



## CAVT Catalog

### Colorado Academy of Veterinary Technology

2766 Janitell Road

Colorado Springs, CO 80906

Main Office: (719) 219-9636

Dr. Rubin—direct line: (719) 432-6384

FAX: (719) 302-5577

Administration E-mail: [srubin@cavt.edu](mailto:srubin@cavt.edu) or [lvertucci@cavt.edu](mailto:lvertucci@cavt.edu)

Admissions E-mail: [tarchuleta@cavt.edu](mailto:tarchuleta@cavt.edu)

Financial Aid E-mail: [tthompson@cavt.edu](mailto:tthompson@cavt.edu)

Website: [cavt.edu](http://cavt.edu)

2015

- The Colorado Academy of Veterinary Technology is accredited by the American Veterinary Medical Association (AVMA).
- The Colorado Academy of Veterinary Technology is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.
- The Colorado Academy of Veterinary Technology is federally accredited by an agency recognized by the US Department of Education: the Council on Occupational Education (COE).
- Contact information for the Colorado Department of Higher Education--Private Occupational School Board, AVMA, and COE may be found in this catalog.



## Introduction to the Colorado Academy of Veterinary Technology

The **Colorado Academy of Veterinary Technology (CAVT)** offers intimate, small classroom settings ideal for learning. Class sizes in the Veterinary Technology program do not exceed about 15 students in lectures or 12 in laboratories.<sup>1</sup>

The CAVT offers state-of-the-art technology for student training as well as highly qualified, enthusiastic instructors. We offer extensive lecture and laboratory training in all phases of veterinary technology including anesthesia, surgical nursing, pharmacology, large animal handling, and microbiology. Students also have ample opportunities to learn in a clinical setting at the CAVT in our student run clinic, in laboratories, and during a 400 hour internship.<sup>2</sup>

The CAVT strives to instill outstanding professional work habits in all of our graduates. This means giving students the knowledge and confidence to perform in a variety of veterinary working environments. Also, students usually work while at the CAVT and assistance is rendered where possible to help locate work in the local community in the field of veterinary medicine or animal care.

CAVT veterinary technician students are intensively prepared for the Veterinary Technician National Exam (VTNE).<sup>3</sup> They also learn the many variables in effectively working towards how to become a compassionate, knowledgeable, and flexible team member, and are able to make contributions to excellent animal care.

## History

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<sup>1</sup> Lectures usually do not exceed 15-18 students and laboratories usually do not exceed 8-12 students. This ensures an optimal learning environment for each student.

<sup>2</sup> Veterinary Assistants have a shorter internship and also participate in the CAVT clinical activities.

<sup>3</sup> Veterinary Assistants have the opportunity to take the Approved Assistant Certificate exam after graduation. This Certificate is not required for employment.

The CAVT offered its first classes in September 2007. It offered clinical education at selected clinics in Colorado Springs. Since then, the CAVT has grown and now offers its classes and laboratories in a single location. At present, scheduled quarterly field trips enhance our educational experience in addition to offerings at our own facility. Some examples include: The Littleton Equine Medical Center, The Nature and Raptor Center, and The Cheyenne Mountain Zoo. In addition, the CAVT manages a student run clinic where students are responsible for surgical cases from intake to discharge.

The CAVT offers all classes and laboratories at its location at 2764-66-68-72 Janitell Road. Facilities include classrooms, laboratories, student run clinic, library, student areas, and administrative offices. Internship opportunities are completed before graduates sit for the national accreditation examinations.

## **Mission and Core Values**

**Mission:** The Colorado Academy of Veterinary Technology educates and prepares effective, productive, service-oriented veterinary health care team leaders for a diversity of career opportunities.

**Vision:** The CAVT strives to graduate students from a 6 month (veterinary assisting) or two year (veterinary technology) curriculum having the skills, aptitude, attitude, and work ethic to enter into the veterinary community with pride and confidence in their veterinary assisting and technology skills and education. Graduates of the CAVT have exceptional professional habits and are proactive, lifelong learners with a capacity to enlarge and expand their skills as they progress through their careers.

### **Core Values:**

All students will be imbued with the importance of:

- Compassion
- Critical Thinking
- Service Orientation to Clients and Patients
- Integrity and Accountability
- Applied Clinical Proficiency

### **Vision Statement of the CAVT:**

- We aspire to be the premier school of veterinary technology and assisting.
- To remain progressive by embracing cutting edge technologies and methods in veterinary medicine.
- To provide an intimate educational environment to produce veterinary paraprofessionals who are knowledgeable, proficient, and possess highly effective interpersonal skills.
- To promote intellectual curiosity and lifelong learning.
- To produce a complete veterinary technician and assistant by integrating academic knowledge with hands on opportunities.

## **Faculty Members**

### **Steve Rubin, DVM** ***Chief Executive Officer***

Dr. Rubin is the 2007 founder and principal of CAVT and serves as CEO, Admissions Officer and Registrar. He is a native of New York, a graduate of Cornell University and holds the DVM degree from the Colorado State University College of Veterinary Medicine and Biomedical Sciences. He has an extensive background in clinical veterinary medicine with emphasis on emergency care to companion animals.

### **Ramona Crane, BA, LVT, CVT** ***Program Director***

Mrs. Crane serves the CAVT with responsibility for curriculum and faculty development and directs educational operations. She is a dual-major graduate of the University of California at Berkley and the Veterinary Technology program at the College of Southern Nevada.

Before joining the CAVT Mrs. Crane managed a large clinical laboratory design-development program at the Western Veterinary Conference in Las Vegas producing hands-on laboratories for veterinarians and veterinary technicians. She also helped conduct examinations conducted by the AVMA's Council on Education for foreign-educated veterinary graduates.

Mrs. Crane maintains instructional presence for English, Medical Terminology and Anesthesiology. She also coordinates 400 hours of internship experiences for each student.

### **Amy Horst, BS** ***Instructor***

Mrs. Horst is a graduate in microbiology from Biola University and teaches, Biochemistry, and Algebra.

### **David Robinson, DVM** ***Instructor***

Dr. Robinson is a graduate of the College of Veterinary Medicine at Kansas State University and has had extensive experience including ownership of a private practice, shelter medicine and surgery, mixed animal practice and industrial veterinary medicine. His teaching responsibilities at CAVT are in Anatomy and Physiology, Large Animal Medicine, Advanced Nursing and Directed Clinical Practice.

### **Stephen Crane, DVM** **Diplomate, ACVS** ***Instructor***

Dr. Crane is a graduate of the University of California at Davis and fulfilled extensive post-graduate education in the specialty of veterinary surgery. He has a diverse career in veterinary medicine including institutional clinical medicine and teaching soft tissue surgery at three major universities with an exiting position from academia as Professor of Surgery and Department Head at the College of Veterinary Medicine at North Carolina State University. He also spent a decade each in pet food industry research

and development, and as an Executive Director of the Western Veterinary Conference with CEO responsibilities for a major continuing education conference. At the CAVT he teaches Pharmacology, Nutrition, Diagnostic Imaging and leads the Directed Clinical Practice program.

**John Davis, DVM, MS, MBA**

***Instructor***

Dr. Davis is a dual-degree bachelor's and Master's degree (Parasitology and Tropical Medicine) graduate of the University of New Mexico. Prior to entering veterinary medicine Dr. Davis was an officer rank submariner in the US Navy and continues service as a Captain in the United States Public Health Service (Reserve). Dr. Davis also earned an MBA degree (Medical Management) and attended the College of Veterinary Medicine at Colorado State University. Dr. Davis is the principal of Rio Cucharas Veterinary Clinic in Walsenburg, CO and teaches the veterinary technology of cattle and small ruminants including species characteristics, husbandry, handling and restraint, and clinical and nursing procedures.

