

Effective date of June 2nd, 2020

Policies and Procedures for Joliet Junior College's Veterinary Medical Technology Program

The Associate in Applied Science (A.A.S.) degree in the Veterinary Medical Technology Program (VMTP) is designed for students who wish to become certified veterinary technicians (CVTs). The program combines classroom learning with hands-on laboratory and clinical experience. The VMTP offers both day and evening sections.

The Joliet Junior College Veterinary Medical Technology Program is fully accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Upon completion of the VMTP, graduates are eligible to take the Veterinary Technician National Exam (VTNE) for licensure in Illinois. The Illinois Department of Financial and Professional Regulation (IDFPR) administers the examination. Certification requirements may vary from state to state.

To take courses within the VMTP, students must be admitted into the program by following a separate application process for the program in addition to the application to JJC. The VMTP application is available between Jan. 1st- June 1st for fall admission. The VMTP only offers fall start. Students must complete pre-requisite courses prior to admission into the program. Please see admission criteria at <http://www.jjc.edu/vet-tech>. Prospective students are encouraged to attend information sessions or meet with a VMTP advisor. Accepted students will be given information on requirements for a current physical examination including immunizations. Rabies immunization is a requirement of the program.

Note: VMTP students must achieve a minimum grade of "C" in each of the vet tech courses as well as the general education courses before they are eligible for graduation.

Admissions Procedure

All students must meet the following prerequisites in order to be eligible and have a complete application by the June 1st annual deadline:

1. Complete a [JJC college application](#).
2. Submit official, sealed transcripts (all transcripts must be sent from the original institution directly to Joliet Junior College) to Joliet Junior College, Academic Credentials office, 1215 Houbolt, Joliet, IL 60431-8938.
 - i. High School or high school equivalency (GED, HiSET, TASC)
 - ii. All College transcripts (other than JJC)
 - iii. ACT scores (if less than 24 months after your high school graduation date)
3. [Submit a Transcript Evaluation Request Form](#). View your academic summary on E-Resources in approximately 4-6 weeks for your evaluation of transfer credit and the JJC equivalencies
4. Complete the [VMTP application](#). The application is available once yearly from **January 1st through June 1st**, for students who have met the VMTP admissions criteria.

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5. Either of the following standardized testing minimums:
 - i. Placement test placing student higher than MATH 094 or previous credit in MATH 094 or TMAT 107 (or higher) with a grade of “C” or better. For more information contact the [Academic Skills Center](#). Or
 - ii. ACT scores of 22 for Math
6. Completion of the following courses with a grade of “C” or better:
 - i. ENG 101 or ENG 102;
 - ii. Introductory Level Social Science course;
 - iii. VET 100 or BIO 100;
 - iv. BIO 149 or BIO 151 (general Biology);
 - v. Any General education course;
 - vi. COMM 101 or COMM 202 or COMM 203 or COMM 204
7. Consult with the admissions specialist sbarrera@jjc.edu, (815) 280-2247 or meet with a vet tech advisor kmagno@jjc.edu, (815) 280-2746.
8. Applicants will receive an email notification from a JJC email account acknowledging receipt of the application.

Ranking Process

Due to the large volume of applicants relative to the number of available positions in the program, a point ranking system will be used to determine acceptance into the VMTP.

- Each eligible application will be given a number for anonymity and demographic data will be removed from the advisor summary.
- Applicants will be scored and ranked based on:
 - Calculated GPA based upon the grades for prerequisite general education classes (ENG 101 or ENG 102, VET 100 or BIO 100, BIO 149 or BIO 151, Any Ged Ed course, and COMM 101 or COMM 202 or COMM 203 or COMM 204) (weighted 50%). If a student has received course credit for any class where there is no grade given, the student’s grade for purposes of awarding points will be counted as a “C”.
 - Percent credit hours completed (weighted 25%)
 - Experience (weighted 25%) ([Veterinary/animal experience form](#)): Experience is not required for admission but is highly recommended and can add to your ranking. Any of the following experiences may be counted for points:
 - **Veterinary/Animal Research experience.** Any paid or volunteer work performed in a veterinary or research facility, including job shadowing, and observation. Students may

submit up to a total of 80 hours to receive a maximum of 9% overall consideration. Students submitting less than 80 will receive a prorated proportion of that 9%.

