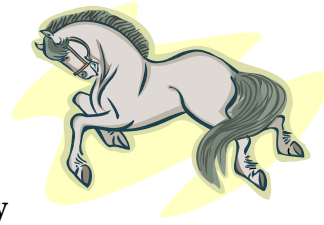**VETERINARY TECHNOLOGY**

HANDBOOK

The entire Vet Tech Handbook can be found on the NCTA Web Site
Look under Academics, then Veterinary Technology, Then VT Handbook

Welcome to Veterinary Technology

We have an excellent program lined up for you. Our objective is to prepare you to work in the veterinary field. Your time here will be challenging and rewarding. We have many hands-on opportunities so that learning takes place not only with the mind, pen, and paper but by actually practicing the skills you learn about in the classroom.

The college follows a 16-week semester and in some cases, two 8-week sessions within the semester. For Veterinary Technology we utilize fall, spring, summer session, fall, spring and internship. If you work, commute, need more study time or additional transfer classes then consider pursuing the degree over a three rather than two-year period of time. Visit with your advisor about appropriate course selection to meet your needs.

Educational Opportunities that are available from the Veterinary Technology Program include 5 different Associate of Applied Science Degree Options. These options are Veterinary Assistant, Veterinary Technician, Animal Husbandry, Animal Health Management and Equine Health. We also offer a certificate in Animal Health Care. If your interests are broad, you may be interested in adding a minor to your associate degree. The ones that fit for veterinary technology students are Business or Ag Production Systems (Livestock or Equine).

The Veterinary Technician Option provides the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician.

The Veterinary Technologist bachelor's Degree offered at UN requires the NCTA AAS – Veterinary Technician Degree.

Lots of good information can be found in the Vet Tech Handbook on the college's web site under Veterinary Technology. The college catalog contains class descriptions and the Vet Tech Handbook has everything you ever wanted to know about Veterinary Technology! Is all of this confusing? You bet it is. So please plan to visit with your academic advisor on a regular basis.

Sincerely,
Barbara Berg LVT, BS

ADVISOR
A Veterinary Technology instructor is your academic advisor. Please make an appointment to visit with your advisor about classes a minimum of twice each semester.

ALOCHOL OR DRUG USE
Alcohol or drug misuse on or off campus may be cause for dismissal.

ANIMAL ADOPTION
Veterinary Technology Surplus Animals are adopted through an application process. The application form can be found at the end of the VT Handbook with the other forms. Complete the form and turn into the office manager at the Walter Long Veterinary Technology Teaching Clinic. The goal is to place animals that have served us well for a reasonable period into a caring and quality home environment.

The Veterinary Technology Program personnel make the decision as to which animals will be adopted and to whom. Several criteria are taken into consideration, such as the length of time the animal has been at NCTA, the health status, temperament, replacement costs and how badly they are needed in the program. Dogs and cats MUST be spayed or neutered before they can be adopted. Animals are adopted out at the end of each semester / session. Price is set by the Veterinary Technology Program.

If more than one applicant is deemed suitable, then the approved applicants can participate in a silent sealed bid auction to determine who receives the animal.

ANIMAL BOARDING:
NCTA and Veterinary Technology does **not** offer routine boarding services for animals. An occasional special situation will allow boarding as long as there is personnel to care for the animal and there is room in the Teaching Clinic. Call or stop by the clinic during open hours to check the cost and make appointments. If room allows, student owned animals may spend the day in the Teaching Clinic if they are being used in class. Obtain permission from the instructor of the class. Fill out and hang up a "special instruction" form on the animal's cage or run so we know who the animal belongs to. **The owner is responsible for all care and cleaning while the animal is here.**

ANIMAL CARE
Please remember to care for animals in a caring and appropriate manner when you are on and off campus. Your conduct reflects NCTA, the Veterinary Technology program, and the Veterinary Technician profession. Be responsible and compassionate to all animals. Mistreatment or abuse of animals supplies or the drugs used in class will not be tolerated.

ANIMAL CARE - PAIN/DISCOMFORT STATEMENT/IACUC: Some procedures by their nature may cause pain and discomfort. Techniques to minimize these are taught and used in class.

ANIMAL CARE - IACUC
In this field we must all demonstrate compassion towards and a commitment to high quality patient care. In the event an animal used in the class becomes sick or injured, a veterinarian will examine the animal and such examination and recommendations documented in the animal's medical record. Those in question may face disciplinary action. Our animals are our finest professors and should be treated as such. Mistreatment or abuse of animals supplies or the drugs used in class will not be tolerated.

ANIMAL CARE AND USE CONCERN COMPLAINT PROTOCOL
Reports of animal abuse/misuse will be taken seriously and investigated by the Institutional Animal Care and Use Committee. (IACUC). Concerns should be directed in writing to: NCTA–IACUC 404 East 7th. Curtis, NE 69025. 308-367-4124.

NCTA PRIVATELY OWNED ANIMAL POLICY AND GUIDELINES

Purpose
  • NCTA is all about animals, veterinary medicine and agriculture. The use of animals provides an essential and unique learning opportunity, teaching skills as well as compassion in a way not possible without the animals themselves. Just as the college owned animals are critical to the student's education, privately owned animals are important to each of us and are often practically family. NCTA strives to ensure the health and safety of animals and people on the NCTA campus,

NCTA Permitted Privately Owned Animals on Campus
  • IACUC, Biosecurity, ADA, Resident Hall, Division, Clubs and Association policies must be followed.
  • Animals being brought on campus for educational, association or club purposes must have the permission of the instructor or sponsor.
  • Animals must not be unsupervised nor act threatening towards other animals or people while on campus.
  • Animals brought to campus for class cannot be disruptive to the learning environment.

Canines – Good citizenship
  • Dogs need to be vaccinated against rabies, distemper, lepto, hepatitis, parvo and parainfluenza as appropriate for their age.
  • Heartworm and flea and tick prevention is recommended.
  • Unless needed off leash for the class they are participating in, dogs need to be kept on-leash.
  • Dogs being used for the Stock Dog club will need to follow the housing and rules set forth by the club and sponsor.

- When housed for a short period of time in vehicles or trailers, environmental temperature must be taken into consideration. Remember that cars and trucks can get DANGEROUSLY hot very quickly.
- When transporting dogs, it is advised that they NOT be loose in the back of a pickup!
- When walking dogs, remember to take along a "poop bag" and clean up after them.
- The City of Curtis has a leash law and dogs must be current on Rabies vaccinations and licensed. Licenses can be obtained at the Curtis City Office located in the Community Center.

Cats – Safety First
- Cats need to be vaccinated against Rabies, Panleukopenia, Rhinotracheitis as appropriate for their age.
- When transporting a cat, the safest method for the cat and people is to have the cat in a carrier.

Equine
- All horses must follow current BIOSECURITY, vaccination, and health requirements pertinent for the class and purpose on campus.
- Every rider on NCTA property must sign a waiver of liability.
- Students must complete the Equine Safety class before riding in the arena.
- There are several people in the community that will board horses.
- Additional details and expectations can be obtained from the class instructor or Equine Program coordinators.

Hoof Stock / Production animals
- ALL new livestock arriving on campus must check in at the Livestock Teaching Center (LTC) with the Exponential Learning Coordinator.
- All livestock must follow current BIOSECURITY and health requirements pertinent for the species, class and purpose on campus.
- Additional details and expectations can be obtained from the class instructor or exponential learning coordinator.

Residential Halls
- Non dangerous fish in a maximum 10-gallon tank are allowed.
- Hermit crabs in a maximum 10-gallon tank are allowed.
- Contact the Resident Life Manager for more information.

Service Animals and ESA animals
- Contact NCTA Student Services/ADA at 308.367.5217 and see attached policy.
- Service animals must be with the student at all times.
- ESA are allowed only in the resident hall where they live.
- ESA animals cannot normally attend classes, activities nor be in the cafeteria.
- Animals cannot be a disruption to class.

EMOTIONAL SUPPORT ANIMALS (ESA)

An ESA must be contained within the privately assigned student living accommodations (room, suite, apartment, etc.) except to the extent the student is taking the animal out for natural relief. When an ESA outside the private student living accommodations, it must be in an animal carrier or controlled by a leash or harness. ESA are not allowed in any College facility other than college residential building to which the student is assigned.

Owner's Responsibilities:

• The Owner must abide by current city, county, and state ordinances, laws and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student's responsibility to know and understand these ordinances, laws and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include vaccinations, certificate or a veterinarian's statement regarding the animal's health. The College reserves the right to request documentation showing that the animal has been licensed.

• The Owner is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner and, when provided, must use animal relief areas designated by NCTA. If the animal is a dog, the dog must be housebroken and kennel trained.

• In the case of an emergency, the College is not responsible for evacuating the animal.

• NCTA will not ask for nor require a student with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without animals.

• A student with a disability may be charged for any damage caused by his or her Service or ESA beyond reasonable wear and tear. The room must be kept clean with no odors from the animal. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College shall have the right to bill the student's account for unmet obligations under this provision.

·• Service or ESA animals may not be left overnight in College Housing to be cared for by another student. If the Owner is to be gone overnight or for a prolonged period, the animal must accompany the Owner.

- The Owner agrees to abide by all equally applicable residential policies that are unrelated to the student's disability such assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Any violations of residential policies and subsequent discipline shall involve consultation with the Disability Services Coordinator before action is taken.

- The animal is allowed in college housing only as long as it is necessary because of the Owner's disability. The owner must notify the Disability Services Office in writing if the Service or ESA Animal is no longer needed or is no longer in residence. To replace a Service or ESA, the animal must be necessary because of the Owner's disability and the Owner must file a new request of housing accommodation as required under this Policy.

- Should the Service or ESA be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

SERVICE ANIMAL

The Nebraska College of Technical Agriculture complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Among other things, the ADA and Section 504 require the College to make reasonable modifications to its policies, practices, or procedures to permit the use of a Service Animal by a student, faculty, staff or visitor with a disability.

Definition of Service Animal

The ADA defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Importantly, other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of the ADA.

When assessing whether a dog is a Service Animal individually trained to do work or perform tasks for the benefit of an individual with a disability, the dog must be trained to do work or perform tasks that are directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;

- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- Assisting persons with psychiatric and neurologic disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of determining if a dog is a Service Animal under this policy.

Verification of Service Animal

The College will not ask about the nature or extent of an individual's disability. However, when it is not readily apparent that the dog identified by the individual with a disability is trained to do work or perform tasks for him or her, the Services for Students with Disabilities Office or the Equity, Access and Diversity Office may ask the individual with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform. However, the College will not require documentation, such as proof that the dog has been certified, trained, or licensed as a Service Animal.

Care and supervision of Service Animal

The individual with the disability using a Service Animal is responsible for the care or supervision of a Service Animal. The Service Animal must be under the control of the individual at all times and must have a harness, leash, or other tether. If the use of a harness, leash, or other tether would interfere with the performance of the work or tasks performed by the Service Animal or is impractical because of an individual's disability, a harness, leash, or other tether may not be required. However, in that case, the individual must be able to control the Service Animal by other effective means such as voice controls or signals.

A Service Animal is generally permitted to accompany the individual with a disability to College facilities where members of the public, students, staff, and faculty are allowed to go. However, the College may ask the individual with a disability to remove a Service Animal from any of its facilities if: (1) the Service Animal is out of control and the individual with a disability does not take effective action to control it; or (2) the Service Animal is not housebroken. The College may also ask the individual with a disability to remove a Service Animal from any of its facilities if the use or presence of the Service Animal poses a direct threat to the health or safety of others or if the animal's behavior, such as barking, is unreasonably disruptive to the other participants within the facility.

The College may impose legitimate safety requirements on the use or presence of a Service Animal that are necessary for safe operation of its facilities. There are some facilities that are not safe for use or presence of Service Animals and from which the College may exclude Service Animals on a case-by-case basis based on actual risks.

The individual with a disability must abide by current city, county, and state ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals (It is the individual's responsibility to know and understand these ordinances, laws and regulations). The individual with a disability is responsible to clean up after and properly dispose of the animal's feces in a safe and sanitary manner.

The College will not ask for or require an individual with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without pets.

However, an individual with a disability may be charged for any damage caused by his or her Service Animal.

Requesting a Reasonable Modification

Students wishing to utilize a Service Animal on campus should contact the Services for Students with Disabilities Office at 308.367.5217. Faculty, staff and visitors wishing to utilize a Service Animal on the campus should contact the Equity, Access and Diversity Office at 308.367.5217 for information.

If you feel you were denied this accommodation, a grievance can be filed through the regular College grievance procedures on file with the Equity, Access and Diversity Office (308.367.5259) or the Services for Students with Disabilities Office (308.367.5217).

