

Application Criteria Veterinary Medical Technology Fall 2021

January 25, 2021 through March 12, 2021

Thank you for your interest in the Veterinary Medical Technology (Vet Tech) program at Asheville-Buncombe Technical Community College. Please read this information thoroughly. We want to make sure you have the best possible chance of being selected by completing all processes and submitting all necessary application documents completely, correctly and by the deadline. Please call the Admissions Office if you have any questions: (828) 398-7577, 398-7578, 398-7887, or 398-7576 or email admissions@abtech.edu.

You must be a high school graduate or have an Adult High School or High School Equivalency (HSE) diploma to be eligible to enter any allied health program and have self-certified this requirement on your A-B Tech College application.

PROGRAM INFORMATION SESSION REQUIREMENT

Prior to application to the Vet Tech program, applicants **MUST** attend or complete a mandatory information session provided by the department and obtain a signed Information Session Verification form. Details for the information session will be posted on <https://www.abtech.edu/selective-limited-programs> in late fall 2020. Applicants must submit the completed verification form, signed by the department chair of Vet Tech, to the AGE/Pre-Program Advisor when you apply to the program.

CHEMISTRY REQUIRED

In order to apply for the Veterinary Medical Technology program, you must have successfully completed high school or college chemistry with a “C” or higher *prior to applying to the program*. Applicants who did not take this course in high school may take the equivalent course at A-B Tech or another regionally accredited college. The equivalent A-B Tech course is any course with a CHM prefix. Documentation of chemistry must be submitted to the AGE/Pre-Program Advisor when you meet to apply to the program prior to the March 12, 2021 deadline.

THE APPLICATION PERIOD

A-B Tech will begin accepting applications January 25, 2021, for the Veterinary Medical Technology class that begins fall semester 2021. All deadlines and requirements in this document must be met to be eligible to apply.

All applicants must review the Pre-Limited/Pre-Selective Information Session (Information Session) *before meeting with an AGE/ Pre-Program Advisor* to discuss their program of interest. You are encouraged to view the Information Session early and often to ensure you fully understand the application process and deadlines. To access the Information Session, visit <https://abtech.edu/future-students/admissions-overview> and choose Selective and Limited Programs under Admissions Overview (listed on left side of webpage). The Information Session is the video near the bottom of the Selective and Limited program webpage.

Advising for Distance Students is also available for students living outside of Buncombe and adjacent counties. Please contact ageadvising@abtech.edu for assistance.

Please note: Alternates will be accepted after the application deadline of March 12, 2021 if deemed necessary to fill the class. Notification of this will be posted on <https://www.abtech.edu/selective-limited-programs> after the application deadline.

Notice to non-U.S. Citizens

Admission to Selective programs is open only to individuals able to legally work in the United States or in the case of F1/M1 students, eligible to receive employment authorization through OPT or CPT. Some clinical sites may have additional immigration/citizenship requirements. Successful completion of clinical rotations is required for program completion. The college refund policy applies if a student drops the program after being denied clinical site privileges. Non-citizens are encouraged to contact the appropriate licensing/certifying agency to determine if they are eligible for licensure /certification upon graduation – decisions regarding licensure/certification are solely the responsibility of the licensing/certifying agency.

Questions regarding program admission for non-citizens may be made to internationalinfo@abtech.edu .

IMPORTANT APPLICATION INFORMATION

To be eligible for admission to the fall 2021 class, all qualified selective allied health applicants (excluding Nursing) will be required to take the PSB Health Occupations Aptitude Exam (PSB HOAE). The PSB Health Occupations Aptitude Exam includes eight sections: Verbal, Arithmetic, Nonverbal, Academic Aptitude, Spelling, Reading Comprehension, Information in the Natural Sciences, and Vocational Adjustment Index.

The PSB Health Occupations Aptitude Exam may only be completed at an approved, proctored testing site during the official testing period between January 25, 2021 and March 19, 2021 for Selective Allied Health programs at A- B Tech. Individuals wishing to take the PSB Health Occupations Aptitude Exam at an approved, proctored testing site **other than A-B Tech** must qualify as a true, distance student at A-B Tech and indicate the name of the approved, proctored testing site on their Verification/Selection Form. It is the applicant's responsibility to request their PSB Health Occupations Aptitude Exam scores be sent to A-B Tech and applicant must follow up to ensure scores were received prior to the deadline of March 19, 2021. Please note that applicants may NOT submit previous TEAS scores in lieu of taking the PSB Health Occupations Aptitude Exam.

Applicants may select only ONE option at the time of completion of the Verification /Selection Form:

- 1) Testing during the application period at the Testing Center on A-B Tech's main campus on Victoria Road in Asheville, NC. This option is required for ALL non-distance applicants *each year*.

OR

- 2) Testing at an approved testing facility in another location. This option is available ONLY to applicants who live outside of Buncombe or its adjacent counties. **The location of the testing facility must be approved at the time of application to a Fall 2021 Selective Allied Health program.** Proctor fees may apply for other testing sites.