- **Animal experience.** All verifiable animal care and training experience, including 4-H, FFA, Wilco Vet Assistant course and kennel/boarding facility work. Please complete the entire form to verify these experience. Verification = 2.5% of overall consideration.
 - Successful completion of NAVTA approved/ICCB governed Veterinary Assistant Certificates. Completed certificate = 9% of overall consideration.
 - Successful completion of the Joliet Junior College LLC 119 course, Orientation to Veterinary Technology. Successful completion of class = 4.5% of overall consideration.
- Proof of residency. In-district students have first right of admission and will be awarded twenty five (25) additional points in the ranking process. Students must meet residency requirements as defined by Joliet Junior College for “in-district” status. Out of district students will be admitted if spaces are available.
 - In the event that one or more of the students who are notified of being accepted into the VMTP indicate that they do not intend to accept the seat or wish to defer, the vacancy will be filled by remaining applicants based on the rank score earned.
 - In the event that there are insufficient qualified candidates who have applied by June 1st, there will be a special provisions program. Under this program, students can make application and complete all of the prerequisites until the end of the summer semester. Should space remain in the next class after exhausting the special provisions program, any late qualified applicants will be reviewed by the Program Director with the intention of filling the space for the next class.
 - If a student is not admitted to the program for the fall of that year, a student would have to resubmit their application to be considered for the following academic year. All prerequisites previously completed are accepted in subsequent application years.
- Admission criteria is subject to change. It is the applicant’s responsibility to review the criteria on a regular basis.
9. Students will be notified via JJC Student Email of their acceptance into the program and a JJC email account will be used for notification. Acceptance emails are typically sent mid-June.
10. Upon acceptance into the VMTP all students are required to attend a group orientation in July of the year in which they are accepted. Below is some information about the orientation:
- i. Students will be given their fall semester schedule. Students will only be registered for classes after completing the orientation.
 - ii. Students will learn about the program’s expectations and rabies vaccination requirements.

Registration

1. The VMTP secretary will register students in any VET courses after acceptance into the program and ONLY after completing the program's orientation.
2. A minimum grade of "C" is required for all prerequisite course work, general education courses and Veterinary Medical Technology sequence courses.

Fail/Withdrawal and Appeals Policies

Fail/Withdrawal Policies:

A student who withdraws failing or fails a VMTP course may repeat that course one time only without appealing to return to the program. If the student is unsuccessful more than once in a course, the student can appeal to repeat the course for a third time - see appeal process. In the case of appeal, the student may continue in the program pending the outcome of the appeal. However, when a student fails a VMTP sequential course (VET 110, VET 117, VET 118, VET 125, VET 128, VET 140) or a pre-requisite course (see catalog), that course must be successfully completed before being enrolled in the next course in the sequence. Additionally, the vet tech program must be completed within 4 years of the date of entry into the program. If not a sequential or pre-requisite course, the student may continue in the program accordingly. Students may only appeal the same class once. If a student is unsuccessful following an appeal, the student will automatically be dismissed from the VMTP.

1. Not all courses are offered every semester. Acceptance into the course, and the following sequence of courses, depends on class offering and available seats.
2. Students who withdraw from any required course in the VMTP are automatically withdrawn from the VMTP program. To officially drop or withdraw from a course, the student must notify the Office of Registration in writing by completing the add/drop form. Failure to officially withdraw by the drop date will result in a failing grade(s). Drop dates for each course vary and are stated on the student's class schedule which can be found under e-Resources on JJC's web site.
3. Students who breach the VMTP Handbook, [the Student Code of Conduct, the Academic Honor Code](#), will be immediately suspended pending investigation. The VMTP handbook is given to students after orientation.
4. Students who wish to withdraw temporarily from the program for a [medical, pregnancy, or parenting reason](#) should meet with the Dean of Students to discuss options.
5. Exceptions will only be made for students who withdraw while passing and request to postpone for a semester or longer (e.g., due to medical, financial hardships, etc.) before continuing in the VMTP sequence will be allowed to do so, space permitting, as long as the absence is less than two calendar years. (See "Time Limits on Readmission" section below). Students returning must complete the current VTMP curriculum if there have been changes.