ANIMAL USE - AVMA

The use of live animals as part of this course provides an essential and unique learning opportunity, teaching skills as well as compassion in a way not possible without the animals themselves. AVMA – CVTEA, in the P&P, under Standard X – Curriculum 10b states "Integration of nursing, technical, and medical skills within the curriculum must use live animals…" Under standard V – Resources for Clinical Instruction under 5A it states, "Animals of various common domestic and laboratory animal species must be available for use in teaching."

ANIMALS – AGGRESSIVE

Breeds known for aggressive tendencies are avoided whenever possible. If a dog demonstrates signs of being intolerant of student handling it should be muzzled. Students are advised that if they are uncomfortable handling a dog, they are to request assistance. When new dogs are obtained, they go through a period of isolation in which temperament is evaluated. If a dog shows signs of becoming truly aggressive the situation is discussed at a Veterinary Technology Program meeting and the dog is eliminated from the program if need be.

ANIMALS – BITES AND SCRATCHES

An accident report is filled out and students are highly encouraged to visit the Curtis Medical Clinic which serves as the college's student health center. There is no office call charge for the students visiting the clinic.

Accident Report forms can be obtained from the Office Manager or are available on the colleges website.

ANIMALS - STRAYS

Most strays are not really strays. Leave them be and they will find their way home. DO NOT BRING THEM TO THE VET TECH BUILDING! Bringing a stray into our facility could cause a disease outbreak among our own animals. Bringing a stray into kennels creates owner issues for NCTA within the community. Contact with a stray animal may expose you to Rabies. If necessary, contact the Frontier County Sheriff, located downtown at 308 Center. Phone: 308-367-4411

NCTA VETERINARY TECHNICIAN APPLICATION AND SELECTION PROCESS

NCTA
VETERINARY TECHNICIAN
APPLICATION AND SELECTION PROCESS

Students interested in the Veterinary Technician Option are initially accepted into the Veterinary Assistant, Animal Husbandry, Animal Health Management or Equine Health Care Option. These options can be used as the degree option pursued or as preparation for being accepted into the Veterinary Technician Option at the Nebraska College of Technical Agriculture.

Upon successfully meeting the listed requirements, a student may be accepted into the Veterinary Technician Option Program. Once selected, the student's advisor will have the admissions officer formally complete the change of option.

IMPORTANT NOTE: Only the Veterinary Technician option can lead to licensure as a veterinary technician.

To be accepted into the Veterinary Technician Option students must meet the following requirements:

1. Vaccinations
   Tetanus shot within the last 10 years.
   Rabies pre-exposure vaccination
   Rabies vaccination is required for students pursuing the Veterinary Technician Option. Vaccinations can be arranged through Gothenburg Discount Pharmacy with an office in Curtis (308-537-7155), Walgrens, Walmart, your local physician, county health department, West Central Health Department in North Platte (308-696-1201) or Southwest Nebraska Public Health Department in McCook. (308-334-4223), The Rabies immunization requires a series of 2-3 shots and timing is important.

   Rabies Mitigation Plan
   Rabies is a fatal disease that the veterinary profession may come in contact with. Because of this several recommendations and requirements are in place.

   Animals brought to class by students must be vaccinated against rabies at least 28 days before coming to class (This includes dogs, cats, cows, goats, sheep and horses)

   Unvaccinated students will not handle any dog, cat, goat, sheep, cow or horse not vaccinated against rabies a minimum of 28 days prior to handling.

   If you don't want to receive the rabies vaccination a waiver form must be completed and turned into the Veterinary Technology office manager. It is important to understand that not being vaccinated against rabies will impact your participation in some labs.

2. A 3.0 CGPA. In the event of course failure, withdrawal, or a grade of C- or below, a student will be allowed to repeat the course to earn a qualifying grade. Once all requirements have been met a student may apply to be accepted into the Veterinary Technician Option.

3. Successful completion of 24 credit hours of NCTA Veterinary Technology and / or NCTA college core classes. The 24 hours are selected with your advisors assistance.

4. 20 hours of observation in a Veterinary Clinic
   In order to obtain an understanding of the profession, students pursuing the Veterinary Technician or Veterinary Assistant option must spend 20 hours observing or working with veterinarians and veterinary technicians in a private practice. This observation is a prerequisite for Facility Management class.

5. Grooming and Attire Requirements
   To promote professionalism and prevent disease transmission specific grooming and attire is required whenever in the Veterinary Technology complex. This consists of scrub top, name tag and slacks, surgical scrubs, capris, or jeans (no holes) and closed toed safe footwear. No hats in the classroom. For many lab classes fingernails need to be clean, short with no polish, artificial, acrylics, stick on, liquid nails, dip powder etc. etc. Hair must be maintained to avoid safety hazard. Appropriate lab jackets are worn over the scrub top in labs. NO pajamas, jogging pants, sweatpants, leggings, tights, lounge wear etc. Having your name embroidered on jackets and scrubs is a good idea but not required.

6. It is recommended that students be able to safely lift 50 lbs. Reasonable accommodations will be made when possible. Please talk to your instructor.

7. Health Insurance is highly recommended.
   If you do not have medical insurance, it is available through UNL. Log into MyNCTA, Select the Profile tab and click on Health Insurance. Insurance through UNL must be signed up for at the beginning of each semester.

8. Use of illegal drugs or misuse of prescription drugs or alcohol can be cause for dismissal from the program and prevent a person from becoming licensed as a Veterinary Technician.

Once all requirements have been met, please complete the vaccination form, provide proof of rabies vaccination and complete the application form. Turn both into your academic advisor or Chrissy.

NCTA – Veterinary Technology
Application for acceptance into the Veterinary Technician Degree Option

Student Name: _____

To be accepted into the Veterinary Technician Degree option you must meet certain requirements. It is up to you to let your advisor know when the requirements have been met. Once the requirements are met your advisor will have the admission office formally enter you as a Veterinary Technician Option student.

Requirement	Student Initials	Faculty verification
Rabies vaccinations (2) (Bring proof of vaccination to Chrissy)		
Tetanus vaccination in the last 10 years (Bring proof of vaccination to Chrissy)		
20 hours of observation in a veterinary clinic. (Bring completed form to Chrissy)		
Proper attire for classes (Initial that you understand and are willing to follow)		
Ability to lift 50 lbs. (strongly recommended but not required) (Initial that you understand the process)		
Health insurance (strongly recommended but not required) (Initial that you understand the importance of health insurance and that you can purchase insurance through UNL if you like)		
24 hours of advisor recommended classes. (Initial that you have taken and passed 24 credit hours)		
3.0 CGPA (Initial that you understand and meet this requirement		
Initial that you understand that the use of illegal drugs or misuse of prescription drugs or alcohol can be cause for dismissal from the program and prevent a person from becoming licensed as a Veterinary Technician.		

Graduation Criteria - Veterinary Technician Option
This option requires the successful completion of structured classes covering AVMA essential skills, an 8-week internship, passing the NCTA exit exam and, a CGPA of 80%.

Student Signature: _____ **Date:** _____

Graduation Criteria – Technician Option

The focus of NCTA's Associate of Applied Science, Veterinary Technician Option is to provide the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician Nation Licensing Exam and become a licensed Veterinary Technician. NCTA maintains a wide variety of animals to provide the students with a consistent and broad background of experience.

Veterinary Technician Option and Licensing

To become a licensed veterinary technician in Nebraska, one must graduate from an AVMA accredited Veterinary Technology Program (Technician Option), pass the VTNE (Veterinary Technician National Exam), and become licensed with the state of Nebraska. Certain felonies will prevent a person from being able to obtain a license.

Veterinary Technician Option – Alternative Path

If all required classes are passed with a "C" or above and the exit exam is passed but a 3.0 CPGA is not achieved the following alternative path to the Veterinary Technician Option can be pursued.

- Take and pass all required Veterinary Technician Option classes with a "C" or above
- Take and pass the following classes:
  - o Vet Tech Overview I
  - o Vet Tech Overview II
  - o Vet Tech Prep Course
  - o Radiation Safety
- Obtain a 2.8 CGPA
- Complete 3.0 years of successful work in the field of veterinary medicine. The work experience must be full-time, occur after graduation and be verified by the veterinarian you are working for.

ASSESSMENT- NCTA % to Grade Conversion (College Catalog)

Grade		GPA	%
A+		4.00	100
A	Indicates excellent work and progress	4.00	90-100
A-		3.67	86.7-90
B+		3.33	83.3-86.7
B	Indicates very good work and progress above the required standards of the course	3.00	80-83.3
B-		2.67	76.3-80
C+		2.33	73.3-76.3
C	(Required Pre-Req grade) Indicates work and progress that meets the required standards of the course	2.00	70-73.3
C-		1.67	66.7-70
D+		1.33	63.3-66.7
D	Passing grade. Indicates work and progress slightly below required standards of the course	1.00	60-63.3
F	Failing grade	0.00	0-60

ATTENDANCE

It is important that you attend class. The information obtained in class makes learning the material much easier. More will be gained from the class if you attend because of the ideas and information shared during discussions. Teamwork is an important aspect of what is learned in any class as well as on the job. Classroom policies vary, be sure to read your course syllabus and outline. Excessive absences often result in lowered grades and possible dismissal from class. It is your responsibility to let instructors know that you will be absent and talk to them about making up work missed. You will need to officially let instructors know about your absence via E-mail to the individual instructors. In addition, federal financial aid regulations require that a non-attendance report be turned into the financial aid office if 5 days in a row are missed.

ATTIRE (PPE)

To promote professionalism and prevent disease transmission specific attire is worn whenever in the Veterinary Technology complex. This consists of scrub top, name tag and slacks, surgical scrubs, capris, or jeans (no holes) and closed toed safe footwear. No hats in the classroom. Hair must be maintained to avoid a safety hazard. Appropriate lab jackets are worn over the scrub top in labs. No pajamas, jogging pants, sweatpants, leggings, tights, lounge wear etc. Having your name embroidered on jackets and scrubs is a good idea but not required.

Attire obtained by the student
- ❖ Scrub Jacket / short lab jacket with sleeves that push and stay up (animal care, nursing, anesthesia, radiology etc)
- ❖ long lab jacket or coveralls and over boots (anatomy & necropsy)
- ❖ coveralls (not bibs) and over boots (Intro to Animal Science, Production Animals, Lg Animal Techniques)
- ❖ wrap around (clinical pathology lab classes)
- ❖ closed toed shoes or boots (all classes)
- ❖ scrub top (all classes)
- ❖ scrub pants (surgery class)
- ❖ Exam gloves that fit

Attire provided by NCTA
- ❖ protective eye wear
- ❖ ear protection when working in noisy areas such as the dog kennels
- ❖ Sterile surgical gloves

Possible places to buy your apparel include but are not limited to:
- ➢ Veterinary Apparel   http://veterinaryapparel.com, 800-922-1456
- ➢ Uniforms, 19th & Broadway, Scottsbluff, NE 69361, 308-635-9000, www.uniformstlc.com
- ➢ Jasco Uniform Co. 800-222-4445, www.jascouniform.com
- ➢ JC Penny Catalog Sales, 800-709-5777, www.jcpenney.com
- ➢ NCTA Book Store
- ➢ Wal-Mart
- ➢ Dr. Scrubs: 108 W Front St. North Platte 308-532-9000

All Vet Tech Lecture classes – scrub top, jeans, lacks, or scrub pants, closed toed shoes. Jeans cannot have holes etc.

Nails – For many lab classes fingernails need to be clean, short with no polish, artificial, acrylics, stick on, liquid nails, dip powder etc. etc.
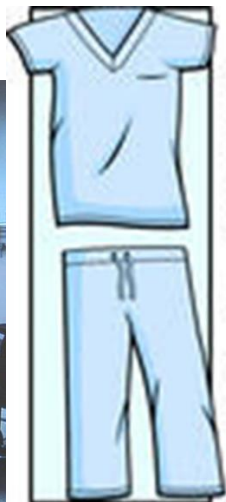
Classroom

Animal Care, Nursing I, II, Facility Mgt, Fur and Feather- Scrub jacket with long sleeves that push up with a elastic or ribbed cuff

Large Animal Techniques I, II, III

Surgery Prep

Intro to Lab Science, Parasitiology, Hematology, Clinical Pathology – Wrap around lab jacket

AVMA ESSENTIAL SKILL TRACKING

If pursuing the Technician Option, the AVMA required tracking of your completion of AVMA essential skills and tasks. Skills are tracked electronically through the Salthouse software. Be sure you understand how each instructor is signing off the skills.

BANKRUPTCY

Academic Bankruptcy is available to NCTA students who have a GPA or CGPA of less than 2.0 (C) and have completed no more than two academic semesters. Academic bankruptcy will not change GPA as far as financial aid is concerned. See College catalog and student handbook for further details.

