



Veterinary Medical Technology Program Admission Policies and Procedures Guide

The Associate in Applied Science (A.A.S.) degree in the Veterinary Medical Technology Program (VMTP) at Joliet Junior College prepares students to become certified veterinary technicians (CVTs). This program combines academic coursework with hands-on laboratory and clinical training. Students can choose between a 2-year or 3-year track with both day and evening options. The program begins exclusively in the Fall semester and must be completed within four years of the start date.

The JJC Veterinary Medical Technology Program is fully accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the VMTP are eligible to take the Veterinary Technician National Exam (VTNE), administered by the American Association of Veterinary State Boards (AAVSB), to pursue licensure in Illinois. Successful completion of the VTNE qualifies graduates for Illinois State Licensure through the Illinois Department of Financial and Professional Regulation (IDFPR). Please note that certification requirements vary by state.

Admission to the VMTP is selective, and enrollment is limited. Prospective students are encouraged to meet with a VMTP advisor early to ensure all admission criteria are fulfilled. For additional program information or to schedule an advising appointment, please contact Karen Magno-Scheer, Veterinary Science Administrative Assistant, at 815-280-2746 or via email at kmagno@jjc.edu. Questions about admissions should be directed to Sandy Barrera, Admissions Specialist, at 815-280-2247 or sbarrera@jjc.edu.

Applications for the Veterinary Medical Technology Program (VMTP) are accepted annually from **April 1st through May 1st**. To apply, please visit the JJC Admissions webpage and select the Veterinary Medical Technology section. All required application materials, including the experience form, must be submitted no later than the May 1 application deadline. After this date, the only documents that will be accepted are final grades and transcripts for courses completed in the spring semester of the application year. These must be completed and submitted by May 31st to be considered.

Important Note: Students admitted to the VMTP must complete a physical examination, provide proof of required immunizations (including the rabies vaccination series), and attend the new student orientation prior to the start of classes. Additional details about these requirements will be provided upon acceptance.

Admission criteria are subject to change. It is the applicant's responsibility to review the criteria on a regular basis.

Steps to Apply:

****Students interested in applying to the VMTP must first apply to JJC.****

1. Complete a [JJC \(Joliet Junior College\) application](#).
2. Go to the [ID / user name / password help page](#) and obtain your JJC username and password.
3. Submit official transcripts or high school equivalency GED, HiSET, TASC electronically to transfercredit@jjc.edu or official, sealed transcripts may be sent from the original institution directly to Joliet Junior College to Transfer Credit Evaluation Office, 1215 Houbolt Road, Joliet, IL 60431-8938.
4. Complete a [Transcript Evaluation Request Form](#). Transfer Questions? Email transfercredit@jjc.edu.
5. Sign up for the [Placement Test](#) , if needed.
6. Complete the free online [Veterinary Medical Technology Application](#). This application must be completed during the VMTP application period, which runs April 1st – May 1st .
7. Complete the Veterinary Technician Applicant Experience form (if applicable).
8. Confirm your application is complete with admissions specialist, Sandra Barrera via email at sbarrera@jjc.edu or phone at (815) 280-2247

Veterinary Medical Technology Program Academic Admissions Criteria

To be considered for admission, applicants must meet the following academic eligibility requirements:

- Possess a high school diploma or equivalent (e.g., GED).
- Students must demonstrate placement into MATH 094 or a higher-level mathematics course or provide evidence of an equivalent course completed with a grade of 'C' or higher. For optimal success in the Program, placement into or completion of MATH 098 is strongly recommended.
- Complete all pre-requisite courses with a grade of "C" or higher.
- All prerequisites must be completed **and** evaluated by JJC by May 31st to be eligible for consideration.
 - Students who are completing required prerequisite coursework during the spring semester in which the application is due are still encouraged to apply by the stated deadline. While their application will be reviewed, final consideration for admission will depend on the successful completion of all prerequisite courses by the end of that spring semester. Final transcripts must be submitted as soon as they become available in order to complete the application file and confirm admission eligibility.

Pre-requisite Courses* (17 credit hours):

- ENG 101- Rhetoric I or ENG 102 or ENG 130
- General education course from Group II: Social and Behavioral Science (see [link](#) for general education courses)
- VET 100- Veterinary Medical Terminology or BIO 100
- BIO 151- General Biology I
- BIO 104- Biological Diversity or AGRI 100- Animal Science

*Required starting Fall 2027

Applicants to the Vet Tech program who hold a prior college degree should reach out to the Program Director, Abby Panozzo, CVT at apanozzo@jjc.edu to discuss transfer equivalencies.