**Liza Dadone, VMD**

***Adjunct Instructor***

Dr. Dadone is a graduate of the College of Veterinary Medicine at the University of Pennsylvania and fulfilled extensive post-graduate clinical experiences in the specialty of zoological medicine. She is the Head Veterinarian at the Cheyenne Mountain Zoo where she hosts student internships and helps coordinate cooperative experiences between the Zoo and the CAVT. The emphasis of the latter can include students' participation in medical care of the diversity of species in the zoo's collection under her direct supervision. She also lectures on selected topics in the exotic animal medicine.

**Jenyva Turner**

***Instructor***

Ms. Turner is a graduate of the graphics design program at Wyoming's Northwest College and the Zoo Technology program of Pikes Peak Community College in Colorado Springs. She is a full time zookeeper in the African Rift-Valley exhibit at the Cheyenne Mountain Zoo and is an avid volunteer for pursuits related to academic ornithology and the care of wild fowl. Ms. Turner is the primary instructor for the course in exotic animal veterinary technology including species characteristics, handling and restraint, nutrition and husbandry, and the basics of medical assisting.

**Dr. Cristy Fisher**

***Adjunct Instructor***

Dr. Fisher is a practicing veterinarian here in Colorado Springs. She earned her BS in Zoology with a minor in German at Colorado State University, and her D.V.M. at the Colorado State University College of Veterinary Medicine and Biomedical Sciences in 2001. She has practiced in Arizona and Colorado, and is now the Medical Director at the Pine Creek Veterinary Hospital in Colorado Springs.

**Laura Marjamaa, CVT**  
***Instructor***

Laura is an instructor in the Veterinary Assistant Program. She is a graduate of Colorado Christian University and received her AAS in Veterinary Technology from the BelRea Institute of Veterinary Technology in 2004. Laura has served on the Conference Committee of the Colorado Association of Certified Veterinary Technicians.

**Colleen Hallahan, CVT**  
***Instructor***

Colleen is an outstanding graduate of the Colorado Academy of Veterinary Technology. She instructs in the veterinary technology program in the areas of Medical Terminology, Clinical Chemistry, and Clinical Skills and has clinical experience in shelter and emergency medicine.

**Kim Spelts, BS, CVT, VTS (Anesthesia)**  
***Instructor***

Kim originally received her B.S. in Aerospace Engineering Sciences from the University of Colorado Boulder in 1991. After working at NASA, Kim received her AAS in Veterinary Technology from the Bel-Rea Institute of Animal Technology in 1999 and then became a CVT.

She initially worked as an emergency technician and then joined the Anesthesia Department at Colorado State University's Veterinary Teaching Hospital where she trained veterinary students, interns, residents, and other technicians in anesthesia until 2005. Kim also completed a rigorous application and testing process to become a Veterinary Technician Specialist in Anesthesia in 2004.

After serving at Colorado State University, Kim launched the rehabilitation and anesthesia components of a specialty practice in Colorado Springs. Afterwards, she started PEAK Veterinary Anesthesia Services, in 2013. She strives to advance anesthesia knowledge and standards of care through advanced training and case management.

Kim has lectured at many major conferences to technicians and veterinarians to further their knowledge of anesthesia and pain management. She was honored in December 2008 with a cover photo and interview for Veterinary Technician magazine, and was named the Western Veterinary Conference Veterinary Technician Continuing Educator of the Year in 2011. She also co-authored the AAHA Anesthesia Guidelines for Dogs and Cats and is a contributing author to Anesthesia for Veterinary Technicians and Pain Management for Veterinary Technicians and Nurses. Kim was selected to be President-Elect of the Academy of Veterinary Technician Anesthetists.

## Accreditation

The CAVT is federally accredited by an agency recognized by the U.S. Department of Education: the Council on Occupational Education (COE). Inquiries may be made with COE by calling: (800) 917-2081. The Council's mailing address: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350. They may be located on the web at: [www.council.org](http://www.council.org)

The CAVT veterinary technology program is accredited by the American Veterinary Medical Association. Inquiries may be made to the Committee on Veterinary Technician Education and Activities (CVTEA<sup>®</sup>) by calling: (847) 925-8070. Mailing address for CVTEA<sup>®</sup>: 1931 N. Meacham Road, Suite 100, Schaumburg, IL, 60173-4360. They may be found on the web at: [avma.org](http://avma.org)

The CAVT veterinary assistant program is one of thirteen nationally approved programs approved by the National Association of Veterinary Technicians in America (NAVTA). CAVT students are eligible to take the test to become an Approved Veterinary Assistant (AVA) after graduation. The NAVTA website and full list of nationally approved programs is available at: <https://www.navta.net/assistants/veterinary-assistant-programs>

The CAVT is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools. They may be contacted at: (303) 866-4184. Their address is: CO Dept. Of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, CO, 80202. They are located on the web at: [higher.ed.colorado.gov/DPOS/students](http://higher.ed.colorado.gov/DPOS/students)

## Programs and Courses Offered

### Degrees offered: Associate's Degree of Applied Science in Veterinary Technology

#### **Veterinary Technician Program:** 1862 Hours

(Includes 1462 hours of classroom and laboratory instruction and 400 hours of internship)

**Occupational Objective:** To enable graduates of the CAVT to acquire entry-level positions as veterinary technicians. Veterinary technicians have extensive clinical responsibilities as medical professionals. However, they may **not** perform any of the following functions:

1) Prescribe medications; 2) perform surgery; 3) provide a diagnosis; or 4) diagnose disease.

**Certification/Credential:** Graduates of the veterinary technology program are awarded an Associate's Degree of Applied Science in Veterinary Technology. Students may then sit for the Veterinary Technician National Exam (VTNE). Successful test candidates are then eligible to apply for their credentials as either a CVT, LVT, or RVT depending upon their state of residence.<sup>4</sup> Reciprocity requirements and additional state exams and other requirements vary by state. Further information

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<sup>4</sup> CVT: Certified Veterinary Technician; RVT: Registered Veterinary Technician; LVT: Licensed Veterinary Technician.

about veterinary technology is available at the National Association of Veterinary Technicians in America (NAVTA) website at: <https://www.navta.net/membership/membership>

**Veterinary Assistant Program:** 600 Hours  
(Includes 600 hours of lecture, laboratory, and internship)

**Occupational Objective:** To enable graduates to assist veterinary technicians in their duties. Veterinary Assistants generally do not act as anesthetists, calculate drug dosages, or do invasive medical procedures.

**Certification/Credential:** Veterinary Assistant graduates receive a Veterinary Assistant Certificate. This is a non-degree program. No national or state testing is required prior to employment after graduation. States do not grant any credentials to Veterinary Assistants. Graduates have the option to sit for the exam for an Approved Veterinary Assistant designation through the National Association of Veterinary Technicians in America (NAVTA). Further information is available at the NAVTA website: <https://www.navta.net/assistants/veterinary-assi>

#### **Course Sequencing and Frequency of Course Offerings**

Students are responsible for taking all courses assigned in order to graduate within each program. Although students are encouraged to work during their residency with the CAVT, priority must be given to each individual's school schedule. All reasonable efforts are made to offer courses with sufficient frequency so that all students may graduate on time.



