



## Veterinary Technology Returning Student Application Packet

Thank you for your interest for re-admittance into the Palo Alto College Veterinary Technology Program.

Remember if you dropped a course or withdrew from the program, you must have met with the Program Director, Laurie Pawelek, prior to dropping, to be eligible for consideration for re-admission. If you institutionally withdrew, supporting documentation must be provided which will aid in the decision for your eligibility for re-entry.

**Students are allowed readmission only ONE TIME to the program. The program admission panel will look at exceptions to this rule on a case-by-case basis.** Reminder, there is no automatic re-admission to the program.

If you desire to return to the program, the guidelines outlined in the Admission Process Check List for returning students must be followed. All requirements are taken into consideration (to include; GPA, request for reference, clinical experience hours, student motivation, interest field, essay, and interview). **It will be at the discretion of the program admission panel to deem if the applicant is accepted or declined for re-admission.**

If you are accepted for the Fall, you must attend the mandatory orientation session that has been scheduled for Thursday, July 15, 2021. Additional orientation information will be provided once you have been notified of your status. If you are accepted for the Spring/Summer, you will not have to attend an orientation but will be required to read all updated handbooks provided to you.

Sincerely,

*Leanna Ruiz*

Leanna M. Ruiz, L.V.T.  
Recruiter/Advisor  
Veterinary Technology Program

# Admission Process Check List for Returning Students

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Returning applicants are required to submit their **completed** application packet with all supporting documents. **Completed** Application packets are accepted January 1st thru June 1st at 5pm for the upcoming Fall semester, August 1st thru November 1st at 5pm for the upcoming Spring semester, and August 1st thru March 1st at 5pm for the upcoming Summer semester. The only accepted route of submission is via email only to [lgarcia539@alamo.edu](mailto:lgarcia539@alamo.edu).

Incomplete applications, as reflected by missing items from the checklist, will not be considered for acceptance into the program unless a completed application packet is submitted by the deadline.

Initial each requirement once you have completed.

- \_\_\_\_\_ 1. **GPA:** Student must be a student in good standing with college and have a minimum **total** GPA of 2.0.
  - a. GPA will be determined on degree courses only.
- \_\_\_\_\_ 2. **Submit Work Time Sheet & "Proof of Clinical Experience" form:**
  - a. A minimum of an additional 365 hours or more of documented clinical experience is required to be completed within 1 year of re-applying to the PACVTP.
    - i. NOTE: These hours **do not** include the submitted hours from the initial application.
  - b. The hours must be completed under the supervision of a D.V.M. or L.V.T. only
  - c. Shelter hours are acceptable as long as the hours are obtained in the clinic area and with a D.V.M. supervisor.
    - i. **Acceptable proof of clinical hours includes BOTH of the following:**
      - a. Time sheet: Submit either the time sheet included in the packet or a computer printed time sheet from your clinic only. If any other form is submitted it will not be accepted. Must include the total number of hours worked and the D.V.M. signature only.
      - b. "Proof of Clinical Experience" form: A D.V.M. or L.V.T. must sign the form included in this packet only.
- \_\_\_\_\_ 3. **Have D.V.M./L.V.T. submit Request for Reference form:**
  - a. Each applicant is responsible for procuring a signed "Request of Reference" from included in this packet. This form must be completed by a D.V.M. or L.V.T. only, from the clinic where the hours were completed.
  - b. **Once the form is complete:**
    - i. The D.V.M. or L.V.T. must submit the completed form via their work email address to [lgarcia539@alamo.edu](mailto:lgarcia539@alamo.edu).
    - ii. If this is received from the applicants' or any email other than the D.V.M. or L.V.T email address, the form will not be accepted.
- \_\_\_\_\_ 4. **Submit an Action Plan Essay:**
  - a. A 500-word essay, detailing changes you plan to make for successful continuation in the program and specifically addressing behaviors that led to unsuccessful course completion.
- \_\_\_\_\_ 5. **Submit completed application packet to Palo Alto Veterinary Technology Program:**
  - a. Submit "Veterinary Technology Program Application" form included in this packet along with all other documents to be considered for admission to the program.
  - b. **Submitting an application to PACVTP does not automatically guarantee re-acceptance into the program.**
- \_\_\_\_\_ 6. **Veterinary Technology Interview:**
  - a. Upon completion of all the above requirements you will be scheduled a time to attend a mandatory interview with the Veterinary Technology Admissions Panel.
- \_\_\_\_\_ 7. **Submit Essential Functions/Technical Standards form**
  - a. Read and acknowledge by signing the Essential Functions/Technical Standards form in this packet.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **Application Selection Process for Returning Students**

