NOVA Veterinary Technology Program Admissions Checklist 2023

The application process will be completed online and will open April 15th and close June 1st starts in August). Please read the **Apply to the Program** section on the Veterinary Technology website for more information on submission guidelines. **Incomplete applications will not be considered**.

Before applying to the Vet Tech Program:

☐ Make sure you are at least 18 years of age or older at the time of application**.**

☐ Have your prior coursework officially evaluated by NOVA.
   o Send official documents (i.e., transcripts, Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) original test scores) to the College Records Office.
   o Submit a Transfer Credit Evaluation Request (Form 125-049E).

☐ Verify that your Student Information System (SIS) shows the following:
   o A minimum cumulative college level GPA of 2.0 or higher.
   o Completion of the following courses with a grade of "C" or higher:
      ▪ SDV101 Orientation to Veterinary Technology or SDV elective
      ▪ ENG111 College Composition I
      ▪ CHM101 Introductory Chemistry or CHM111 General Chemistry (preferred)
      ▪ MTH133 Mathematics for Health Professionals or MTH154 Quantitative Reasoning
      ▪ VET111 Anatomy and Physiology of Domestic Animals
         • Once final grades from your spring courses are posted, you should wait 2-3 business days to apply so that your grades will import properly during the application process.

☐ Secure employment at a veterinary clinic and have a DVM or LVT mentor.

To apply, submit the following materials:

☐ Upload a letter of intent (single-spaced, 12-pt font, max. 2 pages)
   o New applicants
      ▪ Describe your background including academia, work experience, life skills, and your interest in becoming a professional Licensed Veterinary Technician.
   o Reapplicants
      ▪ Write an essay explaining why you withdrew from the Program (including your date of withdrawal).
      ▪ If you left the Program for academic reasons, describe what you have done or plan to do to ensure success if you are accepted back into the Program. You might address the following:
         • How have you and/or your circumstances changed during your time away from the Program?
         • What personal goals and support systems have you established to help you achieve success in your academic career at NOVA?
         • Describe why you feel that you are ready to return to the Veterinary Technology Program.

☐ Upload a current resume (max. 2 pages)

☐ Upload the following forms completed by your mentor:
   o Clinical Externship Affiliation Agreement
   o Clinical Task List – Mentor Reference Form
   o Equipment Check List – Mentor Reference Form

☐ Upload all unofficial college transcripts.

☐ Mail one Professional Reference letter from an LVT, DVM or Practice Manager in a sealed envelope to:
   Dr. Kiana Adkisson-Selby, Program Head
   21200 Campus Dr.
   LA Building, LA159
   Sterling, VA 20164

I acknowledge, by submitting this application package to the NOVA Veterinary Technology Program, that if accepted, I will be required to:

- ☐ Obtain a complete set of Rabies vaccinations or provide proof of current Rabies titer
- ☐ Prepare for projected program costs, including tuition, parking, books, etc.
- ☐ Attend the mandatory Veterinary Technology New Student Orientation (NSO) session at the Loudoun Campus (typically held the first Monday in August)
- ☐ Adhere to the program's expectations and policies outlined in the Veterinary Technology Student Handbook
- ☐ Maintain employment at a veterinary clinic with a veterinarian and/or LVT mentor for the duration of the program
  - o Full-Time Program: Requires students to work in the field an average of 10 hours per week or 150 hours per semester.
  - o Part-Time Program: Requires students to work in the field an average of 20 hours per week or 300 hours per semester.
- ☐ Achieve a "C" or higher in all VET coursework while upholding the integrity of NOVA and the Veterinary Technology Program in order to remain enrolled in the Program
- ☐ Complete the skills listed on the Program's "Clinical Task List" which are required by the American Veterinary Medical Association (AVMA) in order to graduate
- ☐ Attend any mandatory in-person activities associated with each semester's courses, which could include:
  - o Labs
  - o Field trips
  - o Patient clinical care rotation shifts
  - o Program events (i.e., the Fall Networking Event and the Spring Open House)