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6. Students withdrawn for nonacademic reasons may be reinstated following the procedures under the VMTP Reinstatement Procedure below.
7. Readmission is not guaranteed.
8. A student who is denied readmission for reasons other than seat availability has the right to appeal for readmission in writing to the Veterinary Medical Technology Admissions Appeal Committee. All decisions made by the Veterinary Medical Technology Admissions Appeal Committee are final. This committee consists of the Dean of Career and Technical, Department Chair, the VMTP Program Director and VMTP faculty.

Time Limits on Readmission/Reinstatement:

1. Students seeking readmission to the program, following a time lapse of more than two calendar years, but less than 3 calendar years, will be required to demonstrate proficiency via tests or lab skill assessment prior to readmission into subsequent courses of study.
2. A student seeking readmission, who has been out of the program for more than three calendar years, must start from the beginning of the program unless approved by the VMTP Director for extenuating circumstances (i.e. active military duty). In this event, the requirements in this section still apply.
3. In the event of major course changes, a student will be required to start from the beginning of the Veterinary Medical Technology sequence, regardless of time lapse. Each case will be evaluated on an individual basis. The Dean will make the decision on what constitutes a major change.
4. Upon readmission students must pay current College and VTMP tuition and fees regardless of prior tuition and fees paid.

Appeal Process:

The JJC VMTP has an appeal process for vet tech students appealing to get back into the VMTP. The appeals process is as follows:

1. The student must notify the Program Director in writing that an appeal is being requested within one year of exiting the program.
2. The Secretary of the VMTP will provide the student with the appropriate paperwork and schedule an appointment with the Appeals Committee.
3. The Appeals Committee will be comprised of JJC faculty. A reasonable attempt will be made to include faculty from the VMTP and from other departments at the college.
4. The committee will be comprised of an odd number of faculty in the case of a vote.

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5. The Appeals Committee will meet at least once per semester at a time, as needed, designated by the Program Director.
6. The Appeals Committee will determine the conditions, if any, under which the student can continue in the program.
7. The student will be notified of the decision in writing within 5 business days.
8. The decision by the Appeals Committee is final.
9. An appeal granted or denied constitutes the final opportunity for a student to complete the VMTP. If a student is unsuccessful in any vet tech course following an appeal, there is no other option for readmission.

Technical Standards

The VMTP has established technical standards to be considered in the enrollment/admissions process in an effort to provide a framework to balance several competing interests:

1. The rights of applicants and students;
2. The safety of students, their co-workers, and veterinary patients;
3. Fulfilling the clinical training component of the curriculum;
4. Successfully completing the American Veterinary Medical Association requirements for accreditation;
5. The conditions for licensure or certification of the VMTP graduates.

These competing interests and the nature of veterinary educational activities may prevent some prospective and current students with disabilities from qualifying for enrollment or continued enrollment in the VMPT at Joliet Junior College.

The technical standards set forth in this document are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic.

Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices)¹, the following technical standards:

¹ If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard.

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1. OFFICE AND HOSPITAL PROCEDURES, CLIENT RELATIONS, and COMMUNICATION

Management

Skill: Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

Communication

Skill: Communicate in a professional manner in all formats - written, oral, non-verbal, and electronic.

Laws and Ethics

Skill: Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

2. PHARMACY and PHARMACOLOGY

Administration

Skill: Safely and effectively administer prescribed drugs to patients.

Dispensing

Skill: Accurately dispense and explain prescribed drugs to clients.

3. NURSING

Patient assessment

Skill: Demonstrate and perform patient assessment techniques in a variety of animal species.

Patient care

Skill: Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.

4. ANESTHESIA

Patient management

Skill: Safely and effectively manage and maintain patients in all phases of anesthesia.

Equipment/facility management

Skill: Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.

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5. SURGICAL NURSING

Patient management

Skill: Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

Procedural management

Skill: Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

6. LABORATORY PROCEDURES

Specimen management

Skill: Demonstrate knowledge of proper handling, packaging and storage of specimens for laboratory analysis to ensure safety of patients, clients, and staff.

Specimen analysis

Skill: Properly perform analysis of laboratory specimens

7. IMAGING

Skill: Safely and effectively produce diagnostic radiographic and non-radiographic images.