The cost of the PSB Health Occupations Aptitude Exam is \$20 (subject to change each year). The PSB Health Occupations Aptitude Exam will be paid for by the qualified applicant *after* meeting with the AGE/Pre-Program Advisor to complete a Verification/Selection form and given a ticket to test. Qualified applicants will register for a PSB Health Occupations Aptitude Exam at the time of their application to a Fall 2021 Selective Allied Health program. The AGE/Pre-Program Advisors will provide available testing session dates/times and will record the scheduled test session for all qualified applicants. Scheduling for the PSB Health Occupations Aptitude Exam will be available on a first-come, first-served basis. Applicants will be required to provide their "ticket" as well as their receipt as confirmation of payment prior to taking the PSB Health Occupations Aptitude Exam on their scheduled test date.

PLEASE NOTE:

Applicants may not schedule the PSB Health Occupations Aptitude Exam until **AFTER** the Verification/Selection Form has been completed and only the testing option selected on that form will be permitted (including distance applicants). PSB Health Occupations Aptitude Exam scores taken before January 25, 2021 or after March 19, 2021 will not be accepted. Distance applicants must test during the official testing period.

Applicants in need of testing accommodations should contact Support Services at supportservices@abtech.edu at least three weeks prior to their scheduled PSB Health Occupations Aptitude Exam testing session.

Applicants who are not accepted for fall 2021 admission will be required to re-apply and re-take the PSB Health Occupations Aptitude Exam for fall 2022 admission. Scores from a prior test session will not be accepted. Costs associated with the PSB Health Occupations Aptitude Exam are subject to change each year.

HOW TO APPLY

1. Attend or complete mandatory Information Session provided by the Veterinary Medical Technology department prior to application to the allied health program. Information Session dates can be found by going to <https://www.abtech.edu/selective-limited-programs>.
2. Complete and submit a general College application online at www.abtech.edu. (This is not an application to a selective allied health program. That will be done separately after you meet with the AGE/Pre-Program Advisor in the Bailey Building and are approved as eligible to apply.)
3. Students must certify on their College application that they are a high school graduate from a valid institution, an adult high school graduate from a valid institution, or have a valid HSE diploma. High school graduation or the equivalent from a regionally accredited, valid institution is generally required for Financial Aid purposes. You must have this high school equivalency by the first day of classes for the fall semester 2021 to enter the selective allied health programs. All Veterinary Medical Technology program applicants will be required to submit an official high school transcript (or proof of the equivalency) to the department upon admission.
4. Applicants must complete New Student Orientation (NSO) prior to meeting with the AGE/Pre-Program Advisor to complete the Verification/Selection Form. Registration for NSO is available at www.abtech.edu/nso.
5. Applicants must document **college readiness in English and math**. Visit www.abtech.edu/placement for detailed information or contact the AGE/Pre-Program Advisor located in the Bailey building on the Victoria Rd. campus or email ageadvising@abtech.edu to learn about the acceptable options. Documentation of college placement must be **completed or on file by March 12, 2021**.
6. Once you meet the minimum requirements to apply to the program, you will be given written permission to schedule the PSB Health Occupations Aptitude Exam by the AGE/Pre-Program Advisor in the Bailey Building and taken by the advisor to finalize a Verification/Selection form in the Admissions Office. You must complete this step and the Verification/Selection form by **March 12, 2021**. You must schedule and take the PSB Health Occupations Aptitude Exam by March 19, 2021 to be considered an applicant.

ADMISSION TO THE PROGRAM ONCE MINIMUM REQUIREMENTS HAVE BEEN MET

1. Applicants will be ranked based on the total points awarded. See point system in section below.
2. After acceptance into the program, all new students **MUST** attend the program orientation session held by the department. Program orientation details will be provided by the department after acceptance to the

program. PLEASE NOTE: Failure to attend the program orientation session will result in the loss of a seat in the class.

HOW THE POINT SYSTEM WORKS

1. You will receive the total points you scored on the PSB Health Occupations Aptitude Exam (PSB HOAE).
2. You will receive 30 points for the successful completion of an accredited, college credit, allied health program degree (AAS, BA, BS, or Masters) and 20 points for the completion of any accredited, college credit, diploma level allied health program. Accreditation must be granted by an accrediting board recognized by A-B Tech.
3. You will receive 30 points for Certified Veterinary Assistant, Office Trained Veterinary Assistant, OR ASPCA certification. Documentation required.
4. You will receive points for the successful completion of the following college courses (or acceptable substitutes): CHM 130 and MAT 110. Grade of "A"= 30 points, grade of "B"=15 points, and grade of "C"= 5 points.
5. Currently enrolled high school seniors who have successfully completed Health Science I will receive points. Grade of "A"= 30 points, grade of "B"=15 points, and grade of "C"= 5 points. An official high school transcript detailing this must be submitted to the Admissions Office.

The summation of the points outlined above will be used to rank applicants within the allied health program.

IMPORTANT: It is the applicant's responsibility to submit all documentation and follow up as necessary to ensure it has been received. All documentation for points, outside of the PSB Health Occupations Aptitude Exam must be submitted by March 12, 2021.

