

# Veterinary Assistant Program

**Information Guide and Application**

**August 2012**



FRANKLIN TECHNOLOGY CENTER @ MSSU  
3950 E. Newman Road  
Joplin, MO 64801

Phone: (417) 659-4400  
Fax: (417) 659-4408  
E-mail: [adams-d@mssu.edu](mailto:adams-d@mssu.edu)



# Veterinary Assistant

Veterinary Assistant  
900 Clock Hour Certificate Program  
Program Coordinator: Dena Adams  
Monday - Thursday 5:00 pm – 10:00 pm  
Phone: 417.659.5430  
adams-d@mssu.edu

## Program Overview:

The Veterinary Assistant (Animal Care Assistant) program provides individuals the opportunity to gain knowledge, basic skills and abilities necessary to perform in a veterinary office or pet care environment as a vet assistant or animal care assistant. This program is designed for students who would like to assist the Veterinarian in maximizing the health care of animals. The student will learn basic nursing care for animals. Students will learn to assist in the operation of a veterinary practice. They will learn the basics of first aid, anatomy, routine preventive health care, emergency care, surgical preparation, basic nursing techniques, and animal environment maintenance. They will learn animal behavior, training, and the life cycles of young, adult and senior animals. Students will learn teamwork and how to excel in the veterinary office. Depending on the state that the graduate is employed, the veterinary assistant may have more responsibilities.

## Program Content:

- Program Orientation
- Veterinary Anatomy & Physiology
- Veterinary Terminology
- Veterinary Patient Management & Nutrition
- Veterinary Clinical Sciences
- Veterinary Medical Nursing
- Veterinary Pharmacology & Anesthesia
- Veterinary Surgical Nursing
- Veterinary Emergency and Critical Care
- End of Life
- Vet Office Computer Applications
- Certification Preparation
- Internship



The Veterinary Assistant program is certified by the Missouri Veterinary Medical Association. Students are not certified/registered upon graduation from the program. Students must successfully complete their examination to become certified/registered. Contact the Veterinary Assistant Program Coordinator at 417-659-5430 for more information.

**Important Note:** Franklin Technology Center programs are based on clock hours and may not be transferable to other educational facilities. Franklin Technology Center requires students to maintain a 90% attendance and an overall 75% course average during the program.

Franklin Technology Center's program is not a veterinary technician program. To become a Veterinary Technician students must complete an accredited associate degree veterinary technician program.

\*\*\*\*Tuition and Fees for 2012-2013 are estimates only and are subject to change\*\*\*\*

# FRANKLIN TECHNOLOGY CENTER

## VETERINARY ASSISTANT

School Year 2012 - 2013

Beginning Date: AUGUST 2012

Ending Date: MAY 2013

Application Fee Of \$50.00 Required Prior to Acceptance Into Program

TUITION	\$	7,200.00
TEXTBOOK PURCHASE	\$	450.00
SUPPLIES	\$	250.00
FEES	\$	493.00

<b>PROGRAM TOTAL</b>	<b>\$</b>	<b>8,393.00</b>
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Revised 10/31/11

# Franklin Technology Center Veterinary Assistant Program

## Application Procedure

Submit application with \$50.00 application fee to the Franklin Technology Center @ MSSU office, Room 21 in the Mills Anderson Criminal Justice Center on the Missouri Southern State University campus.

- Read the enclosed information about the program.
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.
- Complete both sides of application form and sign.
- Return the application along with a non-refundable \$50.00 application fee to the FTC office located on the MSSU campus, 3950 East Newman Road, Joplin, MO 64801.

Please direct all correspondence and inquires to:

Franklin Technology Center @ MSSU  
Veterinary Assistant Program  
3950 East Newman Road  
Joplin, MO 64801-1595  
Telephone: (417) 659-4400 Fax (417) 659-4408

### Contact Financial Aid Office

- All applicants must contact the financial aid coordinator at 417.685.9865 or [hobart-k@mssu.edu](mailto:hobart-k@mssu.edu).

Submit the following:

- Official high school transcript or GED (must be sealed official transcript from high school, college or GED)
- Signed Consent for Criminal Background Check Form

A **TABE Test** will be required for acceptance into the program. Additional information will be sent after the application has been received by the program coordinator. This test stands for "Test for Adult Basic Education" which is a generalized test in English, Reading, Math and Science.

The selection process is based on GPA or equivalent GED scores, TABE test results, and criminal background results. Selection for the veterinary assistant program is limited to 15 students each fall. In the case that the number of selected applicants drops, alternate students may be selected. A drug screen test will be done without notice sometime during the school year. **A failed drug screen is an automatic failure from the program!**

# Franklin Technology Center

## Veterinary Assistant Program Application

Date received: \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Agency: \_\_\_\_\_  
Counselor: \_\_\_\_\_  
Copy to Bookkeeper \_\_\_\_\_

### PERSONAL INFORMATION (please print clearly)

Name: \_\_\_\_\_ Maiden: \_\_\_\_\_  
(First) (M.I.) (Last)

Address \_\_\_\_\_  
(City) (State) (Zip)

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### EDUCATIONAL HISTORY

I graduated in \_\_\_\_\_ from \_\_\_\_\_, \_\_\_\_\_  
(MM/YY) (Name of School) (City) (State)

I completed my GED in \_\_\_\_\_ in the state of \_\_\_\_\_.  
(MM/YY)

Have you completed any college coursework? \_\_\_\_ Yes \_\_\_\_ No If yes, where? \_\_\_\_\_  
(Include state)

List any college degrees or vocational certificates held: \_\_\_\_\_

### EMPLOYMENT HISTORY (list your last two places of employment beginning with most recent)

1. Employer w/ address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date of Termination \_\_\_\_\_

Reason for leaving (optional): \_\_\_\_\_

2. Employer w/ address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Reason for leaving (optional): \_\_\_\_\_

3. \_\_\_\_ I have not been employed outside the home.