Candidate selection will be based on the applicant's successful completion of Palo Alto College and Veterinary Technology program admission requirements, the applicant's total GPA from degree courses only, number of clinical experience hours earned, and the D.V.M./L.V.T. reference form, Action plan Essay, student motivation, interest in the field and Interview Process. All requirements are taken into consideration.

The program admission panel will evaluate each reentry request and reserves the right to not fill every seat if the applicant is deemed not qualified for readmission.

All students will be notified by June 15th for the Fall semester, November 15th for Spring semester, and March 20th for Summer semester. Applicants who have met all the application requirements will be notified about a date for the interview process with the program interview panel prior to acceptance.

After the interview, if accepted, applicants will receive an "Acceptance Form" with their letter via email only. On this form, the student must accept or forgo their status by the deadline provided and return via email only [lgarcia539@alamo.edu](mailto:lgarcia539@alamo.edu). If an applicant fails to reply by the given deadline, it will be assumed that the applicant has chosen to forgo their status, and the next accepted applicant will move up in rank.

### **Additional information**

#### **Accepted**

Those students that met the application requirements and voted by the program admission panel to return to the program.

#### **Denied**

Those students that were denied for any reason. An explanation to the applicant will be stated in the status letter. These students are eligible to reapply only as a returning student that must follow the returner guidelines for readmission; however must **restart the curriculum.**

Students are allowed readmission only **ONE TIME** to the program. The program admission panel will look at exceptions to this rule on a case-by-case basis.

# Veterinary Technology Program

## Proof of Clinical Experience

**Returner Deadlines: Fall-June 1 by 5:00 p.m. Spring-November 1 by 5:00 p.m. Summer-March 1 by 5:00 p.m.**

This is to certify that \_\_\_\_\_ has completed/observed \_\_\_\_\_ hours in my clinic within the last year, which meets the program requirement minimum of **365** hours.

We have verified the following items:

Discussed	Observed	Performed	N/A	
				1. Anticipated wages for a Licensed Veterinary Technician
				2. Working hours for a veterinary technician
				3. Benefits: vacation, continuing education allowance, uniform allowance
				4. Rewards of being a veterinary technician
				5. Challenges associated with the job position
				6. Observation of minor surgical procedures: abscess drainage, laceration repair
				7. Observation of major surgical procedures- large or small animal
				a. Small animal- castration, ovariectomy
				b. Large animal- C-section, displaced abomasum
				c. Observation of dental prophylaxis procedures
				8. Observation of the technician's role in:
				a. Anesthesia
				b. Surgical assisting
				c. Sample collection
				9. Office procedures: appointment scheduling, invoice preparation, cash management
				10. Client interaction: history taking, client education
				11. Kennel or stall clean-up
				12. Animal medicating
				13. Euthanasia (if possible)
				14. Surgery pack preparation, instrument clean-up, sterilization of surgery items
				15. Laboratory procedures: parasitology, hematology, serology
				16. Miscellaneous procedures: anal sac expression, ear cleaning

\_\_\_\_\_  
Signature of Veterinarian or Licensed Veterinary Technician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Suggested Volunteer Clinic Locations