## Course progression: Veterinary Technology

	Course Number	Courses	Quarter Credits
<b>Quarter 1</b>	VT 101	Academic Planning for First Quarter Students	1.00
	VT 102	Algebra and Pre-Medical Mathematics	3.75
	VT 103	Biochemistry	5.50
	VT 104	Computers and Technology	3.50
	VT 105	English Composition and Communication	3.00
	VT 106	Introduction to Veterinary Technology	3.00
			Total Hours:
<b>Quarter 2</b>	VT 201	Academic Planning for Second Quarter Students	1.00
	VT 202	Anatomy and Physiology I	6.00
	VT 203	Medical Mathematics	6.00
	VT 204	Medical Terminology I	3.00
			Total Hours:
<b>Quarter 3</b>	VT 301	Academic Planning for Third Quarter Students	1.00
	VT 302	Anatomy and Physiology II	6.50
	VT 303	Basic Nursing	5.50
	VT 304	Medical Terminology II	3.00
			Total Hours:
<b>Quarter 4</b>	VT 401	Academic Planning for Fourth Quarter Students	1.00
	VT 402	Intermediate Nursing	5.00
	VT 403	Nutrition	3.00
	VT 404	Parasitology	3.50
	VT 405	Pharmacology	6.00
			Total Hours:
<b>Quarter 5</b>	VT 501	Academic Planning for Fifth Quarter Students	1.00
	VT 502	Anesthesia	4.00
	VT 503	Clinical Chemistry and Laboratory	6.50
	VT 504	Exotics and Laboratory Animal Medicine	3.00
	VT 505	Survey of Companion Animal Diseases	4.00
			Total Hours:

<b>Quarter 6</b>	VT 601	Academic Planning for Sixth Quarter Students	1.00
	VT 602	Advanced Nursing	3.75
	VT 603	Dentistry	6.50
	VT 604	Diagnostic Imaging	3.50
	VT 605	Veterinary Response for Disaster Situations	4.00
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<b>Quarter 7</b>	VT 701	Academic Planning for Seventh Quarter Students	1.00
	VT 702	Directed Clinical Practice	5.00
	VT 703	Large Animal Nursing	3.30
	VT 704	Practice and Self-Management	3.50
	VT 705	VTNE Preparation	3.00
		Total Hours:	
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<b>Quarter 8</b>	VT 801	Academic Planning for Eighth Quarter Students	1
	VT 802	Internship	13.33
		Total Hours:	
		<b>Total Quarter Credits</b>	<b>137.6</b>

## **Course Details: Veterinary Technology**

### **Quarter 1**

#### **VT 101 Academic Planning for First Quarter Students**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

#### **VT 102: Algebra and Pre-Medical Mathematics**

Arithmetic and math topics and calculation steps are reviewed as foundational to the subsequent course in Medical Mathematics. Course emphasis is a review of fractions, percentages, decimals, ratios, and how to use and apply an equation that solves for an unknown value. The course also considers the various units and conversion in medical nursing, and drug dispensing. An introduction to pharmacology concepts is also provided.

#### **VT 103: Biochemistry**

An introduction to intracellular structure and function, cell metabolism, and how genetics drive the mechanisms for differences in cell expression for purpose. Biochemistry introduces basic reactions and control systems in living organisms including pH, ion dynamics in solutions, enzyme systems and the physical and chemical properties of various gases and fluids. The course also considers the production of energy from food.

#### **VT 104: Computers and Technology**

An overview of current computer hardware, software and networks for information flow and medical records management. How to set up and trouble shoot computer hardware, download software updates and evaluate new applications are considered. Students practice with contemporary office software and the Windows operating system.

#### **VT 105: English Composition and Communication**

Building written, oral and business communication skills is as fundamental to future success in veterinary technology as it is in any other field. This class provides structure, coaching and feedback in composing and delivering original works related to the field. Another objective is to develop clear and succinct business and medical record writing skills.

#### **VT 106: Introduction to Veterinary Technology**

A survey for the new student as to the wide diversity of career options and opportunities available to graduates. The course also emphasizes the professional and ethical responsibilities of the certified

veterinary technician. Consideration is provided for regulatory rules, professional organizations, how to obtain life-long learning and the sensitive subjects of end-of-life counseling and euthanasia.

**Total Quarter Credits = 19.75**

## **Quarter 2**

### **VT 201: Academic Planning for Second Quarter Students:**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

### **VT 202: Anatomy and Physiology I**

Attributes of cell and tissues; comprehensive survey of animal structure and function by a “systems” approach with laboratory dissections on preserved anatomic specimens to illustrate quadruped anatomy.

### **VT 203: Medical Mathematics**

How to use dimensional analysis formulae and ratio and proportion in solving pharmacy compounding problems for drug concentration or volume; solving fluid volume and dose-rate administration problems; translation of medical prescriptions into properly dispensed doses. Focus will be on fluid calculations and administration. Presentation of accepted standards of drug dispensing and client compliance are also considered

### **VT 204: Medical Terminology I**

The “new language” of medical words and terms is learned by combining suffixes and prefixes with word roots in many different combinations for different meanings. In learning the new language a side benefit is learning many definitions useful in anatomy and physiology and nursing classes.

**Total Quarter Credits = 16**

## **Quarter 3**

### **VT 301: Academic Planning for Third Quarter Students:**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

**VT 302: Anatomy and Physiology II**

Continuation of VT 202.

**VT 303: Basic Nursing**

Introduction to animal husbandry and the natural behaviors of the species of our concern to provide safe and effective patient care. Course emphasis is developing skills to safely restrain patients during clinical procedures. Animal volunteers are sourced from staff and student owned animals to provide foundational nursing skill experiences including drug administration and acquiring specimens for laboratory testing

**VT 304: Medical Terminology II**

Continuation of VT 204

**Total Quarter Credits = 16**

**Quarter 4****VT 401: Academic Planning for Fourth Quarter Students:**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

**VT 402: Intermediate Nursing**

Techniques and manual skills are emphasized including placement of IV catheters and other vascular access devices, giving medications, bandaging and splinting, work-flow in sterile central supply, identifying packing and processing surgical instruments and operating room protocols for circulating and scrub nurse duties.

**VT 403: Nutrition**

Principles of metabolism for producing energy from food; how to meet nutrient requirements; lifestage and lifestyle feeding for dogs and cats; analysis of commercially and home-prepared petfoods. Course emphasis is nutritional support of hospitalized and critical care patients and choices and applications of therapeutic diets. Forages and practical advice for feeding horses is presented.

**VT 404: Parasitology**

A comprehensive overview of the zoological classes of various internal and external parasites commonly found in companion and large animal species. Course emphasis is on the biology of life cycles for the parasitic species and the practicalities of identifying infestations and infections by laboratory testing.

**VT 405: Pharmacology**

General principles of pharmacology including mechanisms of action of various drug classes. Course emphasis is the application of about 200 individual pharmaceuticals, anesthetics and biologics most commonly used in contemporary veterinary practices.

**Total Quarter Credits = 18.5**

**Quarter 5****VT 501: Academic Planning for Fifth Quarter Students**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

**VT 502: Anesthesia**

The essential personal behaviors required to accept the responsibility of caring for sedated or anesthetized patients, review of cardiorespiratory physiology, pre-anesthesia patient data collection and assessment, drug options and protocols for induction and maintenance of general anesthesia. Laboratory exercise present anesthesia machines and circuits, supplies and monitoring equipment and techniques. Course emphasis is understanding and reacting to changes in monitoring parameters during general anesthesia

**VT 503: Clinical Chemistry and Laboratory**

Course emphasis is how to collect, prepare and interpret a wide variety of specimen materials for laboratory analysis. Included are the various steps and procedures for processing whole blood, serum, plasma, urine, urine sediment, cavity effusions, and scrapings and swabs for cytologic staining and analysis.

Laboratory exercises will follow lecture and will include the use of patient-side immunodiagnostics, the operation and service of equipment and how to interact with commercial clinical pathology laboratory services.

**VT 504: Exotics and Laboratory Animal Medicine**

This course emphasizes the identification taxonomy, care, treatment, and anatomic, physiologic, and behavioral characteristics of common laboratory animals. Students also encounter species commonly seen in exotic veterinary practices including birds, reptiles, amphibians, and small mammals.