Ranking Process

Due to the high volume of applicants compared to the limited number of available positions, a point ranking system will be used to determine acceptance into the VMTP. Each eligible application will be assigned a unique number for anonymity, and all demographic data will be removed.

Distribution of Points for Applicants:

Calculated GPA (Grade Point Average)- weight 60%

- Based upon the grades for the following courses: (ENG 101 or ENG 102 or ENG 130, VET 100 or BIO 100, and BIO 151)
- 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."

Proof of Residency:

- In-district students have the first right of admission and will be awarded **25 points** in the ranking process. Students must meet residency requirements as defined by Joliet Junior College for "in-district" status.

Experiences and Certification- weight up to 40%

- Animal or veterinary experience hours obtained through coursework completed as part of a certificate or degree program will not be considered. Only experience acquired outside of academic coursework may be submitted for review.
- Experiences and weights for consideration:
 - **Veterinary Experience- weight up to 30%**
 - **Animal Experience- weight 5%**
 - **Veterinary Assistant Certification- weight 5%**

Details and Information on Ranking Criteria for Experience

Experience is highly recommended and can enhance an applicant's ranking. Applicants may claim two types of experience, which must be documented on separate forms. These forms must be completed and submitted by the application deadline of **May 1st** to be considered. Applicants may also submit proof of obtaining a Certificate of Completion in Veterinary Assisting/Veterinary Technician Assisting to enhance ranking. The types of experience that may count towards ranking are as follows:

Veterinary Experience:

Veterinary experience is weighted up to **30%** of the admission score. Veterinary experience is defined as *hands-on clinical experience completed under the direct supervision of a credentialed veterinary technician or a licensed veterinarian*. Example, applicant is working as a veterinary assistant in an animal hospital, clinic, or research facility. Only experience that involves active participation in animal care and clinical procedures will be considered toward the required hours. Scoring begins with a minimum of 100-hours. Verified* hours must be submitted on the "Veterinary Experience Verification Form".

Scoring is assigned as follows:

- | | |
|-----------------------|-----------------------|
| • 100–199 hours → 10% | • 400–499 hours → 25% |
| • 200–299 hours → 15% | • 500+ hours → 30% |
| • 300–399 hours → 20% | |

**Verification requires submission of the designated forms; completed and submitted by applicant after verification and signatures.*

Animal Experience:

- Up to 5% of the total application score may come from animal care experience outside of a veterinary clinical setting. Examples include 4-H or FFA participation, job shadowing a DVM or CVT, or employment at a kennel, boarding facility, or as a veterinary receptionist. Hands-on experience is required, and applicants must complete the provided form to verify* this experience.

**Verification requires submission of the designated forms; completed and submitted by applicant after verification and signatures.*

Veterinary Assistant/ Veterinary Technician Assistant Certificate:

- Completion of an approved certificate program accounts for **5% of the overall admissions consideration**. To receive credit, applicants must submit a copy of their earned certificate and/or official verification to the Admissions Office **by the application deadline of May 1st**.
- Applicants who are completing a certificate program in the spring semester of the application period should still claim this experience on their application and submit verification forms to the Admissions Office. If the certificate is not yet issued, **final grades from the institution** for all completed courses in the program will be accepted for consideration during the application period.

All forms must be submitted to Sandra Barrera at the Admission's Office:

- Email: sbarrera@jjc.edu
- Mail: Joliet Junior College, Attention: Admissions, 1215 Houbolt Road, Joliet IL 60431

Health and Vaccination Requirements

As a condition of admission and continued enrollment in the Veterinary Medical Technology Program, all students are required to maintain a completed health form on file with the Agriculture, Horticulture, and Veterinary Science Department.

Students must provide official documentation verifying the following prior to the start of program coursework:

- Completion of a prophylactic rabies vaccination series
- Current tuberculosis (TB) screening
- Immunization or proof of immunity for measles, mumps, and rubella (MMR)
- Immunization or proof of immunity for varicella (chicken pox)
- Tetanus, diphtheria, and pertussis (TDAP) vaccination or proof of immunity

Failure to submit the required health form and immunization documentation by the established deadlines will result in denial of program participation.

