technology program (pending final grades).

Veterinary Technology Admissions Process, Fall 2024

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 October 1, 2023 through March 31, 2024. Please complete the form accurately and completely so we can process your application. This application is valid for **one year only**.
- Veterinary Technology Supplemental Applications **must** be returned directly to the Veterinary Technology Department via mail or email to dnevois@jeffco.edu.

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. Only core classes (English, math, and science) will be considered when reviewing the high school transcript. You must have a cumulative GPA of 2.50 or above in core classes to receive a file review. Additionally, you will need to request that your high school send a completed transcript after you graduate.
 - If you have completed 12 or more college credits that will apply to the Veterinary Technology degree, you do not need to submit an official copy of your high school transcript **UNLESS** you plan to use high school biology and 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. Only core classes that will apply to the Veterinary Technology degree (required general education and science courses) will be considered when reviewing college transcripts. To view the required courses, please refer to the [Veterinary Technology Degree Plan](#). You must have a cumulative college GPA of 2.50 or above in these classes to receive a file review.
- At this time, the Veterinary Technology Program does not accept the transfer of veterinary technology specific coursework from other programs. Credit may be eligible for elective credit as assigned by Jefferson College. Please see an academic advisor for more information regarding transfer credit.

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 2024 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, 2023.
- The applicant is responsible for writing a brief narrative (250-300 words) summarizing the observation/shadowing experience that specifically focuses on the role of the veterinary technician in the veterinary profession.

6. 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, 2024.
- Please mail the letters to the following address:

**Jefferson College
Veterinary Technology
1000 Viking Drive
Hillsboro, MO 63050**

7. 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, prior work experience, and professional/academic 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.

8. The Veterinary Technology Admissions Committee consists of:

- The Director of the Veterinary Technology Program
- Two Full-Time Faculty Members of the Veterinary Technology Program
- Non-Veterinary Technology Member in the Educational Field

Jefferson College



Veterinary Technology Program

APPLICATION FOR ADMISSION Jefferson College Veterinary Technology

PERSONAL INFORMATION

Last **First** **Maiden**

Preferred Name

Current Address

City, State, Zip

Home Phone Number/Cell Phone Number

Current E-mail Address

PROFESSIONAL/ACADEMIC REFERENCES

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

Name	Address	City, State, Zip

EDUCATIONAL BACKGROUND

Appropriate transcripts must be on file to receive a file review.

General Information	
Name of High School Attended	
High School Graduation Year	
Are you a current student at Jefferson College?	
Have you attended any other college(s)? If so, please list.	
Do you plan to transfer general education courses to Jefferson College? If so, what college(s) will you be transferring from?	
Have you previously completed, or will you, by the end of the upcoming spring semester, complete a college degree? If so, what is the degree and what college awarded your degree?	

Please indicate when you took the following prerequisite course(s).

If you have not taken the prerequisites, or if they are in progress, please indicate the date they will be complete.

Course	Grade Received	Year Taken
High School Biology		
High School Chemistry		
College-Level Biology		

Please indicate if you have taken any of the following general education or science courses. If you have completed any of the courses, please include the year the course was taken and the grade received.

Please refer to the Veterinary Technology Degree Plan to determine required general education and science courses.

Course	Name of College Awarding Credit	Grade Received	Year Taken
Introduction to College or Equivalent Course			
English Composition I			
Computer Literacy (CIS125)			
Civics Course (HST103, HST104, or PSC102)			
Humanities/Communications Elective			
Social/Behavioral Science Elective			
Vertebrate Anatomy			
Vertebrate Physiology			
Microbiology for Health Sciences			

Jefferson College's Annual Security and Fire Safety Report is now available. This report is required by federal law and contains policy statements and crime statistics for Jefferson College. The policy statements address Jefferson College's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses.

Additionally, this report contains information regarding campus security and personal safety, including topics such as: crime prevention, fire safety, Jefferson College Campus Police Department enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. Also included are crime statistics for three previous calendar years which were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus.

This report is available online at: <https://www.jeffco.edu/sites/default/files/PR/Web/Consumer-Info/2023/annual-security-fire-safety-report.pdf>.

You may also request a paper copy from the Jefferson College Police Department by phone at 636-481-3500 or at Jefferson College Hillsboro-802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO 63050; Jefferson College Arnold-1687 Missouri State Road, Arnold, MO 63010; or Jefferson College Imperial-4400 Jeffco Boulevard, Arnold, MO 63010.



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 on file (if applicable).
- _____ Previous college transcripts on file (if applicable).
- _____ Completion of prerequisite(s) with a grade of “C” or above within the last five 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 the Accessibility Resource Office at (636) 481-3158 or 797-3000, ext. 3158; TDD users call (636) 789-5772.

Revised 9.23



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, 2024 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 below average, please explain.