8. LABORATORY ANIMAL PROCEDURES

Skill: Safely and effectively handle common laboratory animals used in animal research.

9. AVIAN, EXOTIC & SMALL MAMMALS PROCEDURES

Skill: Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.

Joliet Junior College does not discriminate against qualified students with disabilities who apply for admission to or who are enrolled in the Veterinary Technology program. Otherwise qualified students shall not be excluded from admission or participation in educational programs, services and activities solely by reason of their disability or medical condition. Joliet Junior College provides reasonable accommodation in its academic programs to qualified students with disabilities. A reasonable accommodation is one that does not require substantial modification of essential program requirements or lower academic standards, consistent with legal standards and institutional policy.

Registration with Disability Services is necessary for students to receive accommodations. Registration is the student's responsibility. Students must present their Notice of Accommodation to their instructors.

All applicants and enrolled students are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The Veterinary Technology program and Disability Services will engage in an interactive process with students with disabilities in order to provide equal access.

Veterinary Medical Technology Program Essential Qualifications

Students matriculating in and graduating from a Joliet Junior College health career program must be able to meet the Essential Requirements of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming veterinary technology student you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program.

The student must have the ability to perform the following with or without reasonable accommodations:

Essential Qualifications	Behaviors
Cognitive	<ul style="list-style-type: none"> • Effectively engage and contribute in decision-making within a team • Ability to problem-solve in any situation • Function within significant time constraints and meet deadlines
Affective	<ul style="list-style-type: none"> • Maintain professional behavior and attitude at all times • Demonstrate high level of integrity and honesty • Communicate empathy to clients and for patients • Understand and commit being a patient advocate
Psychomotor	<ul style="list-style-type: none"> • Stoop, bend, reach, pull and push with full range of motion of body joints • Lift and/or carry a max of 50 pounds on a daily basis • Handle, install, position and move materials, equipment, and supplies • Handle, position, and restrain live animals of all types of species • Assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting
Communication	<ul style="list-style-type: none"> • Communicate effectively in a rational, coherent manner with clients, families, peers, colleagues and faculty • Comprehend and carry out complex written and oral instructions, accurately and in a timely manner • Maintain accurate patient records
Sensory/Observation	<ul style="list-style-type: none"> • Examine and critically analyze images or other forms of output created by diagnostic equipment • Observe and assess a patient sufficiently to assist and perform

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	diagnostic procedures and patient monitoring
Behavioral/Emotional	<ul style="list-style-type: none">• Remain focus under difficult and emotional situations• Communicate empathy for others
Professional Conduct	<ul style="list-style-type: none">• Organize and efficiently use the time to prepare for class and clinical• Attend classes and clinical assignments in a timely manner• Maintain client-patient confidentiality
Criminal Background Checks	<ul style="list-style-type: none">• No disqualifying conditions according to requirements for licensure as a CVT in the state of Illinois, on admission or throughout the program

If you have any concerns regarding these standards, please contact Eileen McKee, CVT; Program Director at 815 280-2752.

Legal Limitations for Veterinary Medical Technician Licensure

Graduates of an accredited program are eligible to take the National Veterinary Technician board examination.

Applicants should be aware that there are legal limitations for veterinary technician licensure. Candidates who successfully complete this examination may or may not be issued a license to practice veterinary technology in Illinois. The Division of Professional Regulation of the IDFPR reviews all applications. The following are reasons that may serve as a denial of licensure, but are not intended to be all-inclusive:

- Denied a license permit or privilege of taking an examination by any licensing authority or had a license encumbered in any way.
- Been convicted of a criminal offense in any state or federal court.
- A physical impairment or disability that could interfere with Veterinary Medical Technology.
- An addiction to, or excessive use of alcohol, narcotics or habit-forming drugs.
- Suffered from, been diagnosed as having or have been treated for any disease or condition regarded as chronic, whether physical, emotional or mental.