BOOKS

Your Vet Tech Books are used not only in classes, but to assist with your review for the licensing exam and make excellent references after you are working. Books are available through Follett with on-line ordering and delivery to your home or campus. They can be bought or rented from Chegg.com, Amazon etc. as well. Used books are often available from fellow students and we carry a set of all VT classroom books in the library.

R= Required   O=Optional

Course Number	Course Name	Book Name & Edition	Author	ISBN number	
VTS 1513	Animal Care-Fall	Animal Restraint for Veterinary Professional 3rd edition	Sheldon	0-323-03465-9	R
VTS 1513	Animal Care-Fall	Clinical Textbook for Veterinary Technicians 8th edition or newer	McCurnin	978-0-323-39461	R
VTS 1403	Anatomy 1st Fall	Clinical Anatomy and Physiology for Veterinary Technicians- 4th	Colville, Bassert	978-0-323-22793-3	R

		Edition			
VTS 1403	Anatomy 1st Fall	Guide to the Dissection of the Dog 8th edition	Evans, de Lahunta	978-1-4377-0246-0	O
VTS 1403	Anatomy 1st Fall	Saunders Comprehensive Veterinary Dictionary	Blood, Studdert	10:0-7020-2788-X	O
VTS 1604 2652 2662 2673	Intro to Lab Science Parasitology Hematology Clinical Pathology	Laboratory Procedures for Veterinary Technicians – Seventh Edition	Margi Sirois	978-0-323-16930-1	R
VTS 2733	Diseases of Vet Medicine-Fall	Common Diseases of Companion Animals – 4th Edition	Summers	978-0-323-59657-2	O
VTS 2933	Anesthesiology	Anesthesia and Analgesia for Veterinary Technicians and Nurses. 6th edition	Mosby	978-032324913	R
VTE 1633	Equine Diseases Fal 1 Elective	AAEVT's Equine Manual for Veterinary Technicians Common Diseases of Companion Animals 4th ed	Wiley Blackwell Summers	978-0-8138-2971-5 978-0-323-59657-2	R R
VTS 1511 1521 2533	Large Animal Techniques I, II, III Fall & Spring	Large Animal clinical Procedures for Veterinary Technicians, 5th Edition, Elsevier, Evolve	Kristin Holtgrew-Bohling	978-0-323-56904-0	R
VTS 1511 1521 2533	Lg Animal Tech I II, III Fall & Spring	Animal Restraint for Veterinary Professional 3rd edition	CC Sheldon	0-323-03465-9	R
VTS 1511 1521 2533	Lg Animal Tech I, II, III	Clinical Textbook for Veterinary Technicians 8th edition or newer	McCurnin	978-0-323-39461	R
VTS 1301	Medical Terminology Fall	An Illustrated Guide to Veterinary Medical Terminology, 4th Edition	Romich	978-1-133-12576-1	R
VTS 2593	Nursing II Summer	Kirk and Bistner's Handbook of Veterinary Procedures and Emergency Treatment 8th Editions or newer	Ford and Mazzerferro	10:1-4377-4392-7 or 13:978-1-4377-4392-0	O
VTS 2593	Nursing II Summer	Sm Animal Emergency & Critical Care for Veterinary Technicians	Battaglia, Steele	978-0-323-67312-9	R

VTS 2951	Pain Management	No Book required			
VTE 2743	Vet Tech Overview I & II	Clinical Textbook for Veterinary Technicians & Nurses and the corresponding workbook.	McCurnin, Bassert. Thomas	9780323751513	
VTE 2753	Elective				R
VTS 2593	Nursing I 1st Spring	Mosby's Veterinary PDQ	Elsevier Mosby	978-0-323-005575-8	O
VTS 2583	Nursing I 1st Spring	Veterinary Instruments and Equipment – A Pocket Guide	Sonsthagen	0-323-03203-6	O
VTS 1713	Pharmacology 1st Spring	Wanamaker, Applied Pharmacology for Veterinary Technicians, WB Saunders, 5th Edition	Wanamaker	978-032-18662-9	R
VTS 2824	Diagnostic Imaging	Radiography for Veterinary Technicians	Lisa Lavin Evolve.elsevier.com	978-1-4557-2280-8	R
VTE 2543	Equine Nursing Spring Elective	AAEVT's Equine Manual for VT's	Wiley/Blackwell	978-0-8138-2971-5	R
VTS 2953	Surgery Prep 2nd Spring	Small Animal Surgical Nursing – third edition	Tear Evolve	9780-3233-1227-1	R
VTE 2811	Ultrasound - Spring-elective	Small Animal Diagnostic Ultrasound	Mattoon 4th edition		R

BULLETIN BOARD

Bulletin Boards are located in the hall area of the Vet Tech building. Check them a couple of times a day because this is where class schedule changes, club meetings etc are posted.

CALCULATORS

A simple calculator will be needed for nearly all classes. They must not be programmable or shared with other students during tests.

CELL PHONES

Please use cell phones appropriately in class. They cannot be used during tests.

CLASS REGISTRATION

Class registration is done through the MyNCTA system. ID number is obtained from UNL via E-mail. Vicky Luke in the Student Affairs Office in the Ed. Center is a good contact. Use the required class list to know which classes to sign up for each semester. Twelve hours fulfills full

time status for financial aid and medical insurance. 16-18 hours each semester is necessary to complete the degree in 2 years. 18 hours per semester is the maximum allowed. It is the student's responsibility to sign up for the classes needed, drop classes if necessary and to not sign up for a class one is not eligible to take.

CLASS REGISTRATION CHANGES
Adding classes – can be done through MyNCTA through the first week of classes. After the first week a registration change form is needed – available in the Welcome Center or the Vet Tech Office Manager.

INFORMATION   Veterinary Technology Department

Chrissy Barnhart VT   308-367-5222cbarnhart@unl.edu
Barbara Berg, LVT, Assistant Professor   308-367-5219bberg2@unl.edu
Judy Bowmaster Cole, LVT, Assistant Professor   308-367-5282 jbowmastser1@unl.edu
Elizabeth Fraser, DVM, Assistant Professor 308-367-5218 efraser3@unl.edu
Crystal Rhine, DVM, Assistant Professor   308-367-5223
Leighlynn Obermiller LVT, Lecturer   308-390-8932 hobermiller2@unl.edu

OTHER CONTACTS

Financial Aid   308-367-5207
Campus Security   308-367-7504
Vicky Luke, Admissions   308-367-5204 vluke1@unl.edu
Kevin Martin, Student Services   308-367-5217   kmartin4@unl.edu

Student Injuries or serious illnesses occurring on campus
Depending on the severity of the injury or illness and the student's wishes, transport the student to the Curtis Medical Clinic or call 911 for emergency medical services and ambulance.

DROPPING CLASSES – It is always a good idea to talk to your advisor or instructor first.

CLASSROOMS - Class room assignments are posted on bulletin boards in the hall and outside each room.

CLASS ORGANIZATION

Use a planner to organize your day. Scheduling forms are available in the student mail room file cabinet and in this handbook.

COMPUTERS / TABLETS / CELL PHONES

Computers are available in the Vet Tech Building, Library, Dorms and Computer labs.
Lab top computers may or may not be allowed in classes.

CONFERENCES

Veterinary Technology students have the opportunity to attend certain designated continuing education seminars both on and off campus. ***Attendance is often required***. Registration costs range from $10.00 - $75.00. Budget accordingly. Some conferences may be taken for college credit as well.

CONDUCT

Responsible, ethical, adult behavior is expected. Please, no food or drink in lab. Please leave lecture and lab room neat and tidy. Mistreatment or abuse of animals supplies or the drugs used in class will not be tolerated. It is expected that students will use language that is appropriate, respectful, and professional. No foul language.

CONSEQUENCES

Not following these guidelines may result in grade reductions, being asked to leave class for the day, being counted absent or permanent withdrawal from the class.

COURSE DESCRIPTIONS: See College catalog

COURSE SYLLABUS:

Within the college and department standards each class varies slightly in the teaching format, attendance, grading and testing philosophy – please read course syllabus and outlines closely.

Educational Opportunities - Veterinary Technology

Associate of Applied Science

- Veterinary Technician Option
  - o AVMA accredited
  - o Graduates are eligible to sit for the Veterinary Technician National Exam (VTNE) and become a licensed Veterinary Technician.
  - o Requires a CGPA of 3.0 and passing the Vet Tech Exit Exam
- Veterinary Assistant Option
  - o Includes all of the same classes as the Veterinary Technician Option
  - o Requires a 2.0 CGPA to graduate

- Animal Husbandry Option

    The Animal Husbandry Associate of Applied Science Degree Option encompasses the sciences related to animals and their contributions and interactions with humans. This option is customized particularly for students who are interested in pursuing careers associated with the livestock, equine, companion animal or (NTCA) nontraditional companion animals.

- Animal Health Management Option
- Equine Health Care Option

    The Equine Health Associate of Applied Science Degree Option is a specialized program for students who want to focus on the care and medical treatment of horses. This degree blends general veterinary technology education with specialized training in equine health and management.

Certificate: Animal Care

Minors frequently added to any of the Options

Business or APS in Livestock or Equine

Second Option added to the Veterinary Technician option with an extra year:
Equine Health Care
Animal Husbandry
Animal Health Management

Baccalaureate Transfer Option

Veterinary Technologist – Program with UNL – Requires AAS – Veterinary Technician Degree

Associate of Applied Science - Veterinary Technician Option

The focus of NCTA's Associate of Applied Science, Veterinary Technician Option is to provide the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician. NCTA maintains a wide variety of animals to provide the students with a consistent and broad background of experience. **This option requires the successful completion of structured classes covering AVMA essential skills, an 8-week internship, passing the exit exam and, a CGPA of 80%.**

Associate of Applied Science - Veterinary Technician Option - Alternative path

If all required classes are passed with a "C" or above and the exit exam is passed but a 3.0 CPGA is not achieved the following alternative path to the Veterinary Technician Option can be pursued.
- Take and pass all required Veterinary Technician Option classes with a "C" or above
- Take and pass with a "B" or higher the following classes
    o Vet Tech Overview I
    o Vet Tech Overview II
    o Vet Tech Prep Course
    o Radiation Safety
- Obtain a 2.8 CGPA
- Complete 3.0 years of successful work in the field of veterinary medicine. The work experience must be full-time, occur after graduation and be verified by the veterinarian you are working for.

Veterinary Technician Option & Licensing
To become a licensed veterinary technician in Nebraska, one must graduate from an AVMA accredited Veterinary Technology Program (Technician Option), pass the VTNE (Veterinary Technician National Exam), and become licensed with the state of Nebraska. Certain felonies will prevent a person from being able to obtain a license.

Electives:
Interesting electives are available from every department each semester. Check the college wide schedule and catalog.

Emergency Preparedness

Bad Weather
During bad weather that causes classes to be cancelled, Facility Management personnel are still expected to arrive in kennels and care for the animals. No one else is available to care for them under these circumstances. If you cannot safely get to the facility then don't. Contact classmate or facility supervisor so we know you are safe and can arrange to have animals taken care of. In the case that no students can safely get to the facility, the facility supervisor, or another staff or faculty member will care for the animals.

Earthquake: During the quake, remember to stop, drop, and hold. Once the tremors have stopped, take a good look around. Do not enter buildings that may have become unstable during

the quake. Like you, your animals will be frightened and need reassurance. Be prepared for aftershocks.

Electrical outages
The city of Curtis has its own generator and in the last 30+ years the campus (and city) has never been without electricity for more than a couple of hours.

Electrical Outage Cat area
Confine cats to colony room. Provide extra blankets. Set up flashlight so they have some light.

Electrical Outage - Dog area
Severe cold and no electricity (no heat): Bring dogs inside. Close doggie doors to exercise area. Provide blankets. Set up flashlight in cyclone fencing so there will be at least a little light for them.

Electrical Outage – Other animal areas
Severe cold and no electricity (no heat): Cover cages with sheets and provide extra bedding where needed.

Emergency Management Kit - South Entrance: File Cabinet By VT Secretary's Desk

Evacuation: Red Cross Shelters do not accept pets. Depending on the areas affected, as many animals as possible will be taken with students, faculty, and staff to other locations. Such locations include but are not limited to personal homes, area veterinary clinics and boarding facilities.

For animals that cannot be evacuated: Post a highly visible sign in a window to let rescue workers know how many and what type of pets were left behind.   Leave plenty of water in a large open container which cannot be tipped over. Leave food in manner practical for species involved. Emergency water supply is kept in the Cat Complex Storage Room. Depending on situation and species it may be best to not tie or cage the animal, as the

Fire – Most Important:
- Leave the building immediately using the nearest door.
- Meet in the Student Union "The Barn"
- Do not re-enter building until approved by NCTA employee.
- If an animal can be easily taken with you when you leave do so otherwise do not.