**VT 505: Survey of Companion Animal Diseases**

A survey of the mechanisms of disease and the balance points between animal sickness and wellness. Course emphasis is a summary presentation of the more common congenital and acquired diseases in

companion animal medicine and surgery from the perspective of the veterinary technician providing nursing to ill patients.

**Total Quarter Credits = 18.5**

## **Quarter 6**

### **VT 601: Academic Planning for Sixth Quarter Students**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

### **VT 602: Advanced Nursing**

Utilizing the base framework of three textbook chapters various concepts in critical care nursing are reviewed via case discussions and laboratory practice. Subjects include triage, CCPR resuscitation procedures, physiologic and metabolic monitoring, and how medical teams can respond to a variety of common ER presentations.

### **VT 603: Dentistry**

Anatomy of the oral cavity, and tooth identification and numbering systems for large and small animal patients; introductory consideration of the common pathologic changes to the teeth and gingiva and options for treatment by the veterinary technician. Course emphasis includes positioning for oral radiography, examination and charting exercises, and the theory and execution of periodontal treatments in naturally occurring dental disease. Laboratory exercises allow hands-on experiences with manual and power assisted equipment and ample opportunity to expose digital oral radiographs.

### **VT 603: Diagnostic Imaging**

An introduction to the physics of x-ray generation and the production and display of both analog and digital radiographic images. Students will operate imaging equipment with associated safety precautions, participate in technique chart development, and practice the principles and specifics of patient positioning. The course also describes radiographic contrast media and procedures, advantages of axial imaging, and the production of diagnostic images via ultrasonography and endoscopy. How to make descriptive photographic images for uploading to an electronic medical record is demonstrated.

### **VT 605: Veterinary Response for Disaster Situations**

A current overview of why-and-hows the certified veterinary technician can execute within emergency response teams to natural or man-made disasters. This course will emphasize government and private agency response structures, how to become prepared, how to sort competing priorities when time, information and supply resources are limited and the perspectives and skills to contribute to animal safety during and after catastrophe.

**Total Quarter Credits = 18.75**

## **Quarter 7**

### **VT 701: Academic Planning for Seventh Quarter Students**

Weekly opportunity for gathered classmates to hold a supplemental session with faculty for questions and answers and other discussion to support continued academic progress. This course can be considered a blended opportunity of study hall, individual tutoring, and review of topics from reading or lecture as presented in the previous week.

### **VT 702: Directed Clinical Practice**

Directed Clinical Practice is a student-centric experience in clinics conducted by students about to enter internships and then graduate. Students participate in lead roles to faculty to evaluate wellness and disease concerns within a population of pets cared for by student and staff owners.

Course emphasis is hands-on practice in clinical evaluation, doing laboratory and imaging procedures and participating in anesthesia and operative surgical and dental procedures. Emphasis is also placed on completing the medical record and following a patient previously seen. Course objective is for students to refine and reinforce academic knowledge and psychomotor skills.

### **VT 703: Large Animal Nursing**

This course blends lecture and animal handling experiences that emphasize common clinical procedures with horses and cattle. Patient and operator safety are emphasized via model experiences with various restraint techniques as well as supervised learning curves with living animals of differing temperaments. While horses and cattle are emphasized consideration is also provided for swine, sheep and goats. Presentations and discussions of horse and food animal diseases and treatments will focus on the veterinary technician's role in nursing and care.

### **VT 704: Practice and Self-Management**

How to function as a medical team member in a clinic or hospital environment means knowledge of medical record keeping, safety and OSHA regulations, sanitation, control of the potential for zoonotic diseases transmission and how to communicate with regulatory agencies. The course will also consider the communication issues and opportunities that commonly occur between clients and the veterinary medical staff and between hospital colleagues.

### **VT 705 VTNE Preparation**

A structured, comprehensive review for preparing for the national examination.

**Total Quarter Credits = 15.8**



## **Quarter 8**

### **VT 800: Internship**

Students deploy as guest paraprofessionals into local clinical settings to further develop clinical knowledge and skills. Internships are held for 400 hours and successful completion is a pre requisite for graduation.

**Total Quarter Credits = 13.3**

## Course Progression: Veterinary Assisting

Course Number	Course Name	Quarter Credits
VA 101	Office Procedures Client Communications	7.25
VA 102	Career Development	4.50
VA 103	Medical Terminology/Basic Anatomy	4.00
VA 104	Laboratory Procedures	7.25
VA 105	Internship 1	1.33
	<b>Total Hours</b>	<b>24.33</b>
VA 201	Pharmacology	4.50
VA 202	Animal Nursing	7.25
VA 203	Surgical Preparation and Assisting	7.25
VA 204	Diagnostic Imaging	4.25
VA 205	Internship 2	1.33
	<b>Total Hours</b>	<b>24.58</b>

## Course Details: Veterinary Assisting

### Quarter 1

#### VA 101 Office Procedures and Client Communications

This class is designed to familiarize students with general veterinary office procedures. The students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. In addition, an understanding of how ethical conduct impacts day to day operations of a veterinary hospital is essential for all medical personnel. This class focuses on effective professional communication in addition to understanding the roles of the veterinary health care team and the importance that each role plays in the delivery of excellent care. Students will learn to write business letters, understand the importance and meaning of the human-animal bond, and demonstrate professional and appropriate appearance and language in the workplace. Students will also demonstrate correct use of electronic communication in standard veterinary medicine.

### **VA 102 Career Development**

Students will learn valuable skills required to acquire and maintain employment as a veterinary assistant. Critical life and work skills are taught to enable students so successfully interview for employment in clinical settings. Students will also learn how to advance their careers and meet the evolving needs of the profession.

### **VA 103 Medical Terminology/Basic Anatomy**

Students will learn the structure of medical terms and how they are formed by roots, suffixes and prefixes. Basic medical knowledge is taught in the context of terminology, directional anatomy, body cavities, as well as brief overview of body systems and major organs and how it relates to veterinary assistants. Pathology, medical and surgical terms are discussed, as well as common abbreviations used in medical records. Students learn to use terms within the context of standard veterinary records.

### **VA 104 Laboratory Procedures**

The role that a veterinary assistant has in the laboratory is vital for accurate diagnosis; students will learn how to properly obtain and handle voided urine and fecal samples, as well as assisting in obtaining blood samples for procedures. Students will also learn to prepare and set up various laboratory tests such as fecal floatation's, urinalysis, ear cytology, and basic ectoparasite identification. Laboratory equipment, record keeping and stocking will also be discussed.

### **VA 105 Internship I**

During Quarter 1, internship will require veterinary assistant students to participate in the student run directed clinical practice, located within the school. This gives the students hands on practice in an environment which nurtures their skills and allows them to build professional confidence in a low pressure environment.

## **Quarter 2**

### **VA 201 Pharmacology**

Veterinary assistant students will be introduced to the concept of drugs and terms related to pharmacology and pharmacy management, and the role in which veterinary assistants play in maintaining legal and accurate record keeping. An overview of drugs will be discussed to familiarize students with common generic and brand name medications, classes of medications and medical abbreviations associated with prescriptions. Reading prescriptions, filling prescriptions, dosing and dispensing will be focused on. Students will also learn basic administration of medications.

### **VA 202 Animal Nursing**

This class will introduce students to general nursing concepts of animals within the Veterinary Assistant's role. Emphasis will be on OSHA, safety protocols, identifying normal and abnormal animal behavior, proper restraint of large and small animals as well as basic animal husbandry, cleaning and

disinfection. Students will also learn basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing. Breed recognition is also discussed within this class.

#### **VA 203 Surgical Preparation and Assisting**

This class is designed to familiarize students with the role of surgical assistant. Students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper operating room sanitation and etiquette.

#### **VA 204 Diagnostic Imaging**

Students will learn the safety measures related to diagnostic imaging, as well as how to assist in restraint, positioning, labeling, filing, processing and development of images for diagnostic purposes. This class also briefly discusses various methods of diagnostic imaging, but the focus will be on radiology and ultrasound imaging.