Veterinary Medical Technology Program Technical Standards and Essential Qualifications for Admission and Enrollment Consideration

In alignment with Joliet Junior College's Disability Services and in recognition of legal and professional standards, the Veterinary Medical Technology Program (VMTP) has established technical standards to

guide admission and enrollment decisions. These standards are intended to balance the following priorities:

1. The rights of applicants and students.
2. The safety of students, colleagues, and animal patients.
3. Completion of clinical training requirements.
4. Compliance with American Veterinary Medical Association (AVMA) accreditation standards.
5. Eligibility for professional licensure or certification upon graduation.

While the VMTP is committed to providing equal access and reasonable accommodations, the essential nature of veterinary education and clinical training may limit the ability of some individuals with disabilities to meet program requirements.

The qualifications outlined in this document reflect the minimum standards necessary to perform essential functions at the most demanding level of any required activity, across all sensory, physical, and cognitive domains.

Joliet Junior College does not discriminate against qualified individuals with disabilities. No qualified applicant or student shall be excluded from participation in academic programs, services, or activities based solely on disability. Reasonable accommodations are available, provided they do not fundamentally alter program requirements or lower academic standards, in accordance with institutional policies and applicable laws.

To receive accommodations, students must register with Disability Services and provide their Notice of Accommodation to instructors. It is the student's responsibility to initiate this process.

All students—regardless of disability status—must meet the same academic and technical standards, with accommodations as appropriate. The Veterinary Technology Program and Disability Services will work collaboratively with students through an interactive process to ensure equitable access to education and training.

Students must be able to meet the following technical standards, with or without reasonable accommodation:

Essential Qualifications	Behaviors
General Physical	<ul style="list-style-type: none">• Tolerate waling and standing for at least ten minutes at a time multiple times per hour• Lift and/or carry up to 50 pounds from the floor to waist level or higher at least several times a day• Lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance• Bend, kneel, crawl, and sit for periods of time several times a day• Handle, position, and restrain live animals of small and large species.• Able to sustain contact with multiple species of animals and be amendable to learning the sage handling, restraining, and working with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility with them.
Cognitive	<ul style="list-style-type: none">• Be able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines

	<ul style="list-style-type: none"> • Possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting, including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear • Be able to complete required tasks/functions under stressful and/or unpredictable conditions. Including emergency situations • Be able to access information from books reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance. • Be able to prioritize, organize, and utilize time-management skills to perform tasks • Evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff • Be able to progress toward minimal supervision as they advance through the program
Affective	<ul style="list-style-type: none"> • Maintain professional behavior and attitude • Demonstrate elevated level of integrity and honesty • Communicate empathy to clients and for patients • Understand and commit being a patient advocate
Manual Dexterity and Mobility	<ul style="list-style-type: none"> • Be able to move entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces • Possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments. • Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams. Administering oral, intramuscular, subcutaneous, and intravenous medications, insert and remove tubes, collect organic samples from live animals and perform wound care. • Possess the ability to palpate and interpret findings, for example palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size. • Be able to hold surgical instruments in one hand and perform fine movements with such instruments. This includes ability to assist in holding of hemostats or other instruments while assisting in surgery; induce and monitor general anesthesia in an animal patient; place intravenous and urinary catheters without assistance. • Be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge; tie a 00-silk suture; endotracheal intubation; intravenous injections; catheterization of animals to obtain sample of urine and/or other body fluids; apply bandages without assistance.
Communication	<ul style="list-style-type: none"> • Read, write, communicate and report accurately and effectively in English • Comprehend and carry out complex written and oral instructions given in English • When communicating with others—whether in person or through other means—be able to write clear, legible, and coherent notes in English, using the appropriate forms and the space provided.
Behavioral/Emotional	<ul style="list-style-type: none"> • Remain focused under difficult and emotional situations • Communicate empathy for others
Professional and Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrate professional and socially appropriate behavior, maintain cleanliness and personal grooming consistent with close human and animal contact. • Be able to interact appropriately with client and all members of the veterinary healthcare team • Have the ability to exercise good judgement and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions, emergent demands, and a distracting environment.