- Do not enter buildings that are already burning, smoke inhalation will slow you down and possibly kill you. Leave this to fully equipped emergency personnel.
- Contact emergency personnel immediately.

Fire: Post a lookout for possible dangers. Have your trailer hitched and pointed towards the road. Leave barn and building doors unlocked.   Put halters and collars on animals. If you believe that the barn or animal facility will burn before emergency personnel arrives, release the animals to a safer location. Animals often will return to a place they know as home. If caught out in the open when the fire hits, seek areas with sparse vegetation or bare ground. Avoid trying to outrun the head of the fire, instead watch for slower burning flanks. Do not attempt to control the animals that are with you. Let them go free, they will have a better chance of escaping the fire. chances for survival are greater if they can escape easily. Human safety is paramount. Do what is practical for the animal and keep yourself safe.

Fire Alarms: Leave the building immediately using the nearest door. Meet on the south side of the vet tech building. Do not re-enter building until approved by NCTA employee.

First Aid Kits – Fire extinguishers and AED

Location	What is available
Main South entrance – just inside first door	First aid kit, fire extinguisher, AED
Main South entrance – File cabinet by VT Secretary's desk	Extra first aid supplies
North student entrance between Radiology and Animal Holding	First aid kit and fire extinguisher
Anatomy Lab - Room 130: Above Light Switches	First aid kit and fire extinguisher
Clin. Path Lab - Room 123	Fire blanket, MSDS book, fire extinguisher, first aid kit, shower and eyewash

Radiology Hallway - Room 162	**Eye wash station, First aid kit**
Radiology Hallway – Room 1	**MSDS book & phone with outside line**
Animal Holding Break Room -Room 177: Black Shelf Under Microwave	**First aid kit, phone with outside line, flashlights**
Teaching Clinic – Room 162C – Receptionist's desk	**First aid kit**
Nursing and Animal Care Lab	**Eye wash and shower**

Flood: If you receive notice of rapidly rising waters, move all animals, feed, and water to higher ground. Escape routes may be cut off quickly so avoid leaving animals in standing water or in areas that can be easily cut off by the flood. Do as much as you can without putting yourself in danger.

Lost Animals: Call or visit local Veterinary Clinics, Shelters and Sheriff Department. When deemed safe, post and distribute lost animal posters.

Radiation Exposure
Radiology Class
- Students must be 18 years of age or older to take Radiology Class.
- Exposure to radiation is monitored with film badges.
- Should a student be exposed to levels higher that those deemed safe for the general public (500 mrems / year or 40 mrems per month), they will have to withdraw from the class and not participate in taking radiographs for the remainder of the year.
- Students are required to wear lead aprons when taking radiographs and adhere to all standard safety practices learned in the eight hours of required safety training.
- X-ray machines are registered with the State of Nebraska.

In the event of an emergency involving a radiation producing device, proceed with the following:

- Advise all persons to vacate the area at once
- If possible, turn off the radiation producing device using the power switch of circuit breaker
- Vacate the room, but stay nearby in a safe area outside the room until released by a college official

Safety Data Sheets (SDS Books) -Yellow Binders Attached to Baskets on Walls
- Located in the Animal Holding Break room, the Clinical Pathology Lab, and Radiology Hall – Room 1

Shelter in Place: In case of an emergency situation where leaving the facility would be dangerous, an NCTA faculty or staff member or "School Announce" will indicate to "Shelter in Place" This means, stay in the room, lock the doors, and hide. People closest to the doors are to quickly lock the doors and barricade if possible.   Stay quiet and OUT OF SIGHT. Take cover/protection using items such as closets, desks, or concrete walls. If safe to do so leave as quietly as possible, after going to a safe location have one person call 911 and provide information about the situation.

Tornado: Tornado Warning is a 5-minute siren. If the siren is sounded or NCTA personnel indicate a tornado threat, go immediately to a designated interior room or hallway on the ground floor. In the Veterinary Technology building interior rooms include but are not limited to the conference room, student mail room, radiology darkroom and the radiology hall. If an animal can be easily taken with you when you leave do so otherwise do not.

Thunderstorm
Bring all animals in if there is adequate time. All VT employees and students should seek shelter. Otherwise, the animals will be assessed after the thunderstorm has passed and any care or medical attention required will be provided.

NCTA Emergency Procedures:
Ncta.unl.edu
Campus Culture
Emergency Procedures

Film Badge

Film badges are provided for each induvial student to be used while here and on internship. Please keep the badges in radiology. During internship do not lose them. Keep the badge at the clinic in a dry, radiation free area and return to NCTA when internship is completed.

Internet, E-Mail Etiquette, and Electronics:

Please do not let cell phones, tablets, computers etc. be a distraction in class. Use them appropriately and as allowed in classes. .

Please be very careful about what you take pictures or videos of what you post on Facebook, e-mail, twitter, snapchat, Instagram, LinkedIn, myspace, etc. Thoughtless comments either intentional or accidental can be easily misinterpreted, hurt people's feelings, and destroy friendships. Be careful and be nice!

Pictures with anything that has to do with Veterinary Technology (students, faculty, staff, animals, procedures) are not to be placed on any Electronic or Internet site without the permission of the instructor/owner.

Despairing or derogatory comments or pictures of or about fellow students, faculty or staff are not to be said verbally, written, texted, sent electronically. (see above) to anyone. Not adhering to these recommendations may result in a counseling session, being asked to leave class, lowered grades or dismissal from class or the program.

Do not misuse any electronic devices such as computers, cell phones etc. This includes NOT posting pictures on the internet without permission from a Veterinary Technology Faculty or Manager.

Financial Aid
GPA of 2.0 (C) is needed to remain on financial aid. See the College catalog or student handbook for complete details. Full time status is considered to be 12 hours each semester.

Flexibility:
The syllabus, outline and schedule are guidelines for classes, but are subject to change as needed.

Grades:
For conversion of % to grades see college catalog. 60% is a passing grade. Some Veterinary Technology classes require a 70% in order to progress to the next class in the series.

Official end of semester grades are posted on your "myncta" web site. Canvas grades will usually be close but are not the final official grade.

Class Grades – Due Process:
Talk to your instructor and if that does not resolve the problem see the College Student Handbook or the College catalog

Class Repeats
Classes may be retaken and the higher grade is retained and used when calculating GPA

Graduation check (senior grad check) and Application for Degree:
Grad checks need to be completed at the beginning of your 3rd semester (2nd fall) and are done through Degree Audit.   The graduation check is conducted by the student, student advisor and finally the Student Affairs office. Senior grad check, degree application, exit survey and graduation fee must all be completed before graduation can occur.

Handbook: VT handbooks are available on the NCTA Website under Veterinary Technology

HEALTH, SAFETY AND PREGNANCY - NCTA safety and Pregnancy Policy October 2014

Policy:
The following policy concerns student safety while engaged in college activities, with particular attention to the needs of pregnant students. It is NCTA's goal to help pregnant students have a healthy, comfortable, and supportive living environment throughout the pregnancy. Pregnant students may, at their discretion, continue taking classes and engage in all college activities. If a student prefers to take a medical leave-of-absence with the intention of returning to campus after delivery of the baby, such leaves may be requested through student services. For students who would prefer to remain enrolled in classes for the duration of the pregnancy, the student is eligible for an automatic exemption from on-campus housing. NCTA's facilities are limited to single-student housing and are unable to accommodate infants or children in residence.

Procedure:
All students are required to read and sign the Health and Safety Agreement below before engaging in laboratory activities.
NCTA college activities commonly require students to interact with livestock, agricultural equipment, power tools, and animal medications which can present physical and biological hazards if handled incorrectly. Facilities and equipment at the college are designed to provide protection but must be operated properly. Some of the risks include handling animals, slick floors, or corrals, use of toxic and corrosive substances, possible exposure to zoonotic diseases, radiation, pharmaceutical drugs, and the operation of potentially dangerous equipment. Women

who are pregnant are encouraged to consult with their health care provider regarding the risks of involvement in classes, labs, and clubs and team activities. Reasonable accommodations will be made for students requiring alternate academic activities for safety reasons. Students are encouraged to discuss their needs with faculty and staff. Students should wear appropriate attire for all activities. In addition to the immunizations required by the college, rabies immunization is recommended. It is highly recommended that students obtain health insurance and liability protection.   The student, by voluntary participation in classes, laboratories, clinical activities, clubs, and team activities acknowledges and agrees to assume the risks involved and agrees to not hold University of Nebraska, NCTA or college faculty and staff liable.

Hill's Science Diet Pet Foods: Hill's Science Diet Foods are available to Veterinary Technology students at discount prices.

Honesty:
All cases of cheating or plagiarism shall be handled at the discretion of the instructor and based on the NCTA Student Code of Conduct (Student Handbook, Academic Dishonesty) and Disciplinary Procedures. Students may be disciplined by receiving an "F" on the assignment or course grade of "F"

Illness Prevention:
- Masks are recommended whenever you are experiencing upper respiratory symptoms and are required by some instructors in some classes
- Wash clothes daily – especially lab jackets and scrub tops
- Wash hands and arms MANY times a day
- Use hand disinfectant several times a day
- Stay home if running a fever or contagious
- Go the clinic when ill

Immunization:
In addition to the college requirements for a current physical exam and immunizations, Veterinary Technology requires rabies immunization for those pursuing the Veterinary Technician Option. See the Vaccination section of the handbook for more details.

Injuries
Veterinary Technology Employees will report the incident of the employee, student and/or guest with an accident report form. All animal bites require a medical visit and students will be sent to see the Curtis Medical Clinic. https://ehs.unl.edu/student-injuryillness-reporting-form.

Internship
(Pre Req) Passing grade in Career Strategies, and a CGPA of 2.0 or higher).The internship is for a period of at least 8 weeks, full time employment. Internship may be done during school breaks that are of at least one week in length, during the summer break, summer session or upon

completion of all course work. Internship locations and agreements must be approved. Agreements may include more than one site. Official agreements are entered into between the student, the employer, and the college. Students identify learning objectives, design a methodology to accomplish them during the internship and show substantial progress towards completion of these goals through weekly reports, pictures, and evaluation. Students are encouraged to carry their own medical, disability, and liability insurance. Workman's compensation rarely covers someone on internship.

Job Interviews (internship and after graduation)
Dress, look and act in a professional manner. Be prepared for a possible "working" interview.

Job Listings
Internship and full-time positions are posted on the NCTA – Veterinary Technology Web Site and on the VT building bulletin board.

Job Opportunities:

Mixed animal practices	Small animal practices	Specialty practices
Research	Breeding farms	Feedlots
Zoos	Kennels	Pet shops
Research	Industry	Ranch Management
Processing	Arboretums	Horse Farms
Veterinary Pharmaceutical Sales	Livestock Management	Pathology Labs
Diagnostic Labs	USDA	FEMA
Swine Units	Dairy Farms	Grooming
Behaviorist	Circus	Wildlife centers

Learning Contract:
An agreement to hold to a standard of progress for your classes is required. Sign and return.

Lockers:
Each student can sign up for a locker. List is posted on the locker room door. Keep your supplies and attire in this locker so they are available for class. Giving Chrissy an extra key or the combination proves valuable should you forget your key or your combination. Remember to take your supplies with you when you leave for internship. At the end of May each year, lockers are emptied and any supplies, equipment, clothing etc. is disposed of.

Mailboxes
Each student has a mailbox in the mail/study room in the hall. Check it a couple of times a day.

Medical Insurance
If you do not have medical insurance, it is available through UNL.   Log into My Red, Select the Profile tab and then click on Health Insurance.

Mission of Veterinary Technology
Veterinary Technology is dedicated to the development of innovative individuals for careers in the animal health industry. The focus of the Veterinary Technology Associate of Applied Science degree is to provide the hands-on skills and academic background needed for graduates to accept and be successful in career opportunities within the animal health industry, be lifelong learners and involved community members. NCTA maintains a wide variety of animals to provide the students with consistent and broad background of experience

Observation hours
Observation hours are a prerequisite for Facility Management class. Incoming students need to spend 20 hours observing or working with technicians and veterinarians in a veterinary practice. We want prospective technicians to know the work and hours that go into caring for the animal's people love and care for.   Most clinics are very happy to let you observe once you explain that you are pursuing veterinary technology as a career.

Parking – A large lot is available on the north side of the Vet Tech Building. Parking permits are required.

Performance criteria
Performance criteria in classes include written and practical knowledge. Practical knowledge is demonstrated through practical and competency exams.

Prerequisite Requirements:
Passing grade in most classes is a 60%. Some Veterinary Technology classes which are prerequisites for another Veterinary Technology class must be passed with a 70% or higher to take the next class in the series. It is the student's responsibility to enroll in the classes they need to take and to not enroll in classes they are not eligible to take.