#### **VA 205 Internship II**

During Quarter 2, internship will require veterinary assistant students to participate in the student run directed clinical practice, located within the school. This gives the students hands on practice in an environment which nurtures their skills and allows them to build professional confidence in a low pressure environment. Students will also have the opportunity to work in a live setting through direct associations with cooperating boarding, shelter and clinical facilities for 40 hours.

## **School Schedule<sup>5</sup>**

The CAVT is under the quarter system. Four quarters are operated per year. Three weeks of vacation are scheduled between each quarter with the exception of the fall quarter. During the fall quarter, one week of vacation is scheduled for Thanksgiving, and two weeks for Christmas and the New Year.

Winter quarter: begins first week of January

Spring quarter: begins first week of April

Summer quarter: begins first week of July

Fall quarter: begins first week of October

## **Class Size**

Veterinary Technology lectures usually do not exceed 15 to 18 students (Veterinary Assistant program lectures—not laboratories—may exceed 15 students). Laboratories for both programs usually do not

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<sup>5</sup> The detailed CAVT school calendar is available in the Student Manual or by calling the CAVT office at (719) 219-9636.

exceed 8-12 students. The CAVT strives to maintain small class sizes in order to give as much individual attention as possible to students as they progress through the program.

## Tutoring and Special Accommodations

The CAVT offers tutoring to individual students during the regular course of each quarter. The CAVT also offers reasonable academic accommodations to students, if required, based on documented disabilities.

## Facilities

The CAVT is located at 2764-66-68-72 Janitell Road, 80906. The school may be viewed on Google Maps. The CAVT maintains classrooms, a computerized library as well as a traditional library, full audiovisual system, IDEXX and ABAXIS laboratory, surgical and clinical facilities, and pharmacy. Large animal clinical practice is performed at the medical clinics of and John Davis, DVM and other large animal clinical facilities. Students also aid clinicians with spays, neuters, dental procedures, diagnostics and routine health care during directed clinical practice in the CAVT student run clinic located on site.<sup>6</sup>

## Entrance Requirements

The CAVT does not discriminate based on race, color, sex, age, religion, ethnic or national origin, pregnancy, veteran status, familial status, citizenship, or disability.

Prospective students *must* have a high school diploma or high school equivalency diploma (GED) to be considered for admission. All incoming students *must* be at least 18 years of age. Submission of an application is not a guarantee of admission.

All applicants must provide the following:

- Fully completed application form.
- One letter of reference *mailed directly to the CAVT administrative office by the referring individual*. Referring individuals should know the applicant well and not be related to the applicant.
- Official high school transcripts or GED certificate indicating date of graduation, *mailed directly by the high school to the CAVT administrative office*.<sup>7</sup>
- Official post-secondary school transcripts (if any), *mailed directly by the post-secondary institution to the CAVT administrative office*.
- A personal interview, usually accomplished at the CAVT facility during the tour and information session. During the interview the applicant should be prepared to demonstrate that they are prepared to enter an academically rigorous program that includes training of extensive clinical skills. The

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<sup>6</sup> NOTE: The CAVT does not offer general veterinary services to the public.

<sup>7</sup> Home schooled applicants may submit appropriate credentials. Please contact the CAVT for further information.

admissions committee seeks applicants with satisfactory histories of academic progress and significant work histories. Demonstration of basic oral and written communication skills as well as personal maturity during the admissions process is required.

- All applicants must be at least 18 years of age upon the date of admission.
- Passage of a basic entrance exam.
- All applicants will be required to take the Wonderlic© exam of basic skills.
- Some applicants will be asked to attend a second interview at the discretion of the faculty.

All applicants must note that, due to the academic rigor of the veterinary technician program and competitive nature of admissions into that program, the CAVT reserves the right to limit admission of any applicant only to the veterinary assistant program.

## **Application Deadline and Provisional Admission**

Applications must be complete no later than 30 calendar days prior to the quarter applied for. Applicants are informed as their application files are compiled and will be notified when their file is complete. Admissions decisions are made on a rolling basis.<sup>8</sup> Each quarter is limited to 20 new students per program.

Qualified applicants whose applications are substantially complete may request an extension of the application due date. Applicants must make a special request to the CAVT administrative office for an extension of the application deadline.

Applicants seeking admission after a denial of admission or withdrawal must follow all admissions procedures as if applying as a first time applicant.

Decision letters will indicate either: admit, deny, provisional admission, or wait list. Students on provisional admission will be given strict time limits to provide required documentation to be finally admitted—failure to do so will result in a decision of “deny”. Students on the wait list will be offered admission if a seat becomes available. Should a seat not become available, wait listed students may be offered admission in a subsequent class. Admitted students may also make written requests to defer their entry into school for a subsequent quarter.

## **Orientation:**

Admitted students are required to attend orientation on a day designated prior to the start of each quarter. Students unable to attend must notify the CAVT office prior to that date. Students who are unable or otherwise do not notify the office by 5pm on the day prior to orientation of any quarter that they cannot attend orientation risk loss of their seat and denial of admission. In such a case, a student

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<sup>8</sup> Rolling admissions: on time, completed application files are reviewed as they are submitted. Decision letters are usually mailed to applicants within three weeks of determination that an application file is complete.

may be offered admission in a subsequent quarter or required to reapply at the discretion of the admissions committee.

## **Transfer Credits**

The CAVT will consider awarding transfer credit from accredited post-secondary institutions for applicable courses for which a grade of “C” or better is achieved. Courses for which transfer credits are requested must be at the 100 level or higher and must have been completed no longer than seven years prior to an admissions application.

Advanced placement courses for which an AP test is taken must be scored at a 4 or 5 in order for transfer credit to be considered.

For transfer credits to be considered, official transcripts must be received directly by the CAVT office from the records office of an accredited post-secondary school. Transfer credits from an AVMA accredited veterinary technology program will only be considered on a case-by-case basis. Students wishing to transfer credits from the CAVT to another institution will be required to inquire with that institution. The CAVT takes no position on the transfer of credits from the CAVT to another institution.

Transfer credits between the CAVT veterinary technology (VT) program and veterinary assistant program (VAP) may only be granted if a student transfers from the VT to VAP program.

## **Enrollment Dates**

Applicants may seek enrollment at the beginning of any of the four quarters of the school year. Generally entrance dates are at the beginning of January, April, July and October. Students applying to the assistant’s program should note that the program only accepts students in January and July.

## **Students with Special Needs**

The CAVT will make reasonable efforts to accommodate students with special needs; however, each accommodation is considered on the CAVT’s ability to provide adequate and reasonable accommodations on an interactive, case by case basis. While strong consideration is given to past accommodations, accommodations must be vetted to determine if the necessary accommodation would change the fundamental nature of the academic program, lower academic standards, or otherwise create an undue burden.

Students requesting reasonable accommodations during their residence with the CAVT must provide documentation of any disability prior to design of any reasonable accommodation.

## Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed

If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.<sup>9</sup>

## Placement Assistance

The CAVT offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an incentive to enroll students. Students also receive initial information about the potential for employment as a veterinary technician specialist in anesthesia, emergency medicine, internal medicine, behavior, equine medicine, zoo medicine, surgery and clinical practice, and other emerging areas of specialty.

## Satisfactory Academic Progress Policy

All students are required to pass all courses with a grade of not less than "C". Prerequisite courses for which a grade of "C" is not achieved will require the student to retake that course in order to proceed into the subsequent course. Any other course for which any student receives a grade of less than "C" must be retaken.<sup>10</sup> Each student's academic progress is checked quarterly.