### **San Antonio**

#### **Affordable Pet Care (2 locations)**

APC - Basse  
Susan Buentello, L.V.T.  
1362 Basse Rd.  
San Antonio, TX 78212  
210-735-2273

APC - Northwest  
5443 Grissom Rd.  
San Antonio, TX 78238  
210-684-2273

#### **Amigo Animal Hospital**

Ana Karen  
12355 Potranco Rd., Ste. 111  
San Antonio, TX 78253  
210-679-5600

#### **Babcock Hills Veterinary Hospital**

Clarissa Flores, L.V.T.  
6600 Prue Rd.  
San Antonio, TX 78240  
210-697-8581

#### **Encino Park Animal Hospital**

20770 N. HWY 281  
San Antonio, TX 78258  
210-684-2273

#### **Humane Society of Bexar County**

Samantha Delicati, L.V.T.  
4804 Fredericksburg Rd.  
San Antonio, TX 78226  
210-226-7461

#### **Kitty Hawk Animal Hospital**

Nicole Castanon, L.V.T.  
1534 Kitty Hawk Rd.  
Universal City, TX 78148  
210-658-3574

#### **Mission Vet Specialty + Emergency**

Jackie Medina, L.V.T.  
8202 N Loop 1604 W  
San Antonio, TX 78249  
210-737-7373

#### **Southeast Animal Hospital**

Michelle Robnett, L.V.T.  
3608 Gevers  
San Antonio, TX 78210  
210-534-4300

#### **SNAP**

JoAnn Ruiz, L.V.T.  
6758 Ingram Rd.  
San Antonio, TX 78238  
210-673-7722

#### **Ten West Veterinary Hospital**

Elysia Fulcher, L.V.T.  
12727 Mountain Air  
San Antonio, TX 78249  
210-696-1700

### **Adkins**

#### **County Line Animal Hospital**

Rebecca Amerson, L.V.T.  
18174 US HWY 87 W  
Adkins, TX 78101  
830-253-1041

### **Floresville**

#### **Animal Crossing Veterinary Hospital**

Crystal Anders, L.V.T.  
6655 US 181  
Floresville, TX 78114  
830-383-3421

#### **Deason Animal Hospital**

Jenna Hill, L.V.T.  
1712 D. St.  
Floresville, TX 78114  
830-393-4567

### **New Braunfels**

#### **Humane Society of New Braunfels**

Amber Johnson, L.V.T.  
3353 Morningside Dr.  
New Braunfels, TX 78130  
830-629-5287

## WEEKLY TIMESHEET

Name of Veterinary Clinic: \_\_\_\_\_

Name of student: \_\_\_\_\_

From: (Month/Day/Year)

To: (Month/Day/Year)

	Date	Time In	Lunch Out	Lunch In	Time Out	Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Weekly Hours \_\_\_\_\_

D.V.M. Signature \_\_\_\_\_

Either this time sheet form or a computer printed time sheet from clinic can be submitted. Any other form of submission will not be accepted and will be denied.

Palo Alto College  
Veterinary Technology Program  
Request for Reference

**Fall returners accepted January 1 thru June 1, Deadline: June 1 by 5:00pm**  
**Spring returner accepted August 1 thru November 1, Deadline: November 1 by 5:00pm**  
**Summer returner accepted January 1 thru March 1, Deadline March 1 by 5:00pm**

\_\_\_\_\_, is requesting that you serve as a reference for his/her application  
(Printed Applicant Name)

for admission to the Veterinary Technology Program. To assist us in evaluating his/her application, please complete the following information and submit via email to [lgarcia539@alamo.edu](mailto:lgarcia539@alamo.edu) from the **D.V.M./L.V.T. work email address only**. This form will not be accepted if it is from any other email address. **Do not return this form to the applicant.**

In completing the form, please rate the applicant in comparison to other employees you have known.