Prerequisite Requirement Waiver Request
If a student passes a class with a 60% but less than 70% and it is a prerequisite for another class, special permission to take the class may be requested by the student. Permission may or may not be granted at the discretion of the instructor for the student to then take the next higher-level class. Not taking or failing a prerequisite class restricts the student from enrolling in the next higher-level class and special permission is not available. For Special Permission to be granted the student must change the Option being pursued from Veterinary Technician to Veterinary

Assistant. The Option can be changed back to Veterinary Technician Option once all required classes are passed with a "C" or higher and a CGPA of 3.0 (B) or higher has been obtained.

PROFESSIONAL CONDUCT
1. Responsible, ethical, adult behavior is expected.
2. Follow all guidelines set forth by the instructor and NCTA.
3. Be nice, respectful considerate and helpful towards each other.
4. Avoid disruptive behavior in class.
5. Complete all assignments in a timely manner.
6. Do your own work on assignments and tests. All cases of cheating or plagiarism shall be handled at the discretion of the instructor and is based on the NCTA Student Code of Conduct and the Vet Tech Handbook. (Page 65, Academic Dishonesty and Disciplinary Procedures). Students may be disciplined by dismissal from the course and a failing grade.
7. Refrain from using inappropriate language
8. Refrain from using tobacco products.
9. Follow attire requirements.
10. Follow good grooming habits
11. Do not come to class impaired (drugs, alcohol, sleep deprivation etc.)
12. Have all needed supplies with you
13. No verbal or physical abuse towards students, faculty, staff, and animals.
14. No food or drink in lab.
15. Leave your area neat and tidy.
16. Do not misuse any electronic devices such as computers, cell phones etc. . . .
17. Do not misuse professional supplies, mistreat or abuse of the animals or drugs.
18. Dishonesty or unprofessional behavior may result in being asked to leave class for the day, being counted absent, grade reduction, failing the class, or permanent withdrawal from the class.

PROGRAM OUTCOMES – VETERINARY TECHNICIAN OPTION

1. Upon successful completion of the Veterinary Technician Option students will be able to demonstrate proficiency in the essential skills and tasks outlined by the American Veterinary Medical Association. The Skills List represents the complex role of the veterinary technician and encourages instruction in motor skills, critical thinking, entrepreneurship, and clinical application at the entry veterinary technician level in the following areas:
   - Office and Hospital Procedures

- Pharmacy and Pharmacology
- Nursing Skills
- Anesthesia
- Radiology
- Surgical Prep and Nursing
- Parasitology, Hematology and Clinical Pathology
- Animal Husbandry, Handling, Behavior and Restraint
- Anatomy

2. Upon successful completion of the Veterinary Technician Option students will be able to demonstrate the academic background needed to pass a national Veterinary Technician National Exam (licensing). This is assessed through the VT Exit Exam and obtaining a 3.0 CGPA.

PROGRAM OUTCOMES FOR VETERINARY ASSISTANT OPTION

1. Upon successful completion of the Veterinary Assistant Option students will be able to demonstrate proficiency in the essential skills and tasks outlined by the American Veterinary Medical Association. The Skills List represents the complex role of the veterinary assistant and encourages instruction in motor skills, critical thinking, entrepreneurship, communication in oral and written formats and clinical application at the entry veterinary technician level in the following areas:
   - Office and Hospital Procedures
   - Pharmacy and Pharmacology
   - Nursing Skills
   - Anesthesia
   - Radiology
   - Surgical Prep and Nursing
   - Parasitology, Hematology and Clinical Pathology
   - Animal Husbandry, Handling, Behavior and Restraint
   - Anatomy

PROGRAM OUTCOME – ANIMAL HUSBANDRY, ANIMAL HEALTH MANAGEMENT AND EQUINE HEALTH CARE

1. Students will be able to effectively communicate in oral and written formats.
2. Students will be able to exhibit required knowledge and skills consistent with their chosen field of study. (Technical Competence)
   - Office and Hospital Procedures
   - Pharmacy and Pharmacology
   - Nursing Skills

- Nursing
- Animal Husbandry, Handling, Behavior and Restraint
- Anatomy

PROGRAM OUTCOME ASSESSMENT FOR
VETERINARY TECHNICIAN OPTION

Preparing for the Exit Exam and NVTE

Prep Course
VTE 2763 Vet Tech Prep is a required class to be taken the last spring semester. The class must be passed with a 80% or higher to qualify you to take the NCTA Exit Exam. This course covers the cost of the online Vet Tech Prep Course for one semester and one exit exam.

Doing well in your classes (study for every class every day) and studying from Vet Tech Prep 3 – 4 hours a week will come as close as anything to ensuring your success on the Exit and the NVTE.

Exit Exam
The NCTA Exit Exam is one required criterion for the Veterinary Technician Option. To be eligible to take this exam the student must be able to have successfully completed (with the exception of internship) all required credit hours by the end of the spring academic session.

The Exit exam is administered on Friday morning of week eight of the spring semester. (Feb-March) The examination must be passed with 80%. The NCTA Vet Tech Exit Exam will be provided by AAVSB, Vet Tech Prep Association or NVTE. It will mimic the National Licensing Exam in domains and the number of questions in each domain. The test will contain 150-175 questions with a time limit of 3 hours.

If the Exit Exam is not passed, you may retake it after internship and before graduation. The make-up date will be announced each year. This will provide the opportunity to continue reviewing and studying for the exam during internship. The cost of the repeat test will be the student's responsibility. The anticipated cost is $50.00.

Notes on test day
- Be there with pencil, eraser, and one piece of blank paper
- The test starts at 9:00 a.m. and ends at 12:00 noon.
- Bring your ID – driver's license or NU ID required to be admitted to test
- Name tag is required as well as professional dress (nice scrub top, nice jeans or slacks and closed toed shoes)
- Once the test starts participants cannot leave until you are done with the test.
- Eating some protein is a good idea as is being well hydrated (water).
- Other than the computer to take the test on, No other electronics of any kind are allowed.
- Simple calculators will be provided.
- Remembering to breathe deep and slow is beneficial.

- You would not be eligible to take this final assessment if you had not already demonstrated your academic knowledge and abilities so there is no need to panic.

VETERINARY TECHNICIAN OPTION & LICENSING
To become a licensed veterinary technician in Nebraska, one must graduate from an AVMA accredited Veterinary Technology Program (Technician Option), pass the VTNE (Veterinary Technician National Exam), and become licensed with the state of Nebraska. Certain felonies will prevent a person from being able to obtain a license.

VETERINARY ASSISTANT OPTION
The final assessment for Veterinary Assistant students is the NCTA Exit Exam. The test must be taken. There is no set score for passing the test. It is simply an assessment tool for the program to use in evaluating our curriculum. The Veterinary Assistant Option requires the successful completion of all required classes, an 8-week internship and a CGPA of 2.0.

VETERINARY TECHNICIAN OPTION
This option requires the successful completion of structured classes covering AVMA essential skills, an 8-week internship, passing the NCTA exit exam and a CGPA of 3.0

EQUINE HEALTH OPTION
The final assessment for Equine Health is a 200 question written test. The test must be taken. There is no set score for passing the test. It is simply an assessment tool for the program to use in evaluating our curriculum. The Equine Health Option requires the successful completion of all required classes, an 8-week internship and a CGPA of 2.0.

ANIMAL HUSBANDRY
The final assessment for Animal Husbandry is a 200 question written test. The test must be taken. There is no set score for passing the test. It is simply an assessment tool for the program to use in evaluating our curriculum. The Animal Husbandry Option requires the successful completion of all required classes, an 8-week internship and a CGPA of 2.0.

What if you have not met all of the Vet Technician Option criteria?
- Passed all required classes
- Obtain a CGPA of 3.0
- Pass the NCTA VT Exit Exam

Internship is not affected by the Exit Exam.

You can graduate with an Associate of Applied Science and the Veterinary Assistant Option.
- For every LVT in the clinic there is a Veterinary Assistant as well. Assistants are working in veterinary clinics, retail stores, in sales, pharmaceutical companies, zoos, feedlots, research, universities, and shelters. Pretty much anywhere animals are part of the picture.

If the NCTA Exit Exam is needed
- Graduate as a Veterinary Assistant
- Take the following classes on-line. Each class listed must be passed with a "B" or higher grade.
  - Vet Tech Prep
  - Vet Tech Over View I
  - Vet Tech Over View II
- Pass the NCTA exit exam with 80% or higher
  - The exit exam is offered twice each spring and once in September.
  - Contact the Vet Tech Program Director for the exact dates.
  - The anticipated cost is $50.00 per test and is the student's responsibility

If a 3.0 CGPA is needed
You have completed all required classes, taken and passed the NCTA Exit Exam. You do NOT have a 3.0 CGPA.
You can pursue the Alternative Path to Veterinary Technician Option
- Graduate as a Veterinary Assistant
- Successfully work in a clinic for 3 years
- Obtain a 2.8 or higher CGPA
- Take the following classes on-line – Each class must be passed with a "B" or higher.
  - Vet Tech Over View I
  - Vet Tech Over View II
  - Radiation Safety

Veterinary Technology Program Content and Class Sequencing

PROGRAM CONTENT FOR ANIMAL HEALTH MANAGEMENT

Associate of Applied Science – General Education Core   **17**
Veterinary Technology Internship   **3**

Required Veterinary Technology Courses   **12**
- VTS 1301 Medical Terminology
- VTS 1513 Animal Care
- VTS 1511 Large Animal Techniques I
- VTS 1604 Intro to Lab Science
- VTS 1313 Math for Vet Techs

Select One Nutrition Class   **3**
- ASI 1253 Nutrition
- VTE 2423 Canine and Feline Nutrition
- VTE 2623 Feeding the Equine Patient

Choose 18 Credit hours from the following (advisor guided):
- AEQ 1171 Farm Equipment and Safety
- ASI 2353 Livestock Breeding
- ASI 1253 Nutrition
- VTE 2423 Canine and Feline Nutrition
- VTE 2623 Feeding the Equine Patient
- ASI 1501 Equine Safety
- ASI 2611 Equine Reproduction
- VTE 1623 Equine Laboratory Diagnostics
- VTE 1633 Equine Diseases
- VTE 1643 Equine Health Records
- VTE 2811 Ultrasound
- VTS 1403 Anatomy and Physiology
- VTS 1521 Large Animal Techniques II
- VTS 1542 Facility Management
- VTE 2552 Facility Management II
- VTS 1822 Radiology I
- VTS 2733 Diseases of Vet Med
- VTS 2533 Large Animal Techniques III
- VTS 1822 Radiology II
- VTS 2563 Fur and Feather
- VTE 2743 VT Overview

Select 18 Credit Horus from the following Business courses: (advisor guided)

- ABM 2963 Farm, Ranch and Small Business Record Keeping
- ABM 2103 Personal Finance
- ABM 2503 Agriculture Decision Analysis
- ABM 2854 Farm and Ranch Management
- ACT 1103 Accounting I
- ECN 1103 Introduction to Ag Economics
- ECN 1203 Microeconomics
- ECN 1303 Macroeconomics
- ECN 1803 Statistics
- Mgt 2103 Mgt Concepts
- MGT 2503 Human Resources Mgt
- MKT 2103 Retail Marketing

Animal Husbandry Option

17-18 hours each semester to complete the degree in 4 semesters with no summer session

Associate of Applied Science – General Education Core	17 hr.
VTS 1822 Radiology I OR VTE 2821 Radiation Safety	1-2 hr.
VTS 1542 Facility Mgt or ASI 1442 Equine Practicum	1-2 hr.
VTS 2243 Internship	3
VT or APS Advisor guided hours	47-49
Total	71

PROGRAM CONTENT FOR EQUINE HEALTH CARE OPTION
Associate of Applied Science Option
71 Total Hours Required

The Degree can be completed in four semesters and one summer taking 16- 18 credit hours each semester. Core classes: 17 ch   Required classes: 43 ch   Internship: 3 ch   Advisor guided electives: 8 ch

First Semester (First Fall)	Second Semester (First Spring)
VTS 1511 Large Animal Techniques I	VTS 1521 Large Animal Techniques II (P)
VTS 1313 Math for Vet Techs	VTS 1713 Pharmacology & Anesthesia(P)
VTS 1403 Anatomy & Physiology	VTS 1822 Radiology I (P)
ASI 1501 Equine Safety	ASI 2611 Equine Reproduction
ASI 1442 Equine Practicum I	B&T Writing or ENG1903 Writing & Inquiry
VTE 1643 Equine Health Records	
VTS 1604 Intro to Lab Science	Electives (choose 6 credit hours of electives)
VTS 1301 Medical Terminology	ASI 2442 Equine Practicums II (2)
	VTE 2111 Stock dog Training II (1)
Total 18 credits	VTS 2652 Parasitology (P) (2)
	VTE 2811 Ultrasound (1)
	VTE 2032 World of Work (2)
	ASI 1241 Ranch Horse Team (1)
	ASI 1253 Nutrition (3)
	AEQ 1171 Farm Equip and Safety (1)
	VTS 2733 Diseases of Veterinary Med (P) (3)
	VTE 2032 World of Work (2)
	VTE 2021 Special Interest (1)
	Total 16 credits