Students must maintain an overall GPA of 2.0 (equivalent to a grade of "C"). Students whose grade point average falls below 2.0 for a completed quarter will be placed on *academic warning* for the following quarter. Students on Academic Warning will be eligible for student aid<sup>11</sup> during the warning quarter. No appeal is required.

Students who fail to achieve an overall GPA of 2.0 at the completion of a warning quarter may go on *academic probation*. All students seeking to enter a quarter on academic probation will be required to appeal in order to remain on student aid. Successful appeals will result in continuation of student aid for one quarter. Students will be required to complete an academic plan as part of a successful appeal.

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<sup>9</sup> As a general rule, the CAVT does not require pre-paid tuition or fees.

<sup>10</sup> Mastery of all material presented in the Veterinary Technology program is required to demonstrate basic clinical competence upon graduation.

<sup>11</sup> "Student Aid" means any and all federal student aid including aid provided by the U.S. Department Education or the Veteran's Association and all related programs provided to military veterans and their dependents.



Unsuccessful appeals will result in denial of student aid and possible academic dismissal from the program.

Any student whose overall GPA is not at least 2.0 at the end of an academic probation period may be terminated from the program. Termination shall be at the discretion of the CAVT administration and faculty after a full review of the student's record. The student must prove to the satisfaction of the CAVT administration and faculty that the student can reasonably satisfy the CAVT graduation requirements within the required time period for graduation. The student shall be consulted and have full notice of all deliberations with regard to any decisions regarding academic probation and termination. The CAVT administration has final authority and shall notify the student in writing of the final decision.

It is the policy of the CAVT that all graduating students are in the best possible position to pass the Veterinary Technician National Exam (VTNE). It is for this reason that students are not allowed to carry grade point averages below 2.0 beyond the probationary period, nor may any student graduate with any grade on a transcript of less than "C".

Students receiving Federal Student Financial Aid must maintain "Satisfactory Academic Progress" at the CAVT in order to remain eligible for Federal aid consideration. The Financial Aid Office evaluates Satisfactory Academic Progress (SAP) after the completion of each quarter. All quarters of enrollment must be considered in the determination of SAP (even periods in which the student did not receive federal student aid funds must be counted as well as relevant transfer credits).

Satisfactory Academic Progress tests three components:

- 1.) A qualitative component (i.e., grade point average),
- 2.) An incremental qualitative component (number of credits attempted and earned for each quarter, also known as the completion rate), and
- 3.) An overall quantitative component (maximum time frame for the completion of a student's degree or certificate program).

Students academically dismissed from their academic programs are automatically recognized as failing to meet SAP standards.

## **Grades and Credits**

Courses with grades of "W/D" (withdrawn), "INC" (incomplete), and/or "F" (failed) are counted as courses attempted but not earned AND count toward the maximum time frame. Transfer credits (accepted for the student's academic program or degree) are counted when measuring the maximum time frame to complete the Associate's Degree in Applied Science in Veterinary Technology and establishing benchmark points for the qualitative standard, but do not impact the grade point average tested.

Satisfactory Academic Progress status will include repeated coursework, unless determined otherwise by the CAVT administration and faculty. Audited courses count as unearned credit hours in the evaluation of the qualitative and quantitative standards.

### **Three SAP Standards**

#### **1. Qualitative Grade Point Average and Academic Standing:**

Students academically dismissed from the CAVT veterinary technology program are automatically recognized as failing to meet CAVT's Satisfactory Academic Progress standards. Otherwise, as a student progresses through their academic program, their cumulative GPA must be at such a level that they either have, or may have by the following quarter, a minimum GPA of 2.0 (letter grade of "C").

#### **2. Quantitative Completion Rate:**

A student must successfully earn at least two-thirds of attempted credit hours each quarter.<sup>12</sup>

#### **3. Quantitative Maximum Time Frame:**

A student's maximum time frame for completion of their academic program must not exceed 150% (3 years) of the primary CAVT veterinary technician program length (2 years).

### **Automatic Warning Quarter**

Students who fail to meet any of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Warning Quarter associated with their next quarter of enrollment to restore their Satisfactory Academic Progress standing. During the Warning Quarter a student will be awarded Federal Financial Aid for which they have applied and are otherwise eligible. A student is not allowed to receive consecutive Warning Quarters of Federal Aid. A Warning Quarter assignment is not contingent on the student's application for Federal Student Aid.

### **Appeal for Probationary Quarter**

Students who fail to meet any of the minimum requirements for Satisfactory Academic Progress at the conclusion of their Warning Quarter will lose all Federal Aid eligibility until the student regains minimum

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<sup>12</sup> This is equal to a 67% successful credit completion rate.

Satisfactory Academic Progress standards. A student who is denied Federal Aid because of a failure to meet Satisfactory Academic Progress standards after the Warning Quarter has concluded may appeal this determination to the CAVT administration.<sup>13</sup> An appeal must be based on significant mitigating circumstances that seriously impacts academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations as judged by the CAVT administration and faculty. Students opting to appeal may be required to submit documentation on a case by case basis. Please note that merely filing an appeal does NOT guarantee continued eligibility for Federal aid.

If an appeal for a probationary quarter is denied by the Committee, the student will be notified and the decision is final for that quarter. The student may re-establish eligibility for federal aid for a subsequent quarter by taking action that brings him or her into compliance with the qualitative and quantitative components of the CAVT's SAP standard.

If a student's appeal is approved by the Committee, the student will be notified. The student will be considered for federal aid during the probationary quarter for which the student has applied and is otherwise eligible. Students will be required to meet all the points in an academic plan as part of any successful appeal.

Once the probationary quarter has concluded, the student may re-establish eligibility to be considered for federal aid for a subsequent quarter by either:

1. Taking action that brings him or her into compliance with the qualitative and quantitative components of CAVT's SAP standard, OR
2. Meeting the specific academic plan and standards for the Probationary Quarter as established by the CAVT administration and faculty.
3. Any subsequent probationary quarter must also be preceded by an additional, separate appeal by the student.

## **Reentry**

Students who leave the program for any reason including failure to meet Satisfactory Academic Progress may reapply to the program. Students must submit a new, complete application. Students seeking reentry will have prior performance considered as part of their application.

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<sup>13</sup> A detailed description of the appeal process is contained in the CAVT Federal Financial Aid Policies and Procedures and is made available upon request to the CAVT financial aid officer.

## Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 70% is required for each individual course. Instructors may request a student's withdrawal from a course or program if absences exceed 30% or, in the alternative, issue a grade of "F" for that course. Students are responsible for all course material presented at each and every class session and laboratory. Missed quizzes may result in a grade of zero.

Students who are unable to continue classes for medical reasons or severe personal problems may be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Further details about the attendance policy are contained in *The Student Guide*.<sup>14</sup>

## Leaves of Absence

A student in good standing may request a leave of absence for up to 180 days. No additional Federal Financial Aid will be available during that time. However, students may return without having to reapply for admission or federal student aid if they return to active status at the designated time. Students may take a leave of absence for 180 days within any 12 month period. Students will not incur any additional charges on their account during a leave of absence. Students are expected to resume their course of studies at the same point at which they left.

Students who request leaves of two quarters will be readmitted to the program at the discretion of the school. Students who request leaves of three quarters or more may be requested to reapply at the discretion of the school.

## Grading System

- A 95-100% (4 grade points)
- A- 90-94.9 (3.7 grade points)
- B+ 86.7-89.9% (3.5 grade points)
- B 83.3-86.6% (3 grade points)
- B- 80-83.2% (2.7 grade points)
- C+ 75-79.9% (2.5 grade points)
- C 70-74.9% (2.0 grade points)
- D 60-69.9% (1 grade point)
- F Less than 60% (0 grade points)

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<sup>14</sup> The Student Guide is made available to entering students at orientation. Updates are provided to all students in electronic form. All students are responsible for the contents of the Student Guide and all updates during their residency at the CAVT. Applicants may request a copy of the Student Guide by calling the CAVT administrative office at: (719) 219-9636. Copies of the Student Guide are also available in the CAVT library.