OTHER IMPORTANT INFORMATION

Any Allied Health student deemed to have violated the College Student Code of Conduct may not be eligible for application or re-admission to Allied Health programs.

Criminal background checks and drug screenings will be required by clinical sites for students entering the selective allied health programs. These screenings will be conducted at the student's expense by a professional and independent vendor. Failure to achieve acceptable standards for these screenings may result in denial of clinical privileges. Successful completion of clinicals is required for program completion. The college refund policy applies if a student drops the program after being denied clinical site privileges.

Applicants should be aware that North Carolina State or National Boards may deny licensure or certification to individuals "convicted of a felony or any other crime involving moral turpitude." Questions regarding this issue should be directed to the North Carolina Veterinary Medical Board.

Applicants for Selective Allied Health Programs must demonstrate the ability, with or without reasonable accommodations, to meet certain technical standards critical to the successful completion of the program. These standards include skills and abilities essential for such things as operation of equipment; evaluation and manipulation of patients; evaluation of microscopic components and color reactions; and communication with patients, families and other medical personnel. For an explanation of specific physical and cognitive requirements for the Vet Tech program, refer to the "Program Recommendations for ADA Technical Standards" notebook, which is available in the Admissions Office or on the A-B Tech website. For further clarification, contact the Veterinary Medical Technology Department Chair at 828-398-7612.

If you are not selected for the Vet Tech program beginning fall semester 2021 and wish to apply for the fall 2022 class, you must re-apply during the next Selective program application period.

All documents that you submit with your application for the Vet Tech program must be true, correct and complete. Falsification of documentation may result in denial of admission or dismissal after admission.

Admission criteria are reviewed each year and are subject to change from year to year.

Allied Health students will be required to complete clinical rotations which may require them to travel more than one hour from campus. Clinical rotations may be conducted during weekend and/or evening hours. Students are responsible for arranging their own transportation.

SELECTIVE ALLIED HEALTH READMISSION POLICY

The following readmission policy applies to students who receive an unsuccessful grade in a selective allied health program, or who voluntarily withdraw from such a program. Unsuccessful grades are defined as “D” or “F”.

1. If you receive an unsuccessful grade in a selective allied health program, you may not proceed to any subsequent course, which has the course in question as a prerequisite. You must repeat the course in question before proceeding to the next higher course in the program.
2. Most allied health courses are offered only once annually.
3. Since a new class of students is admitted to each program annually, it will be necessary for the students who have received an unsuccessful grade in a major course during their *first semester* to reapply for readmission to the program for the following fall.
4. Students who do not successfully complete a *subsequent semester* may seek approval from the department chairperson to ask special permission from the division dean to be re-admitted to the program for the next academic year if the application deadline has passed. Requests will be taken and considered on an individual basis.

We appreciate your interest in A-B Tech and the Veterinary Medical Technology program.

STUDENT PREPARATION AND TESTING RESOURCES AVAILABLE

COLLEGE PLACEMENT

Test resources are available from:

www.abtech.edu/placement (See *Prepare for Placement Testing* Section)

SAT or ACT study guides, which are available at various libraries and bookstores, are also good resources for testing preparation.

ATI TEAS (For Nursing Applicants ONLY)

Test resources and online registration and payment are available at the following website:

www.atitesting.com

Study guides are available for review in the Locke Library and the A-B Tech Madison and South sites. Study guides may also be purchased online from the test vendor ATI at the online store link or at the A-B Tech bookstore. Online practice assessments are also available at the vendor website.

PLEASE NOTE: Applicants are required to take the ATI TEAS exam on A-B Tech's main campus on Victoria Rd., Asheville, NC. Applicants who live outside of Buncombe County or its adjacent counties can make arrangements to take the TEAS exam at another institution with permission/ approval from the AGE/Pre-Program Advisor, as indicated on the Verification/Selection form.

PSB Health Occupations Aptitude Exam (PSB HOAE) (For all Allied Health Programs *except* Nursing)

Applicants are required to take the PSB HOAE *each* year even if they have taken the exam in a previous year. The PSB HOAE does not carry over from one year to the next.

Test resources are available at the following website:

www.psbtests.com

Study guides are available for review in the Locke Library and the A-B Tech Madison and South sites. Study guides may also be purchased online from the test vendor at the online store link or at the A-B Tech bookstore. Online practice assessments are also available at the vendor website.

PLEASE NOTE: Applicants are required to take the PSB HOAE exam on A-B Tech's main campus on Victoria Rd., Asheville, NC. Applicants who live outside of Buncombe County or its adjacent counties can make arrangements to take the PSB HOAE exam at another institution with permission/ approval from the AGE/Pre-Program Advisor, as indicated on the Verification/Selection form.

ADDITIONAL PREPARATION RESOURCES

March2Success.com provides free personal assessments and preparation tools for the college placement test and related to the PSB HOAE exam.

For career assessments and exploration, visit www.abtech.edu/focus2 . Email careerservices@abtech.edu or call (828) 398-7581 for an individual appointment.