Characteristic	Excellent	Above Average	Average	Below Average	Unknown
1. Punctuality					
2. Appearance/Personal Hygiene					
3. Shows Initiative					
4. Quality of Work					
5. Problem Solving/Resourcefulness					
6. Stress Management					
7. Maturity/Emotional Control					
8. Interpersonal Skills					
9. Communication Skills					
10. Integrity/Honesty					

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, 2024 to:

Jefferson College Veterinary Technology
 1000 Viking Drive
 Hillsboro, MO 63050

- 8. How long have you known this individual?
- 9. How do you know this person (i.e. employee, colleague, student, advisee)?
- 10. 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.
- 11. Has this individual been involved in community or school activities? If yes, please list those activities you have knowledge of.
- 12. From your experience with this individual, would you please rate him or her in the following characteristics? If below average, please explain.

Characteristic	Excellent	Above Average	Average	Below Average	Unknown
11. Punctuality					
12. Appearance/Personal Hygiene					
13. Shows Initiative					
14. Quality of Work					
15. Problem Solving/Resourcefulness					
16. Stress Management					
17. Maturity/Emotional Control					
18. Interpersonal Skills					
19. Communication Skills					
20. Integrity/Honesty					

13. Would you employ this person for a position that requires responsibility and stability?

14. 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.

*Jefferson College Veterinary Technology Program
Applicant Observation Form*

Applicant: Please write a short narrative (250-300 words) of your experience during your job shadowing. Specifically, focus on the role of the veterinary technician in the veterinary profession.

Your name: _____

Date of Observation: _____

Facility Observed: _____

Veterinary Technology Admission Rubric and Instructions

The Veterinary Technology Program is equipped to accept 36 students for the 2024-2026 cohort. Applications are reviewed after the application deadline has passed. Each application is scored based on the points system indicated below. The 36 applicants who earn the highest scores are admitted into the Veterinary Technology Program. The Program also maintains an alternate list of applicants who can be offered a position into the Program should one of the originally accepted students decline the position offered to them. There is not a waiting list for entrance into the program. Students not accepted into the program or alternates who do not fill a vacated position need to reapply at the next application period.

Criteria	Specifics	Calculation	Total Number of Points
Program Prerequisite(s)	High School Biology High School Chemistry -OR- College-Level Biology	High School Biology A = 50 B = 37.5 C = 12.5 High School Chemistry A = 50 B = 37.5 C = 12.5 College-Level Biology A = 100 B = 75 C = 50	100
High School GPA -OR- College Level GPA	High School: Core English, Math, and Science Courses College: General Education and Science Courses Required for Veterinary Technology Degree (12 or more credit-hours-100 level or above)	2.50-2.99 GPA = 25 3.0-3.49 GPA = 50 3.50-3.74 GPA = 75 3.75-4.0 = 100	100
Completion of General Education and/or Science Courses Required for Vet Tech Degree-Completed with a grade of "C" or better	<ol style="list-style-type: none"> 1. English Composition I 2. Civics Course (HST103/104 or PSC102) 3. Computer Literacy 4. Humanities/Communications Elective 5. Social/Behavioral Science Elective 6. Vertebrate Anatomy 7. Vertebrate Physiology 8. Microbiology for Health Sciences 	5 points each for completion of general education courses = 25 maximum points 25 points each for completion of science courses = 75 maximum points	100
Letters of Recommendation (See scoring rubric below)	Two (2) letters of professional or academic recommendation required.	Letter #1 = 10 Letter #2 = 10	20
Observation	<ol style="list-style-type: none"> 1. Did the applicant observe physical exam and/or treatment? 2. Did the applicant present their self in a professional manner? 3. Did the applicant arrive on time? 4. Did the applicant demonstrate interest in the patients and their treatments? 5. Did the applicant show enthusiasm for the profession? 6. Narrative: able to articulate duties of a veterinary technician and describe exams observed. 	Yes = 2.5 points No = 0 points	15
Successful Completion of Veterinary Assistant Program -OR- Related Work Experience	High school or college program -OR- involved with direct patient care.	Yes = 40 points No = 0 points	40
Total Number of Points Possible			375

Letter of Recommendation Scoring Rubric

Characteristic	Excellent (1 point)	Above Average (0.5 points)	Average (0 points)	Below Average (-1 point)	Unknown (0 points)
21. Punctuality					
22. Appearance/Personal Hygiene					
23. Shows Initiative					
24. Quality of Work					
25. Problem Solving/Resourcefulness					
26. Stress Management					
27. Maturity/Emotional Control					
28. Interpersonal Skills					
29. Communication Skills					
30. Integrity/Honesty					

Total from Above Characteristic Chart: _____/10

Recommender checks box noting reservations with applicant - OR- checks box noting not to recommend the applicant for admission.	Deduct 3 points
Recommender is a family member or friend.	Deduct 3 points
Letter received late.	Deduct 2 points

Total Letter of Recommendation Points: _____/10