W/D: withdrawal. A student will not receive grade points or quarter credits for any course withdrawn from and must retake, and pay for, the entire course again in order to graduate. Students may withdraw from a course without penalty or cost if they notify the CAVT administration in writing of their intent to withdraw from a course within the first week of class. Students who withdraw after the first week of class and before the seventh week will receive a grade of “W/D” and will be required to pay for the time spent in class. A student will not be considered to have withdrawn from a class until notice is received by the CAVT administration in writing.

Students *may not withdraw voluntarily* from a class after completion of the 6<sup>th</sup> week of any quarter. After the 6<sup>th</sup> week, the student will receive a grade for that course and be charged for the entire length of the course. Students who do not meet attendance requirements for any given course will be given an “F” for that course and required to retake, and pay for, the entire course.

INC: incomplete. A student may be awarded an incomplete *at the discretion of the instructor*. Students awarded an incomplete will be given an academic plan for completion of the course at which time the student will receive a final grade as indicated above.

Students are graded on a straight scoring system as noted above. Any student receiving a grade of “F” (less than 60%) or “D” (60-69%) will be required to retake, and pay for, the entire individual course for which that grade was received. Students will receive grade reports at the end of each quarter. *Students must retake courses in which grades of “F” or “D” were received so that the student, staff, and administration are satisfied that the student demonstrates adequate clinical skills to serve their patients and the public as medical professionals and public health officers.*

Calculation of GPA: Total grade points are calculated by multiplying the grade points received (see above) by the number of quarter credits taken. Total grade points are then divided by the total number of quarter credits completed. See the example below.

Course Number	Grade	Grade Points	Quarter Credits	Total Grade Points	
VT 101	Grade=A	4	3	12	
VT 102	Grade=A	4	3	12	
VT 103	Grade=B	3	3	9	
				Total	
Total Quarter Credits				9 33	Grade Points
Cumulative GPA=total grade points divided by total quarter credits completed				<u><b>3.67</b></u>	

## **Change of Student Status**

Students wishing to change their status from full to part time or part time to full time, or who seek permission for a leave of absence, change programs, take an extended leave, or withdraw must complete a change of status form.

## **AVMA Required Task List (required for the Veterinary Technician Program)**

Students must perform tasks as outlined on a competency checklist as set forth by the AVMA. The list will be utilized in classes and laboratories, not at internships or any other off site facility either before, during or after completion of the program. Completion of duties ensures practical knowledge and experience of entry-level concepts into veterinary hospitals. Students may only be signed off on a task by CAVT faculty and/or qualified staff members during in residence lectures and laboratories. Tasks performed at internships, off site, or prior to admission or after completion of the program will not be credited to any student's task list.

## **Student Guide**

A student guide is made available to all accepted students in residency. The guide contains, but is not limited to: student grievance procedures, disciplinary procedures, testing and homework policies, confidentiality policies, honor code outline, facilities maintenance responsibilities, tuition requirements, class and laboratory policies and procedures, drug and alcohol policy, and internship policies. The student pregnancy policy is also contained within the student guide. *The Student Guide* is distributed at orientation, and may be requested prior to admission by any applicant simply by calling the CAVT office at (719) 219-9636. The Student Guide is also available in the CAVT library. Students are responsible for the contents of the student guide as well as the contents of this catalog and all updates during their residency at the CAVT.

## **Official Transcripts**

The CAVT will provide an official transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student. Transcripts will be denied if the student has an outstanding balance against her/his account.

## Student Conduct

Students are required to follow all rules and regulations promulgated by the CAVT. This includes, but is not limited to:

- Dress code in clinics and laboratories
- Conduct code in clinics, classes and laboratories
- Prohibition of theft and destruction of school property
- Possession of illegal drugs or weapons while on school property
- Failure to follow rules for exams or homework
- Violation of the Student Honor Code
- Violation of the CAVT drug and alcohol policy.<sup>15</sup>
- Disruption of classes or laboratories by through inappropriate or unauthorized conduct
- Adherence to the CAVT attendance policy
- Proper consideration of the legal rights of all students, staff, and faculty.

Students receive written notice of all rules and regulations during their residency with the CAVT. The CAVT reserves the right to change its rules and regulations as required. All rules and regulations are published in *The Student Guide*, which is available to all resident students and is considered a required supplement to this catalog with all students, staff, and faculty are responsible for.

## Student Safety:

*Animal Handling:* All students will handle several species of animals, some of which may be dangerous. Students must follow all instructions for patient handling as directed in classes and laboratories.

*Pregnancy policy:* All students must be aware that anesthetic gases, radiation, and other environmental hazards commonly encountered at the CAVT and veterinary clinical environments are inherently dangerous and may pose a significant risk to pregnant individuals. Students who are either pregnant or are planning on an impending pregnancy during their time as active students at the CAVT must consult immediately with the CAVT office before proceeding with any classes or laboratories.

*Rabies and tetanus vaccinations:* All students are required to be vaccinated for tetanus prior to engaging in any clinical exercises or internships. Proof of vaccination is required and will be kept with each student's individual record. Rabies vaccination is also required, but may be waived if the cost exceeds the student's ability to pay or if the vaccination is unavailable. *Students are hereby notified that rabies is a clear and present danger to their health and safety; students are under a duty and possess the sole responsibility to be vaccinated for rabies as soon as possible after the start of either the veterinary technology or assisting program.*

*Zoonoses:* These are diseases that originate in animals and may be passed on to humans. Each student is responsible for understanding and being able to prevent any zoonotic disease presented to them in course material.

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<sup>15</sup> Students, staff, and faculty are expressly prohibited from being under the influence of illegal drugs, alcohol, marijuana, or prescription drugs while on school property or while representing the school off campus while on school business.

Personal safety: Each student is responsible for following all safety directions given during classes, laboratories, clinical exercises, and internships. In addition, each student is responsible for understanding and following any safety protocols distributed to students during their residency with the CAVT.

Emergency preparedness: Written plans for response to natural or other disasters will be distributed to all students. Each student is responsible for reviewing these plans and filling out any related forms such as surveys or questionnaires related to plans for response to natural or other disasters. In addition, students must read and understand any written plans for response to natural disasters that they will receive.

Use of illegal drugs, alcohol, or marijuana: Students, staff, and faculty are expressly prohibited from being under the influence of illegal drugs, alcohol, prescription drugs, or marijuana while on school property or while representing the school off campus while on school business.

## **Dress Code**

Appropriate dress is a requirement for all students and staff. Entering students should be aware that a classroom dress code is in effect. While in the classroom, students must wear professional attire and no open toed shoes.

Any student performing clinical tasks or laboratories must wear scrubs and a lab coat. School scrubs are available for purchase at cost through the main office.

## **Professional Organizations**

All students and faculty are encouraged to be members of, and actively participate, in local and state veterinary organizations (CACVT). The Colorado Academy of Veterinary Technology is proud to host a Student Chapter of the Colorado Association of Certified Veterinary Technicians. The Charter Chapter was established in January of 2011.

Instructors and Directors are encouraged to become active members of the Colorado Association of Certified Veterinary Technicians (CACVT), Colorado Veterinary Medical Association (CVMA), American Veterinary Medical Association (AVMA), and National Association of Veterinary Technicians in America (NAVTA), Association of Veterinary Technician Educators, and Veterinary Hospital Managers Association. Through networking and participation, everyone benefits from belonging to professional organizations.