First Summer: VTE 2623 Feeding Eq Patients   SPC 1103 Sales or Public Speaking   Total 6
Second Summer: Internship   3 credit hours

Third Semester (Second Fall)	Fourth Semester (Second Spring)
VTS 2533 Lg Animal Techniques III (P)	VTE 2613 Equine Anesthesia & Surgery (P)
VTE 1633 Equine Diseases (P)	VTE 2643 Equine Nursing (P)
VTE 1623 Equine Lab Diagnostics	VTS 2241 Career Strategies (P)
ASI 2433 Equine Industry Mgt I	PSY 1103 Human Relations
VTS 2823 Radiology II (P)	
Electives (choose 1 credit hr.)	Electives to choose from as needed:
ASI 1241 Ranch Horse I (1)	ASI 2443 Eq Industry Mgt II (3)
ASI 1253 Nutrition (3)	Or any of the classes listed above that have not
VTE 1111 Stock Dog Training I or II (1)	already been taken.
AEQ 1171 Farm Equip and Safety (1)	
VTE 2032 World of Work (2)	Total12
VTE 2021 Special Interest (1)	
Total 16 credits	

PROGRAM CONTENT FOR
VETERINARY TECHNICIAN OPTION
Associate of Applied Science Option

GPA OF 3.0 required and passing the NCTA Vet Tech Exit Exam

VETERINARY ASSISTANT OPTION
Classes remain the same. 2.0 CPGA required

Associate of Applied Science Core 17	VTS & VTE Courses & Internship 54
Total Credit Hours for Degree 75	
First Semester - Fall	**2nd Semester - Spring**
VTS 1403 Anatomy & Physiology (3)	VTS 1521 Large Animal Techniques II (1) (P)*
VTS 1513 Animal Care (3)	VTS 1713 Pharmacology & Anesthesia (3) (P)*
VTS 1511 Large Animal Techniques I (1)	VTS 2824 Diagnostic Imaging (P) (4)*
Intro to Lab Science (4)	VTS 2583 Nursing I (P) (3)*
VTS 1313 Math for Vet Techs (3) or	VTS 2652 Parasitology (2)(P) *
Another college level math class	ENG 1503 Technical Communication I (3) or
VTS 1301 Medical Terminology (1)	ENG 1903 Writing & Inquiry (3)
Success in Vet Mec (1)	
VTS 1542 Facility Mgt (2) (P)	**Total Hours 16**
Total Hours 16-18	
First Summer Session (8 weeks)	
SPC 1103 Sales or SPC 1113 Public Speaking VTS 2563 Fur & Feather (3)*	
VTS 2593 Nursing II (P)* (3)	
VTE2623 Feeding the Equine Patient(3) or VTE2423 Canine and Feline Nutrition (on-line)	
Total Hours 12	
Third semester – 2nd Fall	**4th Semester Spring of Second Year 1st 8 wks.**
VTS 2533 Lg Animal Techniques III (P)*	VTS 2672 Clinical Pathology (P)* (2)
VTS 2662 Hematology (P)* (2)	VTS 2953 Surgery Prep (P)* (4)
VTS 2933 Anesthesiology (P)* (3)	VTE 2763 Vet Tech Prep (3)
VTS 2331 Clinical Practices (P)* (1)	2nd 8 weeks VTS 2243 Internship (P)* (3)
VTS 2241 Career Strategies (P)* (1)	
VTS 2733 Diseases of Vet Med (3)* (P)	**Total Hours 12**
VTS 2951 Pain Mgt*	
PSY 1103 Human Relations (3)	
Total Hours 17	

Electives Available from the Veterinary Technology Area

VTE 1542 Facility Mgt II (fall, spring)
VTE 2542 Walk on the Wild Side (fall, spring)
VTE 2553 Exotic Animal Care (fall) (P)
VTE 2522 Exotic Pet Selection and Care (fall)
VTE 2532 Bird Behavior and Training (fall, spring)
VTE 2573 Safari (fall, spring)
VTE 2011 Lifelong Learning (fall, spring)
VTE 2041 Making A Difference (fall, spring)
VTE 2031 Emergency Medicine (fall, spring)
VTE 2032 World of Work (fall, spring
VTS 2551 Lg Animal Clinical Rot (fall, spring)
AEQ 1171 Farm Equip and Safety   (fall)
ASI 1501 Eq Safety (fall)
VTE 1623 Eq Laboratory Diagnostics (fall)
VTE 1633 Eq Diseases and Pharmacology(fall)
VTE 1643 Eq Health Records (fall)
VTE 2821 Radiation Safety (fall, spring)
VTE 2643 VT Overview (fall, spring)
VTE 2613 Eq Anesthesia & Surgery (spring)
VTE 2021 Special Interest 001   (fall, spring)
VTE 2101 Dog Training (Fall and spring)
VTE 1111 Stock Dog Training I (fall, spring)
VTE 2111 Stock Dog Training II   (fall, spring)

VTE 1542 Facility Mgt II (fall, spring)
VTE 2542 Walk on the Wild Side (fall, spring)
VTE 2532 Bird Behavior and Training (fall, spring)
VTE 2011 Lifelong Learning (fall, spring)
VTE 2041 Making A Difference (fall, spring)
VTE 2573 Safari (fall, spring)
VTE 2021 Special Interest
VTE 2032 World of Work (fall, spring)
VTE 2031 Emergency Medicine (fall, spring, summer)
VTE 2811 Ultrasound (spring)   2nd 8 weeks
VTE 2552 Facility Mgt II
VTS 2342 Spanish for the Animal Health Field (alternating fall semesters)
VTE 2821 Radiation Safety (fall, spring)
VTE 2643 VT Overview (fall, spring)
VTE 2101 Dog Training (Fall and spring)
VTE 1111 Stock Dog Training I (fall, spring)
VTE 2111 Stock Dog Training II   (fall, spring)
VTE 2021 Special Interest 001   (fall, spring)
VTE 2643 Equine Nursing 1st 8 weeks (spring)
VTE 1621 Calving Rotation (spring)

Veterinary Technology Animal Care Certificate
12 hours
Select 12 hours from the following

The certificate can easily be accomplished in two semesters.
Many of the listed VTS and VTE classes will count towards the AAS degree as a
Veterinary Assistant or Veterinary Technician, all will count towards the Animal
Husbandry Degree Option

AEQ 1171	Farm Equip and Safety	1	
ASI 1501	Equine Safety		1
VTS 1301	Medical Terminology		1
VTS 1313	Math for Vet Techs		3
VTS 1511	Large Animal Techniques I		1
VTS 1513	Animal Care	3	
VTS 1542	Facility Management		2
VTS 1604	Introduction to Laboratory Science		4
VTS 2563	Fur & Feather		3
VTS 1403	Anatomy & Physiology	3	
VTE 2423	Canine and Feline Nutrition	3	
VTE 2101	Dog Training	1	
VTE 2522	Exotic Pet Selection & Care	2	
VTE 2532	Bird Behavior	2	
VTE 2821	Radiation Safety	1	
VTE 2533	Exotic Animal Care	3	

Total   **12**

Nebraska College of Technical Agriculture
Veterinary Technology
Rabies Prevention Plan

I. Rabies Prevention Plan

A. Background
Rabies is a fatal, preventable viral disease which the veterinary profession may come in contact with. It can spread to people and pets if they are bitten or scratched by a rabid animal. In the United States, rabies is mostly found in wild animals like bats, raccoons, skunks, and foxes. Because of this several recommendations and requirements are in place.

B. Student, Faculty and Staff Rabies Vaccination

Due to the prevalence of rabies cases locally in our program area, primary learning location, externships, animal resource locations, and due to the use of staff and student-owned animal resources, faculty, staff, and all Veterinary Technician Option students handling animals must be rabies vaccinated with a series of two vaccinations.

Rabies vaccination is mandatory for students pursuing the Veterinary Technician Option and must be completed (or waived) before being accepted into the Veterinary Technician Option.

Students are encouraged to be vaccinated against rabies before arriving on campus.

Vaccinations can be arranged through your local physician, county health department, West Central Health Department in North Platte (308-696-1201) or Southwest Nebraska Public Health Department in McCook. (308-334-4223), Gothenburg Discount Pharmacy with an office in Curtis (308-537-7155), Walgrens, UNL Student Health Services, Holdrege Medical Center, Kearney Hospital, Bryan Hospial in Lincoln, USave Pharmacy in North Platte.

The Rabies immunization requires a series of two shots and timing is important. A titer check after the second vaccination is recommended but not required. The cost of the rabies vaccine at this time is $400.00 - $700.00 per dose and each student will need two doses. This pricing is subject to change based on availability from the manufacturer and insurance carrier requirements.

Rabies immunizations can be billed to insurance but the student needs to check with their carrier as to whether it would be covered. Each insurance carrier and plan will be slightly different so that is something to be aware of. Providing the insurance carrier with this Rabies Prevention Plan and vaccination requirement of the program can be helpful.

If financial hardship is preventing you from receiving the rabies vaccination, the Veterinary Technology Department can sometimes hire you as an temporary employee to work in the Animal Holding Facility over holidays and breaks providing care of the previously vaccinated animals. See the VT Office Manager for details

Proof of vaccination needs to be turned into the Veterinary Technology Office Manager once completed. Immunization records can be found at https://nesis-dhhs-prod.ne.gov>public>clientSearch

Unvaccinated students shall handle only fully vaccinated mammals, with the exception of rodents and rabbits. Unvaccinated animals may be seen as part of the Large Animal Techniques II and III, Clinical

Practices class, feral cat neuter project and occasionally in other classes. Not being vaccinated will impact the number of animals you may be able to handle.

If you do not want to receive the rabies vaccination for medical or religious reasons, a waiver form must be completed and turned into the Veterinary Technology office manager.

II. Rabies Information for Students

The Centers for Disease Control and Prevention (CDC) provides information regarding rabies. The information is available at https://cdc.gov/rabies/index/html. (last visited August 23, 2024) Students are encouraged to visit the CDC's website for additional information. Highlights of information from the CDC's website as well as various textbooks as listed under references are contained in this section. Students are provided comprehensive information about rabies in the required Veterinary Technology Course: Diseases of Veterinary Medicine.

A. Key Points

- Rabies is a viral disease that is deadly in people if medical care is not received before symptoms start.
- Rabies is spread to humans and pets primarily through bites or scratches from an infected animal.
- Rabies control measures in the United States have significantly reduced rabies as a public health threat.
- Each year 60,000 Americans receive medical care following a potential rabies exposure.

What you need to know

Rabies is a fatal but preventable viral disease. It can be spread to people and pets through the bites and scratches of an infected animal. Rabies primarily affects the central nervous system, leading to severe brain disease and death if medical care is not received before symptoms start.
Immediate medical attention following suspected rabies exposure is critical. Medical care following a rabies exposure is called post-exposure prophylaxis or PEP. PEP includes wound care, a dose of human rabies immune globulin (HRIG), and a series of four or five rabies vaccines, which must be administered as soon as possible after exposure. This care is vital to prevent the disease from developing. It is nearly 100% effective if administered promptly. Each year, 60,000 Americans receive PEP after a potential rabies exposure.

The disease is rare in humans in the United States, with fewer than 10 deaths reported each year. Still, rabies poses a serious public health threat, because of its high death rate in people. It is also present in many wildlife species, nearly 3 in 4 Americans live in a community where raccoons, skunks, or foxes carry rabies.

Animals and rabies

In the United States, more than 90% of reported cases of rabies in animals occur in wildlife. Contact with infected bats is the leading cause of human rabies deaths in this country; at least 7 out of 10 Americans who die from rabies in the US were infected by bats. The animals most often found with rabies in the U.S. include:

- bats
- raccoons
- skunks
- foxes

While rabid dogs in the US are uncommon, around the world, domestic dogs are responsible for more than 95% of the estimated 70,000 human deaths that occur each year.

People at risk

People who are at increased risk for rabies exposures may want to consider pre-exposure vaccination for increased protection.

- People who travel
- People who participate in certain leisure activities
- People who have jobs with animals

People with jobs that involve frequent animal contact, such as veterinary professionals (including technicians), animal control workers, wildlife researchers, wildlife rehabilitation workers, and certain agricultural workers, are at increased risk of a rabies exposure. People who work with or are exposed to wild animals could encounter a wild animal with rabies. People who work with pets may be exposed if a pet is not vaccinated for rabies and/or has encountered a wild animal with rabies.

