

**Certified Veterinary Assistant**

The Dallas College Certified Veterinary Assistant program consists of 272-hours of instruction and a 300-hour supervised externship to meet the requirements to allow students to take the Certified Veterinary Assistant (CVA) level 1 exam through the Texas Veterinary Medical Association (TVMA). The program is based at the Cedar Valley campus and is offered through a partnership with the American Animal Hospital Association (AAHA).

**NOTE: All documents must be received prior to approval. Provide copies of all needed records. All records will become property of Dallas College and will not be returned.**

Acceptance to the Certified Veterinary Assistant program is based on successful completion of your application. Limited seating is available; once the class is full, the School of Health Sciences will not accept packets until the next available semester is open.

This information packet contains specific application guidelines and requirements. By applying, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents, and 3) understood the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by Dallas College without regard to race, color,

age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE MEDICAL ASSISTING PROGRAM

Application to the Certified Veterinary Assistant Program requires:

* Completed admissions application form
* Completed Student Document of Understanding
* Submission of copy of High School Diploma or High School Equivalency (HSE).
* Submission of a valid non-expired U.S. or State Government issued identification. (Driver’s License)
* Submission of a valid non-expired American Heart Association BLS CPR for Healthcare Provider Card.

Certified Veterinary Assistant Application Packet Submission

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY**. Applicants must submit complete Certified Veterinary Assistant application materials to the program coordinator either in person or by email.

**Instructional CE Coordinator:**

**Angelina Mireles**

**Located at Dallas College Richland Campus**

**amireles@dcccd.edu**

**Application packets with incomplete materials will be disqualified**

The Certified Veterinary Assistant program application materials must be submitted at least 7 days before program start date and include the following documentation to be considered complete and valid:

1. Copy of High School Diploma or High School Equivalency Certificate

\*Student may submit a copy of high school transcript in lieu of high school diploma. Transcript must have graduation date. A copy of unofficial transcript will be accepted.

1. Copy of a valid (non-expired) U.S. or state government-issued photo I.D. (i.e., passport, driver’s license, state identification card)
2. Copy of signed social security card (front and back)

**Submitting incomplete application materials will disqualify the application. If seats are available, students missing documentation will have an opportunity to submit missing documents to be reconsidered for the program. Students are advised to retain a photocopy of all materials submitted with their application packet.**

**IMPORTANT NOTE: Late applications will be considered for the Certified Veterinary Assistant program upon program coordinator availability.**

**CE Academic Advisors for School of Health Sciences:**

Jacqueline Cervantes: JaquelineCervantes@dcccd.edu; 972-860-7682 and

Beth Jacinto: BethJacintho@dcccd.edu 972-860-7327 or

ContinuingEd@dcccd.edu

GENERAL INFORMATION

The Dallas College Certified Veterinary Assistant program accepts students each fall, spring, and summer semester. Certified Veterinary Assistants prepare patients for examinations by taking temperature, weight, pulse and respiratory rates, and aid veterinarians during exams and treatments. They may prepare medications, lab specimens, and surgical packs and be responsible for daily care and treatment of patients. They may also have administrative duties such as billing and collections, scheduling appointments, maintaining files, preparing reports, and designing office procedures.

Certified Veterinary Assistants are multi-skilled health professionals specifically educated to work in settings performing administrative and clinical duties. The practice of veterinary assisting directly influences pet’s health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

\* Subject to change at the discretion of the School of Health Sciences.

1. The Certified Veterinary Assistant program consists of five courses that are equivalent to 272 contact hours and a 300-hour externship. Upon approval to the program, the applicant must register for courses:

|  |  |
| --- | --- |
| Course | Hours |
| VTHT-1001: Introduction to Veterinary Technology | 96 |
| VTHT-1005: Veterinary Medical Terminology | 16 |
| VTHT-1017: Veterinary Office Management | 32 |
| VTHT-2201: Canine and Feline Clinical Management | 48 |
| VTHT-2021: Veterinary Parasitology | 80 |
| VTHT-1067: Clinical Experience/Externship | 300 |
| Total contact hours | 572 |

The applicant will receive a certificate of completion of all courses. These courses will provide the applicant with the knowledge and skills required by the TVMA to sit for the Certified Veterinary Assistant Level 1 exam (CVA 1). The applicant must pass the CVA exam offered by TVMA to be certified. \*

1. Applicants who are enrolled at Dallas College in 96 contact hours or more during a fall or spring semester and 48 contact hours or more during a summer semester are entitled to a free DART train/bus pass for that semester.
2. Financial Aid

Texas applicants should apply for Financial Aid well in advance of program application by visiting [Federal Student Aid](https://studentaid.gov/h/apply-for-aid/fafsa) . Eligibility is based on financial need. Upon program approval applicant must register and fill out a TPEG application. Then, applicant must submit TPEG application and fee receipt to Financial Aid Office of the selected campus. Visit financial aid website for more information or contact Dallas College Financial Aid Office, phone call center 972-587-2599. Financial Aid will not pay for books, supplies, and vendor fees. **Dallas College Federal School Code 004453**.

1. Upon registration applicant will need to take paid fee receipt to the Office of Student Life in order to receive a Student ID card. Dallas College requires all student and/or staff to always wear their ID Badge on campus.

ESTIMATED EXPENSES FOR THE CERTIFIED VETERINARY ASSISTANT PROGRAM

Introduction to Veterinary Technology (VTHT 1001) $237

Veterinary Medical Terminology (VTHT 1005) $79

Veterinary Office Management (VTHT 1017) $158

Canine and Feline Clinical Management (VTHT 2001) $158

Veterinary Parasitology (VTHT 2021) $158

Veterinary Assisting Clinical Externship (VTHT 1067) $237

Textbooks\* $200-400

CVA Level I Exam\* $145

\*Total Estimated Program Expense + $1572

\*Tuition and other fees subject to change. Tuition above is current for Spring 2023.

**CERTIFIED VETERINARY ASSISTANT APPLICATION CHECKLIST**

**This checklist is provided to assist you in following the steps toward program application.**

1. \_\_\_ Obtain Certified Veterinary Assistant Program information packet.

**Compile the following materials as your complete Certified Veterinary Assistant Application packet:**

1. \_\_\_ Certified Veterinary Assistant Application
2. \_\_\_ Student Document of Understanding
3. \_\_\_ Photocopy of High School Diploma or High School Equivalency Certificate.
4. \_\_\_ Photocopy of valid non-expired U.S. or State Government issued identification.
5. \_\_\_ Photocopy of signed social security card (front and back)