## **Student Dismissal**

Violation of rules and regulations promulgated by the CAVT will result in disciplinary action. Failure of any student to abide by the rules and regulations promulgated by the CAVT as published in this catalog, the



student guide, or in any other fashion during a student's residency, will result in disciplinary action. Failure to correct action cited as part of a disciplinary action taken by the CAVT against any student may result in dismissal from the CAVT. Refunds, if applicable, will be made. Reapplication to the CAVT may be made if allowed by the CAVT as part of determinations made during any disciplinary action.

## **Student Concerns**

Student concerns should be brought to the attention of the School Director to attempt resolution. *Students may bring any and all suggestions directly to the CAVT staff for review.* The CAVT staff and students are to follow the grievance procedures as outlined in the Student Guide. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint with the Colorado Division of Private Occupational Schools at [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos) or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school. (800) 917-2081. Students may also contact the Council on Occupational Education at 41 Perimeter Center East, NE, Suite 640, Atlanta, GA, 30346. Phone number for COE: (800) 917-2081. They may be located on the web at: [www.council.org](http://www.council.org)

## **Refund Policy**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

## Refund Table

<i>Student is entitled to upon withdrawal/termination:</i>	<i>Refund</i>
Within first 10% of QUARTER	90% less cancellation charge
After 10% but within first 25% of QUARTER	75% less cancellation charge
After 25% but within first 50% of QUARTER	50% less cancellation charge
After 50% but within first 75% of QUARTER	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

\* Dependent upon year and dates started. CAVT operates on a quarter system.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
3.
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
4. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
5. The policy for granting credit for previous training shall not impact the refund policy.
6. Cancellation charge: if after starting the program any student wishes to withdraw or is asked to withdraw from the program, a \$250.00 cancellation fee may be charged.

## Tuition: Veterinary Technology Program

Full time tuition is \$14,375 per year (\$28,750 for the full 2 year program), excluding Student Fees, books, and supplies, and living expenses. Full time students may complete the program in 24 months. Financial aid is available. Information may be obtained by calling the CAVT main office at: (719) 219-9636 or by e mailing Traci Thompson, financial aid officer, at: [tthompson@cavt.edu](mailto:tthompson@cavt.edu)

## Student Fees: Veterinary Technology Program <sup>16</sup>

The CAVT charges program fees, not individual course fees. All fees are bundled with tuition and divided equally with tuition into quarterly charges.<sup>17</sup>

Students should plan on the following fees in addition to any tuition expenses:

1. Laboratory fees: \$375.00 per year
2. Notes (provided in class): \$300.00 per year
3. Radiation badge: \$75.00. This fee is assessed once.
4. School uniform: approximately \$38.00 per set. At least one clean set should be available at all times.
5. Books: Approximately \$800.00 per year
6. Internship insurance (Worker's Compensation): \$60.00
7. Stethoscope and other medical and laboratory supplies: approximately \$170.00
8. Student services: \$130.00 per year.<sup>18</sup>
9. Graduation fee: \$95.00.<sup>19</sup>

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<sup>16</sup> The CAVT reserves the right to raise or lower fees at any time in order to deliver vital services and materials to students.

<sup>17</sup> Books, stethoscopes, medical, and laboratory supplies are not automatically included in quarterly charges. It is up to each student to decide which of these they wish to purchase.

<sup>18</sup> Student services includes on site counseling for students.

<sup>19</sup> NOTE: Federal Financial Aid does not provide funds for graduation fees. Caps and gowns are available for purchase for a small cost through the CAVT bookstore.

## Tuition: Veterinary Assisting Program

Full time tuition is \$7,187.50 for the entire program (\$3,593.75 per quarter for the 2 quarter program), excluding Student Fees, books, and supplies. Full time students may complete the program in 6 months. Financial aid is available. Information may be obtained by calling the CAVT main office at: (719) 219-9636 or by e mailing Traci Thompson, financial aid officer, at: [tthompson@cavt.edu](mailto:tthompson@cavt.edu)

## Student Fees: Veterinary Assisting Program<sup>20</sup>

The CAVT charges program fees, not individual course fees. All fees are bundled with tuition and divided equally with tuition into quarterly charges.<sup>21</sup>

1. Notes (provided in class): \$75.00 per quarter.
2. Radiation badge: \$75.00. This fee is assessed once.
3. School uniform: approximately \$38.00 per set. At least one clean set should be available at all times.
4. Books: Approximately \$346.00 per quarter.
5. Internship insurance (Worker's Compensation): \$60.00. This fee is assessed once.
6. Stethoscope and other medical and laboratory supplies: approximately \$170.00.
7. Laboratory fees: \$93.75 per quarter.
8. Student services: \$65.00.<sup>22</sup>
9. Graduation fee: \$95.00<sup>23</sup>

## CAVT Bookstore

The CAVT maintains a small bookstore where students can purchase all books and supplies for their classes.

## Financial Aid

Federal Financial Aid is available to those who qualify. Access is available to the Federal Pell Grant Program, Federal Direct Student Loan Program, and the Iraq and Afghanistan Service Grant. Information about eligibility and data necessary to fill out FAFSA forms may be retrieved by calling the CAVT main office at: (719) 219-9636 or by e mailing Traci Thompson, financial aid officer, at: [tthompson@cavt.edu](mailto:tthompson@cavt.edu)

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<sup>20</sup> The CAVT reserves the right to raise or lower fees at any time in order to deliver vital services and materials to students.

<sup>21</sup> Books, stethoscopes, medical, and laboratory supplies are not automatically included in quarterly charges. It is up to each student to decide which of these they wish to purchase.

<sup>22</sup> Student services includes on site counseling for students.

<sup>23</sup> NOTE: Federal Financial Aid does not provide funds for graduation fees. Caps and gowns are available for purchase for a small cost through the CAVT bookstore.

Students in both programs are required to pay for any classes that must be retaken. Student aid may be used for retaken courses unless federal rules prohibit such payment.

## **Preparation for the Veterinary Technician National Exam**

After graduation from the veterinary technology program, students will take the Veterinary Technician National Exam (VTNE) in order to qualify to apply to their state of choice for credentials as a Certified Veterinary Technician (CVT), Licensed Veterinary Technician (LVT), or Registered Veterinary Technician (RVT). Students will need to inquire with their state of choice to learn about individual state requirements, which may include the possibility of credit or criminal background checks or additional state exams. Additional information about state requirements may be found on line from each individual state licensing board, or by contacting the Colorado Association of Certified Veterinary Technicians (CACVT) at: <http://www.cacvt.com/>

## **Graduation Requirements**

In order to graduate, all students MUST:

- Have achieved an overall grade point average of at least “C”.
- Have achieved a grade of at least “C” on all courses on their transcripts. Students are required to retake courses for which they receive less than a grade of “C”.
- Be a student in good standing.
- Have all tuition and fees paid in full.
- Not be on academic warning or probation.
- Not have any outstanding issues with regard to student conduct.
- Have completed an internship.
- Have completed the AVMA required task list.
- NOTE: A full time student without any transfer credits will need 2 years to complete the veterinary technician program and six months to complete the veterinary assistant program.
- Successfully finish an exit interview where all graduation requirements and other documents will be reviewed.

## CAVT Quarter schedule 2015-2016<sup>24</sup>

Quarter	Year	Start	End
1	2015	Monday, January 5	Friday, March 13
2	2015	Monday, April 6	Friday, June 12
3	2015	Monday, July 6	Friday, September 11
4	2015	Monday, October 5	Friday, December 18
1	2016	Monday, January 4	Friday, March 11
2	2016	Monday, April 4	Friday, June 17
3	2016	Monday, July 11	Friday, September 16
4	2016	Monday, October 10	Friday, December 23

## Colorado Academy of Veterinary Technology

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<sup>24</sup> Quarter 1 (“Winter Quarter”); Quarter 2 (“Spring Quarter”); Quarter 3 (“Summer Quarter”), and; Quarter 4 (“Fall Quarter”).