Prevention

Rabies prevention efforts by veterinary, wildlife management, and public health professionals mean that human cases of rabies in the U.S. are rare. Veterinarians vaccinate over 40 million cats and dogs each year, and these vaccinations significantly reduce the risk of you or your pets getting rabies. Each year, wildlife management professionals distribute oral vaccines to wildlife, through baits, to control rabies at its source, especially in areas where rabies in wild animals is common.

The best way you can prevent rabies is by:

- Making sure your pets are up-to-date on their rabies vaccines;
- Keeping wildlife wild - stay away from wildlife for both human and animal safety;
- Calling animal control to remove stray animals from your neighborhood;
- Washing bites or scratches immediately with soap and water; and
- Seeking medical care shortly after potential exposures.

Around the world, large-scale dog vaccination programs are the most effective way to prevent rabies. However, in many countries, there aren't enough resources to reach all the dogs that need it. CDC works with public and private partners to improve vaccine access for people and animals, making travel safer and improving global health.

Keep in Mind

- Rabies affects only mammals. Mammals are warm-blooded animals with fur. People are also mammals. Birds, snakes, and fish are not mammals, so they cannot get rabies and they cannot give it to you.
- You cannot tell if an animal has rabies by just looking at it—the only way to know for sure if an animal (or a person) has rabies is to perform laboratory testing. However, animals with rabies may act strangely. Some may be aggressive and try to bite you or other animals, or they may drool more than normal. (This is sometimes shown in movies as animals "foaming at the mouth.") But not all animals with rabies will be aggressive or drooling. Other animals may act timid or shy, move slowly or act tame, or let you get close to them. Because that is not the way wild animals usually act, you should remember that something could be wrong. Some animals may not appear ill. For the health and safety of wildlife, your pets, and yourself, leave wild animals alone, including baby animals.
- The best thing to do is to never feed or approach a wild animal. Be careful of pets that you do not know. If you see a stray dog or cat, do not pet it. This is especially important if you are traveling in a country where rabies in dogs is common. And if any animal is acting strangely, call your local animal control officer for help.
- There are several things you can do to protect your pet from rabies. These include making sure your pets get regular rabies vaccines, keeping pets away from wild animals, spaying or neutering pets, and calling animal control to remove stray animals from your neighborhood.

    References: https://cdc.gov/rabies/index/html, Clinical Textbook for Veterinary Technicians, Joanna M. Bassert/ John A. Thomas, Merck Veterinary Manual, Research Laboratory Merck, Common Diseases of Companion Animals, Summers.

B. Comprehensive rabies information distribution
   - Comprehensive rabies information, including making the students aware of the risk to being exposed to a fatal disease during the program and in the profession is made available and covered in the Veterinary Technology Handbook, during New Student Registration and in Diseases of Veterinary Medicine class.
   - Students will acknowledge the receipt of Rabies information in Diseases of Veterinary Medicine class, filed in the student's record and kept in the Veterinary Technology File Room.

C. Personal Protective Equipment (PPE) for students working with live animals.
   - PPE attire includes the wearing of scrub tops, specific lab jackets, jeans, closed toed shoes, coveralls, overboots, exam gloves, sterile gloves, leather gloves, caps, masks, hearing protection, and protective eye wear as appropriate per species and class.
   - In addition, for a rabies suspect animal catch poles, barriers and heavy leather gloves are employed.

D. Internship Agreement statement
   - Employers please be aware that the student may NOT have been vaccinated against Rabies.

II. Animal Vaccinations

A. College Owned Animals
  - With the exception of cattle, rabbits and rodents, all college owned mammals for which there is an approved rabies vaccine will be vaccinated against rabies.
  - A herd of seven cattle will be rabies vaccinated and available for unvaccinated students to work with.
  - Vaccinations for all college owned animals will be documented in the patient's medical record utilizing the Veterinary Technology – Animal Vaccination Record. Medical Records are kept in the Dr. Walter Long Teaching Clinic.
  - Rabies vaccinations will be administered using manufacturers guidelines at the appropriate ages by the NCTA Veterinary Technology or Ag Production Attending Veterinarian.
  - Age-appropriate animals will be vaccinated within two weeks of arrival on campus.
  - After the initial rabies vaccinations, NCTA owned animals will receive an annual rabies booster. This allows for zero lapse in protection and meet all state and / or local requirements. This is regardless of manufacturer label of being a 1yr, 2yr, or 3-year vaccine.

B. Hold and Observation Period Requirements for NCTA owned animals.
  - Hold/observation period for animals receiving their first rabies vaccination is 28 days before being handled by non-vaccinated students.
  - The previously vaccinated animal with potential exposure to rabies will be revaccinated against rabies and then quarantined for 45 days.
  - Hold/observation period for vaccinated animals exposed to rabies is 45 days before being handled by non-vaccinated students.
  - The smaller quarantined animals will be housed in the Veterinary Technology Isolation ward or Teaching Clinic as space allows. Horses will be kept in an enclosed stall and cattle in a identified pen on the campus farm.
  - Animals under observation will be cared for by a limited number of approved rabies vaccinated individuals.
  - Holding times and locations is determined through consultation with the attending veterinarian.
  - Documentation of vaccination and holding period including location and handling procedures during the hold will be recorded in the patient's medical records and filed in the Dr. Walter Long Teaching Clinic.

C. Student owned mammals.
  - Mammals for which there is an approved rabies vaccine will be vaccinated against rabies.
  - Rabies vaccines will be administered at age-appropriate times as per manufacturer's directions.
  - A Rabies certificate of vaccination signed by the administering veterinarian is required and then kept in the animals medical record at the Dr. Walter Long Teaching Clinic.
  - Animals must be vaccinated 28 days before being handled by non-vaccinated students.

D. Rabies Mitigation Plan

Rabies is a fatal and preventable viral disease that the veterinary profession may come in contact with. Because of this several recommendations and requirements are in place.

- Students pursuing the Veterinary Technician Option must be immunized against rabies before handling unvaccinated animals. (Rodents and Rabbits are exempt)
- Unvaccinated students shall handle only fully vaccinated mammals, with the exception of rodents and rabbits.
- Animals must be vaccinated a minimum of 28 days prior to handling by unvaccinated students.
- Unvaccinated animals may be seen as part of the Large Animal Techniques II and III, Clinical Practices class, feral cat neuter project and occasionally in other classes.
- Mammals for which there is an approved rabies vaccine brought to class by students must be vaccinated against rabies at least 28 days before coming to class (Rodents and Rabbits are exempt)
- If you do not want to receive the rabies vaccination for medical or religious reasons, a waiver form must be completed and turned into the Veterinary Technology office manager. Not being vaccinated will impact the number of animals you may be able to handle.

E. Rabies Risk Assessment Plan

All primary learning takes place on campus in Curtis, Nebraska and the animals have been vaccinated against rabies. Animal sources are Nebraska and Kansas based. New animals are isolated and vaccinated before being handled by students who are vaccinated as well. Externship sites are primarily in Nebraska. Other states students have done internships include Kansas, Colorado, South Dakota, and North Dakota. Each year as students are finding their internship location the Veterinary Technology office manager uses the rabies surveillance data from the Nebraska Department of Health and Human Services to determine the risk in Nebraska and the Center for Disease Control (CDC) website to determine and update the rabies risk assessment for all other states the students will be interning in.

Repeat Classes

A student may repeat a course in an effort to improve his/her level of competency. If the original course grade was a C- or below the new grade will replace the old grade. If the original course grade was a C or higher then both grades will appear on the transcript and are used to calculate accumulative GPA.

Sexual Misconduct

See the college web site for details of the policy. Jennifer McConville (Associate Dean) is the contact person.

Stress:

Life problems? Contact Kevin Martin at 308-367-5217 or 308-367-5190, Family Matters Counseling Services. 308-534-3351 or Bridget: 308-532-3000.

Student Senate: Attend the initial meeting during the first week of fall classes and possibly run for office.

STVMA: (Student Technicians of Veterinary Medicine) (Vet Tech Club)
STVMA is a student run association designed to help students prepare for active participation in state and national technician organizations. As a member of STVMA, students will enjoy social, educational and community service activities. Membership and participation is required to be in the Vet Tech program.

Supplies – Vet Tech

In addition to the standard pencils, pens etc. needed for classes, Veterinary Technology Students are required to purchase numerous pieces of equipment and supplies used in classes such as:

Class	Supplies needed	Additional Required Attire
Anatomy, Diseases	Exam gloves that fit, safety glasses	Coveralls or long lab jacket and over boots or muck boots
Animal Care & Facility Mgt	Leash, nail trimmers, thermometer, bandage scissors, simple calculator, watch with second hand	Short lab jacket / doctor's coat
Nursing I and II	Leash, nail trimmers, thermometer, bandage scissors, simple calculator, watch with second hand. In addition the above, a good quality stethoscope, exam gloves	Short lab jacket / doctor's coat
Anesthesia	Leash, nail trimmers, thermometer, bandage scissors, simple calculator, watch with second hand. Good quality stethoscope, a pen light, Kelly or Crile forceps.	Short lab jacket / doctor's coat
Intro to Laboratory Procedures, Parasitology, Hematology, Clinical Pathology.	Microscope slides and cover slips, simple calculator, exam gloves that fit.	Wrap around lab jacket
Large Animal Techniques I, II, III	Large animal thermometer, watch with second hand, stethoscope, exam gloves	Coverall (not bibs) with sleeves and over boots or muck boots
Surgery	Leash, nail trimmers, thermometer, bandage scissors, simple calculator, watch with second hand. Good quality stethoscope, a pen light, Kelly or Crile forceps, penlight, small spiral notebook	Scrub top and scrub pants. Short lab jacket or doctor's coat

These supplies will be needed and used during classes and labs. Not having any of the above on lab days may/will result in being dismissed and counted absent from class for that day. Utilize your school locker…...BE PREPARED!

Testing – Classroom:
Tests taken outside the scheduled testing time may be decreased in grade. Tests may or may not be returned to the student. Many tests are comprehensive. See course syllabus and outline for details. Once a test is started it must be finished. One cannot leave and come back later to resume taking a test. If additional time over the normal class period is anticipated to be needed please talk to your instructor ahead of time!

Tobacco: No tobacco use of any kind on university property.

Tuition and Fees: See college catalog for current prices

Vaccinations
 Tetanus shot within the last 10 years.
 Rabies pre-exposure vaccination (series of two immunizations)
  See the Rabies Prevention plan for full details

Vet Tech Pep
Vet Tech Prep Course is a required part of internship. However, starting it sooner and fully utilizing what the program offers can help you immensely with the Vet Tech Exit Exam and the NVTE!! We recommend signing up and starting it in January or even now. Doing well in your classes (study EVERY CLASS EVERY DAY) and studying from VetTech Prep 3 - 4 hours a week will come as close as anything can to ensuring your success on the Exit and the NVTE.

Work Ethic:
Work ethic points are included in many Vet Tech classes. These points include such things as STVMA participation, community service, recruiting, willingness to help others, attendance, punctuality, professionalism, dress, personal accountability, quality care for animals and team spirit.

Forms to complete and turn in to the Office Manager
 Health and Safety
 Class Schedule (for your own use)
 Learning Contract
 Student Contact information
 Emergency Information
 Field trip form
 Student Assessment
 Clinic Observation
 Handbook questions
 Electronic media and Social networking

STUDENT ASSESSMENT POLICY

At the Nebraska College of Technical Agriculture commits itself to providing opportunities for a successful academic experience for all students, it is the policy of this institution that all full-time students will be required to participate in institutional assessment at scheduled points of development in his/her program of study.

Designed to ensure continual organizational improvement, NCTA's assessment process shall include, but not be limited to, placement exams, national licensing exams, projects, proficiency exams, performance assessments or capstone courses to measure higher order thinking skills, internship evaluations, student needs and satisfaction surveys.

All full-time entering students will take a basic skills placement test as an admissions requirement. All full-time graduating students will fulfill the assessment requirements of both their program of study and the institution in general. All full-time students will participate in surveys evaluating student needs, levels of student satisfaction and other co-curricular aspects of the College's environment.

_____   _____ _____
        (Student Signature)   (Student Printed Name)   (Date)

LEARNING CONTRACT

I, _____, agree to the following terms on this
              (Student Signature)
Learning contract. I understand that my grades in classes reflect the effort that I have made to follow these contract terms.

1. I will attend classes, both lecture and laboratory as scheduled, not missing not more than three hours of class during the session/semester.

2. I will read assignments prior to the class in which it is to be discussed. This will help me to understand the material and to ask questions that will contribute to my understanding.

3. I will take notes in class and then review my notes taken in class each night. This will help me to remember the concepts covered in that class, and therefore improve my test scores.

4. I will keep a chart of homework, quiz, and test scores in my notebook so that it will help me to understand what grade I am earning.