Sensory/Observation	<ul style="list-style-type: none"> • Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc. • Possess visual ability to allow for observation and assessments necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behavior • Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury. • Recognize and respond appropriately to distress sounds from animals and alarms/warning signals on animal monitoring equipment directly and through intercommunication systems to ensure patient safety • Detect and respond appropriately to odors in order to maintain environmental safety and patient needs • Be able to use compound microscope to identify cells and organisms and be able to differentiate colors of stained objects • Be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes the ability to detect and describe a change in color of hair coat caused by licking or trauma, detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia, and ability to read anesthesia monitoring equipment. • Be able to discriminate between shades of black and white patterns in which the band is not more than 0.5mm in width. This includes the ability to characterize bacterial hemolysis on a blood agar plate' density patterns on a radiograph, and ability to see ECG tracing • Possess adequate depth perception to allow detection of a 0.5cm elevation which is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip of a smooth-haired dog; determining presence of reaction to skin testing for allergies. • Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks. • Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral, monitoring multiple patients in an ICU
Criminal Background Checks	<ul style="list-style-type: none"> • No disqualifying conditions according to requirements for licensure as a CVT (Certified Veterinary Technician) in the state of Illinois, on admission or throughout the program

Questions regarding these standards should be directed to Adam Wouk in the Disability Services Center, awouk@jjc.edu.

Frequently Asked Questions

When Will I Know if I Have Been Accepted into The Program?

Within 3-4 weeks after the VMTP application closes, students will receive an email sent to their JJC email account from the Veterinary Science Administrative Assistant, Karen Magno-Scheer (kmagno@jjc.edu), informing them of their acceptance into the program. Students must accept their seat within the required timeframe in the acceptance letter. Students will be required to attend a **mandatory** orientation during a determined date in July of the summer of the start year. Students may lose their seat if orientation is not completed prior to the start of classes. Orientation information will be included in the acceptance letter.

The next ten students on the ranking list who have not been admitted will be offered placement on an **alternate/wait list**. The alternate/wait list is used if 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. In that case, the vacancy will be filled by alternate applicants based on the rank score earned. **Alternate students may be accepted through the first week of the fall term start.**

What Happens if I Am Not Accepted into the Program?

If an applicant is not admitted to the program for the fall of that year, the applicant would have to resubmit their application to be considered for the following academic year during the application period. All prerequisites previously completed are accepted in subsequent application years. All supplemental forms (i.e. experience forms) would need to be re-submitted for the new application period. It is not the responsibility of JJC or the VMTP to hold applicant's documents.

When will I start the Program?

All new students in the Program begin in the Fall (August) semester. For specific semester start dates and durations, please visit the [JJC Academic Calendar](#) on the JJC website.

How do I register for Vet Tech classes?

Students who have not been formally accepted into the Veterinary Technology Program are not eligible to register for VET courses, apart from VET 100. The Vet Tech Program is a selective, closed enrollment program. Once accepted, students are registered for courses by the VMTP Administrative Assistant each semester throughout their time in the program. Please note that VET courses are only offered during specific semesters and students are enrolled by cohort. The course schedule is not flexible, and students are expected to follow the program's set curriculum and timeline. 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.

Is there a background check or immunization requirements?

No, there is not a background check for applicants.

Yes, the Program requires all students to be immunized against the Rabies virus. There are no exceptions or waivers for this requirement. Other health and immunization guidelines are provided above.

Is there a uniform requirement?

Yes, JJC VMTP requires students to purchase and wear the Program uniform.

Who do I contact for more information?

For Admissions Questions:

Sandra Barerra

- Admissions Specialist II, Veterinary Medical Technology
- 815.280.2247
- sbarrera@jjc.edu

For General Program Questions:

Karen Magno-Scheer

- Administrative Assistant I, Veterinary Technology
- 815.280.2746
- kmagno@jjc.edu

For Transfer Applicants and General Program Questions:

Abby Panozzo, CVT

- Veterinary Medical Technology Program Director, Associate Professor, Faculty Academic Advisor
- 815.280.2286
- apanozzo@jjc.edu

For Academic Advising Questions:

Shawn Burkman, CVT

- Veterinary Assistant Certificate Coordinator, Associate Professor, Faculty Academic Advisor
- 815.280.2753
- shawn.burkman@jjc.edu