### EMERGENCY CONTACT INFORMATION (List three people we may contact in case of emergency)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Street Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Street Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Street Address: \_\_\_\_\_

Work Phone: City, State, Zip: \_\_\_\_\_



**VETERINARY  
ASSISTANT  
PROGRAM**

**Criminal Background Check**

Franklin Technology Center @ MSSU  
3950 East Newman Road, Joplin, MO 64801  
Phone (417) 6549-4400 Fax (417) 659-4408

As a requirement of all FTC's programs, I consent to the release of any criminal history records to Franklin Technology Center. Students with an insufficient or questionable background check or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review. My record will be considered for the purposes of determining my suitability for any technical or health program. I do not authorize release of this information for any purposes beyond this program requirement.

I understand that this Criminal Background Check Form must be signed and returned to the FTC@MSSU Office in order to complete the final step in the application process.

<b>Name:</b>			
(Please Print)	First	Middle	Last
<b>If Married Maiden Name:</b>			

<b>Driver's License Number:</b>	<b>State of Issuance of Driver's License:</b>
<b>Social Security Number:</b>	<b>Date of Birth:</b>
Have you ever been convicted of a felony?	___ Yes ___ No
Have you ever been convicted of a misdemeanor?	___ Yes ___ No
<b>If yes to the above, Please specify the charge/conviction</b>	
<b>If yes to the above, Please specify the city/county and state of conviction</b>	

<b>Current Address:</b> _____
City: _____ State: _____ Zip: _____
<b>Current Phone Number (Include area code):</b> _____

Please list all other States with Address(es) since the age of 18 years on the back of this form.

Students that are accepted through false or incorrect information on this background form will be terminated from the educational program.

I hereby authorize Franklin Technology Center to obtain any background or informational reports on me as they may deem necessary.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Information below this line is for office use only  
State Criminal History from the following state (s)  
( ) MO, ( ) KS, ( ) OK, ( ) AR

Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

Other States: \_\_\_\_\_

Name: \_\_\_\_\_

List addresses, the most current first, since the age of 18.

1. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
2. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
3. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
4. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
5. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
6. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
7. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
8. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
9. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
10. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
11. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
12. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
13. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
14. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State
15. \_\_\_\_\_ **How Long?** \_\_\_\_\_  
Address City State

Prior to acceptance into a Franklin Technology Center adult program, all applicants must demonstrate that they have earned a high school diploma or GED certificate. Proof requires an official transcript sent from the school or Department of Education directly to Franklin Technology Center. A copy of the diploma, transcript, or GED certificate does not qualify as an official transcript. Applicants should complete this form and mail it directly to the appropriate institution.

**GED/HIGH SCHOOL/COLLEGE  
OFFICIAL TRANSCRIPT  
REQUEST FORM**

**THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE TRANSCRIPT:**

**GED Transcript:**

1. The state in which the GED was earned.
2. The month and year the GED was earned.
3. The scores received on all subject tests.
4. The official seal of the office issuing the transcript.

**HIGH SCHOOL AND COLLEGE Transcripts:**

1. The name of the institution and the city and state in which it is located.
2. The school seal and/or the official signature of the registrar mailing the transcript.
3. The month and year of entry into the institution.
4. The month and year of graduation from the institution.

My name on GED or school records \_\_\_\_\_

Date GED granted or graduated \_\_\_\_\_ Social Security Number \_\_\_\_\_

My present name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

It is YOUR responsibility to request your transcript using this form.  
(there may be a charge for this service)

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Attention School Official\*\*\*\*\*

Mail the official transcript and this form directly to the address below:

Franklin Technology Center@ MSSU  
Veterinary Assistant Program  
3950 E. Newman Road  
Joplin, MO 64801-1595



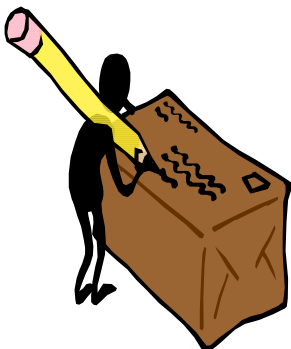
# The Next Step



1. Complete your FAFSA online at [fafsa.gov](https://fafsa.gov). Call the FTC Financial Aid Office at 417-625-9865 if you have questions on how to fill it out or if you don't have access to a computer.



2. In order to fill out your FAFSA, last year's federal tax return must be completed. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



3. Once your FAFSA is submitted, wait 2-3 business days then call the FTC Financial Aid Office to set up an appointment to complete the financial aid process.



4. You will receive a Student Aid Report (SAR) from the US Department of Education in approximately 2 weeks. Verify that all information is correct.



5. Your FTC Award letter will be given to you at the beginning of the program.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. Written letter on agency letterhead for \$50 application fee
2. Funding voucher, training agreement, etc. for any program costs