	Exceptional	Above Average	Average	Below Average
Dependability/ Punctuality				
Enthusiasm/Initiative				
Technical Skills				
Communication Skills				
Cooperation with co-workers				
Probability of success in a veterinary technology program				

How long have you known the applicant? \_\_\_\_\_ Year(s) \_\_\_\_\_ month(s) \_\_\_\_\_ week(s)

Please make any comments that you think would assist the program in evaluating the candidate's application.  
(e.g., strengths and/or weaknesses. If more space is needed, please use the back of this sheet)

How would you rank the applicant for recommendation for the Veterinary Technology Program?

- \_\_\_\_\_ Highly recommend  
\_\_\_\_\_ Recommend  
\_\_\_\_\_ Unsure of recommendation  
\_\_\_\_\_ Cannot recommend

Must be signed by the D.V.M. or L.V.T.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Phone number (office, home, or cell)

\_\_\_\_\_  
Clinic

\_\_\_\_\_  
Title

\_\_\_\_\_  
Clinic Address



ALAMO COLLEGES DISTRICT  
Palo Alto College

Veterinary Technology Program Application

**This application is effective for ONLY one review. A new application is required for each admission request.**

Last		First	M.I.	Other names used on records	
Alamo Email Address		City		State	Zip
( )		( )		( )	
Home		Cell		Work	
Email					
Banner ID		Social Security Number		Birth Date	

*Please mark your answers below:*

**What semester are you applying for re-admittance?** \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

**Please mark the VTHT course(s) that needs to be taken/retaken:**

1<sup>st</sup> year Fall

\_\_\_\_\_ 1125-Pham Calc \_\_\_\_\_ 1205-Med Term \_\_\_\_\_ 1301-Intro \_\_\_\_\_ 1313-A&P

1<sup>st</sup> year Spring

\_\_\_\_\_ 1203-K9/Feline \_\_\_\_\_ 2301-SAM \_\_\_\_\_ 2321-Parasit \_\_\_\_\_ 2323-Clin Path I

Summer

\_\_\_\_\_ 1249-Pharmacology \_\_\_\_\_ 2266-Practicum

2<sup>nd</sup> year Fall

\_\_\_\_\_ 1341-SX \_\_\_\_\_ 2205-Equine \_\_\_\_\_ 2217 Exotics \_\_\_\_\_ 2331-Clin Path II

**NOTE: Students enrolling in this program who plan to transfer to a 4-year institution should consult a counselor about the transfer requirements of the veterinary technology courses to a 4-year institution. This program does not meet any of the requirements to apply for admission into a college of veterinary medicine.**

**NOTE: If a prospective student has a felony conviction this could result in denial of licensure. These students would not be eligible for admissions into the program until a declaratory order process is completed with the licensure board and proof of eligibility for licensure or certification is provided. Applicants with a criminal record should contact the Texas Board of Veterinary Medical Examiners. For additional information, please contact: <https://www.veterinary.texas.gov/forms.php>**

I certify that the information furnished on this application is complete and correct. I have read and understand the programs Felony conviction policy stated above.

Signature

Date

*Equal Education Opportunity: Alamo Colleges is committed to provide equal educational opportunities for all qualified persons without regard to race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any compliant process on campus or before a government agency.*



## ***Essential Functions/Technical Standards***

The field of Veterinary Technology is both intellectually and physically challenging. A candidate for the profession of veterinary technology must have abilities and skills in many different areas. The list below is illustrative and may not be inclusive of all of the essential abilities that the veterinary technician must demonstrate.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue admission to this program. In order to be qualified for the Veterinary Technician Program, an applicant must be able to perform certain essential functions as set forth below. Every student in the Veterinary Technician program will be held to the same standards, **with or without** reasonable accommodation.

### **General Physical Requirements** - Students must:

- Possess the physical ability to:
  - Tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
  - Lift and/or carry up to 50 pounds from floor to waist level or higher, several times per day.
  - Lift objects/animals weighing up to 50 pounds to a height of one meter or higher and carry the object/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.
  - Handle, position, and restrain live animals of small and large animal species.
- Be able to have sustained contact with multiple species of animals and be amenable to learning the safe 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 that has them.