Marissa Erickson, CVT

- Veterinary Nurse Manager, Academic Advisor
- 815.280.2662
- merickso@jjc.edu



JOLIET JUNIOR COLLEGE VETERINARY MEDICAL TECHNOLOGY PROGRAM
VETERINARY EXPERIENCE VERIFICATION FORM

Applicant Name: _____ Date: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Please indicate the TOTAL NUMBER of hours spent in a clinical setting _____ hours

Applicants may submit a minimum of 100 hours of verifiable paid or volunteer experience **involving direct medical care and treatment of animals** in a veterinary clinic, hospital, or research facility under the supervision of a credentialed veterinary technician or licensed veterinarian for consideration. This experience can contribute **up to 30%** of the total application score:

- 100–199 hours → 10%
- 200–299 hours → 15%
- 300–399 hours → 20%
- 400–499 hours → 25%
- 500+ hours → 30%

To be Completed by the Supervisor where hours were completed (if you have hours at multiple facilities, please fill out multiple forms):

The applicant whose name appears above intends to apply for admission to the Veterinary Medical Technology Program at Joliet Junior College. This applicant has indicated that they worked or volunteered at your facility in the capacity of a veterinary assistant, working directly under/with a credential veterinary technician or licensed veterinarian. Please complete the form as accurately as possible to help increase the applicant's chances for acceptance into the program.

Supervisor Name (print): _____ Position: _____

Facility Name: _____

Address: _____

Phone Number: _____ Email: _____

Please indicate whether the information above is accurate. ☐ Yes ☐ No

Do you recommend this applicant for the Veterinary Technology Program?

- ☐ Strongly Recommend
- ☐ Recommend with Reservations
- ☐ Recommend
- ☐ Do Not Recommend

Thank you for taking your time to complete this form. Please sign and date below, before submitting.

Print Name: _____

Signature: _____

Date: _____

Please return the completed form to:

- **Mail:** Joliet Junior College, Attention Admissions, 1215 Houbolt Road, Joliet, IL 60431
- **Email:** sbarrera@jic.edu

Applicants must arrange for their supervisor to complete and submit a verification form confirming hands-on veterinary experience. To maintain the integrity of the process, applicants are not permitted to submit this form themselves.



JOLIET JUNIOR COLLEGE VETERINARY MEDICAL TECHNOLOGY PROGRAM
ANIMAL EXPERIENCE FORM

To be Completed by Applicant:

Applicant Name: _____ Date: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Please indicate below with a **"Yes"** the verifiable* experience gained prior to application. Enter "No" if you have no experience to report in that option. **If the applicant has hours at multiple facilities, please fill out multiple forms.**

- _____ Successful completion of a Veterinary Assistant/Veterinary Technician Assistant Certificate. Verification of the certificate must be submitted along with the Veterinary Medical Technology application. Certificate(s) can be used as verification **or** have the supervisor fill out information below. This certificate accounts for **5%** of the total application score and must be verified using the form below.
- _____ Animal experience. Includes all hands-on animal care or training experience outside a veterinary clinical setting, or within a veterinary team in non-medical roles. Examples include 4-H, FFA, job shadowing a DVM or CVT, or working as a veterinary receptionist or at a kennel/boarding facility. This experience accounts for **5%** of the total application score and must be verified using the form below.

TO BE COMPLETED BY Supervisor/Instructor from animal experience site or Veterinary Assistant Certification Program:

The applicant whose name appears above intends to apply for admission to the Veterinary Medical Technology Program at Joliet Junior College. This applicant has indicated that they worked or volunteered with you in some capacity. Please complete the form as accurately as possible to help increase the applicant's chances for acceptance into the program.

Supervisor/Instructor Name (print): _____ Position: _____

Facility Name: _____

Address: _____

Phone Number: _____ Email: _____

Please indicate whether the information above is accurate. ☐ Yes ☐ No

Thank you for taking your time to complete this form. Please sign and date below before submitting.

Print Name: _____

Signature: _____ Date: _____

Please return the completed form to the Office of Admissions; Att: Sandra Barrera

- Mail: Joliet Junior College, Attention Admissions, 1215 Houbolt Road, Joliet IL 60431
- Email: sbarrera@jjc.edu

Should you have any questions regarding this form please contact the Veterinary Medical Technology Program Director, Abby Panozzo, CVT at 815-280-2286 or email: apanozzo@jjc.edu