5. I will participate in a manner that will contribute to my learning the class material. I will be a part of the classroom "TEAM".

6. I understand that I am responsible for what I learn and the grade I earn.

7. I realize that for each one credit hour of class, 2 hours per week of outside the class study time is expected. For a 3-credit hour class, 6 hours per week of study is the average needed. This is in the form of homework assignments, reviewing notes, reading textbooks, finding the answers to what I did not understand in class, obtaining assistance when needed.

8. I understand the policies of Veterinary Technology. I understand and agree to the possible consequences of not following the guidelines which include reduction in grades, being asked to leave class, being counted absent from class, and dismissed from class or the program.

_____   _____
Signature   Date

Student Information

Student Information:

Name:
_____Date_____

Student Information

1. Phone numbers you can be contacted at:

2. E-mail address:

3. Name and contact information for your roommate and / or friend:

Academic information

4. What degree option are you pursuing at this time?

5. Can we discuss progress, concerns, and grades etc. with your parents and / or guardians?

Family Information:

6. Parent's or Spouses Name:

7. Address:

8. Phone Numbers:

9. E-mail:

Emergency Information
Emergency Information (will be shared only with medical personal if you are unable to)

Student Name: _____Date_____

Date of birth: Sex:

In case of a medical emergency who should be contacted?

Contact information (phone, e-mail etc)

Allergies:

Medical conditions, health care professionals will need to know about:

Medications and prescriptions medical personal will need to know about:

Field Trip Policy

The University reserves the right to determine the requirements necessary for student participation in university-sponsored field trip courses. In no instance will these criteria for enrollment violate the University's non-discrimination policy.

Students participating in university-sponsored field trips are expected to conform to the same standards of appropriate behavior as published in the Nebraska College of Technical Agriculture Student Handbook and other university publications pertaining to student rules and regulations. The University expects each student to exercise self-discipline, which will enhance the educational experience and the learning environment for all field trip participants. Students are expected to obey the laws of state and nation, and the regulations of the University, and to refrain from any conduct while on the field trip that is injurious to themselves, to others, or to the reputation of the University.

Any violation of published rules and regulations of the University, the student code of conduct as expressed in the Student Handbook, or of local, state, or federal laws may result in disciplinary action or sanctions by the University. Failure to comply with the lawful direction of university personnel acting in the performance of their duties may also result in disciplinary action by the University. The University reserves the option of initiating disciplinary action on its own including the dismissal of the student in the midst of the field trip experience and requiring the student to return to the campus at his or her own financial expense. Any subsequent disciplinary action resulting from the field trip misconduct will be in accordance with established rules and regulations of the University. In the event dismissal action is taken on the field trip, the University will contact the person previously designated by the student to be notified in the case of an emergency.

Violations of state criminal statutes or any unlawful action on the part of the student while participating in the Nebraska College of Technical Agriculture field trip will require the University to immediately notify local law enforcement authorities.

Participant's Name (printed):   _____

NU ID#:   _____

Emergency Contact Name: _____

Emergency Contact Phone #:   _____

Participant's Signature: _____

Date: _____

Veterinary Clinic Observation

In order to obtain an understanding of the profession, students interested in the field of Veterinary Technology are encouraged to spend 20 hours observing or working with veterinarians and veterinary technicians in a private practice. This observation is a prerequisite for Facility Management class.

Student   Clinic
Name: _____   Clinic: _____
Address: _____   Address: _____
_____   _____
_____   _____
Phone: _____   Phone: _____
E-mail: _____   E-mail: _____

Brief description of procedures and practices observed: _____

_____

_____

_____

_____

_____

_____

_____

_____

Dates and total hours of observation: _____

_____

_____

Veterinarian   Date   Student   Date
Signatures

ELECTRONICS – SOCIAL MEDIA and Keypad Codes

I understand that I am entering a profession that can be easily misunderstood and thus must be very careful about how I represent myself, the college and the profession to clients, parents, and friends.

Please do not let cell phones, tablets, computers etc. be a distraction in class. Unless approved by an instructor they absolutely cannot be used or visible for any reason during class.

Please be very careful about what you take pictures or videos of what you post on Facebook, e-mail, twitter, snapchat, Instagram, LinkedIn, myspace, etc. Thoughtless comments either intentional or accidental can be easily misinterpreted, hurt people's feelings, and destroy friendships. Be careful and be nice!

Pictures with anything that has to do with Veterinary Technology (students, faculty, staff, animals, procedures) are not to be placed on any Electronic or Internet site without the permission of the instructor/owner.

Despairing or derogatory comments or pictures of or about fellow students, faculty or staff are not to be said verbally, written, texted, sent electronically. (see above) to anyone. Not adhering to these recommendations may result in a counseling session, being asked to leave class, lowered grades or dismissal from class or the program.

Do not misuse any electronic devices such as computers, cell phones etc. This includes NOT posting pictures on the internet without permission from a Veterinary Technology Faculty or Manager.

The keypad locks used on some doors are not to be shared with anyone else. You will be given your own personal code to be able to get into the building. It can be used on the North Door, the breezeway door in between the Clinic and Animal Holding, and the door by the Aviary. This code will also be used on the doors in the dog rooms.

_____   _____ _____

Student Signature   **Printed Name**   **Date**

NCTA Veterinary Technology Department
Canine/Feline Animal Adoption Application

NCTA – VETERINARY TECHNOLOGY - ANIMAL ADOPTION

Veterinary Technology Surplus Animals are adopted through an application process. The application form is available in the VT Handbook and Teaching Clinic. Complete the form and turn into the office manager at the Walter Long Veterinary Technology Teaching Clinic. The goal is to place animals that have served us well for a reasonable period into a caring and quality home environment.

The Veterinary Technology personnel and clinic students make the decision as to which animals will be adopted and to whom.   Several criteria are taken into consideration, such as the length of time the animal has been at NCTA, the health status, temperament, replacement costs and how badly they are needed in the program. **Dogs and cats MUST be spayed or neutered before they can be adopted**. Animals are adopted out at the end of each semester / session. Price is set by Veterinary Technology.

If more than one applicant is deemed suitable, then the approved applicants can participate in a silent sealed bid auction to determine who receives the animal. Filling an Application Does Not Guarantee Approval for Adoption.

The person adopting the animal understands and agrees to the following:
- No warranties, guarantees or promises of any kind have been made or can be made to anyone with regard to animal's physical condition or temperament.
- The recipient of the animal, with full understanding and knowledge, accepts any and all risks attendant to the ownership of the said animal, taking the animal "as is".
- The recipient agrees to accept the responsibilities of animal ownership and that she/he will provide the animal a good home and proper care and treatment.
- The recipient agrees that the animal is being adopted as a pet and that transfer of ownership is not in violation of present regulations relating to laboratory/educational animals.
- The animal must be paid for before leaving the facility and the animal must leave the facility within two weeks of adoption. If the animal does not leave, it becomes the property of college with no return of money.

- **In the event that the recipient can no longer provide a good home or proper care, NCTA will accept the return of the animal for NCTA use. There will be no monetary exchange and the animal will become the property of NCTA.**
- The recipient hereby forever releases and discharges the Regents of the University of Nebraska, the University of Nebraska-Lincoln, the IANR, NCTA, the Department of Veterinary Technology, its governing board, administrators, agents, and staff, from any and all costs expenses or damages of any kind arising out of the ownership of said animal.

Adoption approved on _____ day of _____, 20 _____

Signature of Recipient: _____

Signature of NCTA faculty / staff_____

Applicant Information:

Name: _____

Address:

_____

Phone: _____ E-mail: _____

Name and description of Animal You Are Interested In: _____

_____

When would you be taking the animal home with you?

Explain the contact time you have spent with the animal you are interested in adopting while it has been living at NCTA:

Household Information:

Housing: Do You - Own: _____ Rent: _____

If Renting Does Your Lease Permit Pets - Yes: ___No: ___

How many other animals will be living with this one? Dog's#:_____   Cats#: _____ others: _____

Are the Dogs/Cats Spayed or Neutered? – Yes: _____ No: _____

Are the Dogs/Cats Current on Vaccinations? – Yes: _____ No: _____

Is Your Yard Fenced In? - Yes: _____ No: _____

How Many People live in the home? Over 18 _____ Under 18 _____

Animal Care Plan:

How will you financially support this pet?

Name and address of Your Veterinarian:

Explain the planned shelter and housing arrangement:

Explain care for the pet when you are not available:

Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
NOON					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					

<div align="center">

Veterinary Technology
Permission to Waive a Pre-Requisite Requirement

</div>

Name: _____ Date: _____

I am requesting permission to take _____class because I have not met the prerequisite required.

If a student passes a class with a 60% but less than 70% and it is a prerequisite for another class, special permission to take the class may be requested by the student. Permission may be granted at the discretion of the instructor for the student to then take the next higher-level class.

Not taking or failing a prerequisite class restricts the student from enrolling in the next higher-level class and a special permission is not available.

<div align="center">

For Special Permission to be granted the following conditions must be met.

</div>

- Change the Option being pursued from Veterinary Technician to Veterinary Assistant
   o The Option can be changed back to Veterinary Technician Option once all required classes are passed with a "C" or higher and a CGPA of 3.0 (B) or higher has been obtained.
- Cell phones will not be present or used during class time
- Remain alert and take notes during classes
- Participate to the fullest in lab classes
- Complete the extra credit assignments if available in the class
- Study for this course a minimum of 1 – 2 hours 5 days a week.
- Take all tests when scheduled.

I understand and agree that to graduate with the Veterinary Technician Option one must pass all required classes, have an overall grade point average of a 3.0 (80%) and pass the Exit Exam.

I also understand that the Veterinary Assistant, Animal Husbandry, Animal Management and Equine Health Options require a 2.0 overall CGPA for graduation.

Noncompliance with any of the above at any point during the semester may result in a failing grade.

_____   _____

Student Signature   Date

_____   _____

Instructor Signature   Date

Cc/Advisor, Student

NCTA Veterinary Technology Health and Safety Waiver

All students are required to read and sign the Health and Safety Agreement below before engaging in laboratory activities.

Attending college at University of Nebraska/NCTA has inherent physical and biological hazards of which one must be aware for one's own safety, as well as the safety of one's fellow students, faculty, staff, family, and friends. Physical facilities in the college are designed to provide protection, but must be operated properly. Some of the risks include handling animals or being near animals, including livestock, companion animals and exotic animals, animal medications, agricultural equipment, power tools, slick floors, or corrals, use of toxic and corrosive substances, possible exposure to zoonotic diseases including but not limited to rabies, radiation, pharmaceutical drugs the use of sharp or breakable instruments, and operating potentially dangerous equipment.

Reasonable accommodations will be made for students requiring alternative academic activities for safety reasons. Students are encouraged to discuss their needs with faculty and staff. Women who are pregnant are encouraged to consult with their health care provider in regard to potential risks that can be incurred in classes, labs, clubs and team activities. Students should wear appropriate attire for all activities. In addition to the immunizations required by the college, rabies immunization is required. It is highly recommended that students obtain health insurance and liability protection.

The possession of or use of illegal drugs or the misuse of prescription drugs or alcohol can be cause for dismissal from the class or program. Certain felonies and misdemeanors may prevent a person from becoming licensed as a Veterinary Technician.

A series of two rabies pre-exposure vaccinations are required. Proof of rabies vaccination needs to be returned to the Veterinary Technology Office Manager once completed. Immunization records can be found at: https://nesis-dhhs-prod.ne.gov>public>clientSearch

The student, by voluntary participation in classes, laboratories, clinical activities, clubs, and team activities acknowledges and agrees to assume the risks involved and not hold University of Nebraska, NCTA or the faculty and staff liable.

Students signing this form acknowledge they have read all above information carefully and agree to all terms involved.

_____
    (Student Signature)   (Printed Full Name)   (Date)

Veterinary Technology
Nebraska College of Technical Agriculture
Student Vaccination Status
Rabies Prevention Plan

Proof of vaccination needs to be returned to the Veterinary Technology Office Manager once completed.

Immunization records can be found at: https://nesis-dhhs-prod.ne.gov>public>clientSearch

By signing this form I acknowledge that I have read, understand and agree to the Rabies Prevention plan as explained in the Veterinary Technology Handbook.

Student: _____ Date: _____

NCTA Veterinary Technology
Waiver Form for Vaccinations
Rabies Prevention Plan

This is to certify that I, _____

NU ID Number: _____

Based on Medical or Religious reasons waive the requirement to receive and / or show evidence of my immune status for the following immunizations.

Tetanus   Medical _____   Religious _____

Rabies   Medical _____   Religious _____

I understand that without having the rabies vaccination myself, I cannot handle any mammal for which there is an approved rabies vaccine that has not been vaccinated against rabies at least 28 days prior to day of handling.

_____   _____

Student Signature   Date