### **Cognitive Ability** - Students must:

- Be able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- 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.

### **Communication Skills** - Students must:

- Read, write, speak, and report accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English.
- When communicating verbally with other individuals, either in person or by telephone, be able to make legible and coherent written notes, in English, within the margins and space provided on the appropriate forms.

### **Professionalism and Interpersonal Skills** - Students must:

- Demonstrate professional and socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human and animal contact.
- Be able to interact appropriately with clients and all members of the veterinary healthcare team.
- Have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli, aggressive animals).

### **Manual Dexterity and Mobility** - Students must:

- Be able to move his/her 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 medication, insert and remove tubes, collect organic samples from live animals and perform wound care.
- Possess the ability to palpate and interpret findings, i.e. 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 injection; catheterize animals to obtain sample of urine and/or other body fluids; apply bandages without assistance.

#### **Auditory, Olfactory, and Visual Skills - Students must:**

- Have functional use of senses to safely and correctly assess patients and interpret and record data.
- 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 assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- 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 animal 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 a 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 ability to detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; ability to read anesthesia-monitoring equipment.
- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes 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 0.5 cm 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 on 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.

#### **Disability Access Statement**

In accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, it is the responsibility of the student to self-identify that he/she has a disability and request accommodations through the campus Disability Support Services (DSS) Office. Only those students with appropriate documentation will receive a letter of accommodation from the DSS office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact Cindy Morgan, Sr. Coordinator, at the DSS office at (210) 486-3027 or visit the DSS office located in the Palomino Center room 116.

PACVTP students are required to meet all physical and intellectual requirements as outlined above. ***Once documented with DSS, it is the student's responsibility to notify each instructor of their disability so that the appropriate accommodations can be made. Documentation must be on file at PACVTP before any special accommodations can be made.***

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Signature

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Date

# PALO ALTO COLLEGE VETERINARY TECHNOLOGY PROGRAM

## CONTACT INFORMATION

APPLICATION INFORMATION MUST BE OBTAINED FROM THE  
LINK BELOW:

[www.alamo.edu/pac/vet-tech](http://www.alamo.edu/pac/vet-tech)

FOR QUESTIONS REGARDING THE PROGRAM CONTACT

PAC STEM VET TECH ADVISOR

Malorie Vallejo

[mvallejo34@alamo.edu](mailto:mvallejo34@alamo.edu)

PROGRAM ADVISOR/RECRUITER

Leanna Ruiz, L.V.T.

[Lgarcia539@alamo.edu](mailto:Lgarcia539@alamo.edu)

PALO ALTO COLLEGE  
VETERINARY TECHNOLOGY PROGRAM  
1400 W. VILLARET BLVD.  
SAN ANTONIO, TX 78224

(210) 486-3355	DEPARTMENT MAIN NUMBER (ELENA GARZA)
(210) 486-9171	DEPARTMENT FAX

### OTHER HELPFUL NUMBERS:

(210) 486-3700	ADMISSIONS & RECORDS
(210) 486-3444	ASSESSMENT & TESTING
(210) 486-3000	COLLEGE OPERATOR
(210) 486-3020	DISABILITY SUPPORT SERVICES
(210) 486-3117	SCHOLARSHIP SERVICES
(210) 486-3600	STUDENT FINANCIAL SERVICES
(210) 486-3111	VETERANS AFFAIRS

### ADDITIONAL PACVTP LINKS:

[WWW.FACEBOOK.COM/PACVETTECH](http://WWW.FACEBOOK.COM/PACVETTECH)  
[WWW.INSTAGRAM.COM/PACVTP\\_PROUD/](http://WWW.INSTAGRAM.COM/PACVTP_PROUD/)