Potential applicants with questions regarding veterinary technician licensure may wish to contact the IDFPR at 1-800-560-6420 or visit the IDFPR Veterinarian Professionals page at <http://www.idfpr.com/DPR.asp>

Support Services

Support services are available to JJC students. These include:

- Advising of prospective and current students, please call (815) 280-2247 for the admissions specialist or (815) 280-2746 to schedule an advising appointment.
- The [Academic Skills Center](#) provides tutoring, quiz bank, test taking skills sessions, and study skills help. Assistance with reading, writing, and note taking are also available here. For information please call (815) 280-2284.
- Students may apply for financial aid assistance through the [Office of Financial Aid and Veteran Services](#). For information please call (815) 280-2528.
- The College provides Special Needs Services through the [Disability Services office](#). For information, call (815) 280-2230 or 280-2613. It is important to notify the Disability Services office prior to the start of the semester in which you enroll at JJC.
- The office of [Career Services](#) can assist students with locating part-time employment while enrolled, career decision-making assistance, and job placement at the time of graduation. For information please call (815) 280-2756.

AG 500
VETERINARY MEDICAL TECHNOLOGY PROGRAM
ASSOCIATE IN APPLIED SCIENCE

The Associate in Applied Science (A.A.S.) Degree Veterinary Technology Program at Joliet Junior College is designed for the student who wishes to become a Certified Veterinary Technician. The program combines classroom experience with clinical experience in community veterinary hospital facilities. A student who completes the program is awarded an A.A.S. Degree and is eligible to take the National Examination for Veterinary Technicians and obtain licensure in Illinois.

The program is accredited by the American Veterinary Medical Association (AVMA) and is approved as a program for educating Veterinary Technicians.

Semester Hours

General Education Requirements: 16-17 Semester Hours

- ENG 101 – Rhetoric or student may substitute ENG 102 for ENG 101
- Two General Education courses. One must be from Group II: Social and Behavioral Sciences
- BIO 149 – Principles of Biology or student may substitute BIO 151
- COMM 101 – Principles of Speech Communication or student may substitute COMM 202, 203, or 204

Major Core Requirement Pre-Requisite: 2 or 3 Semester Hours

VET 100 – Veterinary Medical Terminology or BIO 100 – Medical Terminology *Must be taken prior to admission into the VMTP

Major Core Requirements: 50 Semester Hours

VET 104 – Laboratory Animals

VET 110 – Small Animal Nursing I

VET 111 – Small Animal Nursing II

VET 112 – Diagnostic Imaging

VET 117 – Anesthesia and Surgical Nursing I

VET 118 – Animal Care I

VET 125 – Applied Pharmacology I

VET 128 – Animal Care II

VET 140 – Clinical Pathology I

VET 160 – Veterinary Anatomy and Physiology

VET 210 – Clinic Care Summer Rotation

VET 212 – Anesthesia and Surgical Nursing II

VET 216 – Exotic Animal & Wildlife Management

VET 218 – Large Animal Nursing

VET 220 – Variable Credit Practicum *VET 295 International Experience (Study Abroad) 2 credit hours may be substituted for 2 of the 4 required practicum hours

VET 225 – Applied Pharmacology II

VET 228 – Animal Care III

VET 240 – Clinical Pathology II

VET 255 – Veterinary Technology Capstone

Total Required Hours: 68-69 Semester Hours

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Full Time Program:

For those students within JJC's district (major code AG500) the following is a suggested plan to efficiently complete all of the pre-requisite general education courses by the annual June 1st deadline:

Summer Session
ENG 101 3
Total: 3

Fall Semester
BIO 149 or BIO 151..... 4 or 5
Any Ged Ed course 3
COMM 101 3
Total: 9 or 10

Spring Session
SOC. SCI. 3
VET 100 or BIO 100 3
Total 6

Note: Completion of any of these classes during the spring semester will occur after the June 1st deadline, but may still be considered for Fall admission if seats are available.

FIRST YEAR

First Semester (fall)

VET 110 3.5
VET 118 2
VET 125 1.5
VET 160 4
VET 104 1.5
Total: 12.5

Second Semester (spring)

VET 111 3.5
VET 112 2
VET 117 2.5
VET 128 1
VET 140 2.5
VET 225 1.5
Total: 13.5

Summer Session

VET 210 5
Total: 5

SECOND YEAR

First Semester (fall)

VET 218 3
VET 212 2.5
VET 216 3
VET 228 1
VET 240 2.5
Total: 12.5

Second Semester (spring)

VET 255 2.5
VET 220 4
Total: 7