



VETERINARY TECHNICAL INSTITUTE

4907 Least Tern Court

Naples, FL 34119

(239) 592-1219 / Fax: (239) 592-7702

admissions@VetTechOnline.com / instruction@VetTechOnline.com

Visit us at www.VetTechOnline.com

Career Training Diploma Programs for *Small Animal Technicians* and *Veterinary Receptionists*



Continuing Education Seminars
for *Specialized Technician* training

Client Education Seminars
for *Dog and Cat Owners*

Staff Training Programs for *Clinics*

Bookstore with *Veterinary Technician* titles

School Catalog
2011

Volume #1, 10th Edition

TABLE OF CONTENTS

Introduction.....Page 2

History • Purpose • Philosophy • Licensure • Ownership • Administrative Board • School Facilities

School Policies..... Pages 3-5

Entrance Requirements • Admission Procedures • Policy of Nondiscrimination • Student Responsibilities • Probation and Termination • Extension Requests • Refund & Cancellation Policy • Student Records • Grading System • School Calendar • Student Benefits

Programs of Study.....Pages 6-10

Small Animal Technician 20-week and 40-week sessions

Veterinary Receptionist

Continuing Ed. Seminars.Pages 11-12

Continuing Education Overview • Enrollment Information • Technician Seminars • Office Manager Seminars

Staff Training Programs.....Page 13

In-Clinic Technician Training Program

Bookstore.....Pages 15-16

Veterinary Technician Titles • Select Veterinary & Client Titles

School Forms.....Appendix

2011 Calendar of Events: Class Start Dates and Seminar Schedule



INTRODUCTION

History

Veterinary Technical Institute (VTI) is a private postsecondary school founded in Naples, Florida in 1995, and established by Kim Fish. It is licensed by the Commission for Independent Education, Florida Department of Education. The school currently offers small animal technician and veterinary receptionist career training programs, a bookstore, and continuing education courses.

Purpose

VTI was created to satisfy a real need in the community for alternative vocational education, the employment of capable individuals interested in developing a career in the veterinary field, and veterinary clinics wanting to hire professionally trained staff. Thus, the school based the design and format of its programs on cooperative solutions to unemployment, the lack of skilled professionals in veterinary clinics and hospitals, the accelerated interest of people to work in the animal health care field, and the demand for unique vocational training. Vet clinics need qualified staff and people need careers; VTI strives to benefit each.

Philosophy

Veterinary Technical Institute is dedicated to helping students achieve their goals and venture into an exciting and new career in the veterinary field. Our goal is for every student that graduates our programs to have gained or received the following:

- Improved study skills.
- Entry-level skills needed for career training.
- The motivation for lifelong curiosity and learning.
- The quest to set technical standards in the workplace.
- A qualified academic background for a career in the veterinary field as a veterinary staff member.

Licensure

Veterinary Technical Institute is licensed by the Commission for Independent Education, Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at: 325 W. Gaines St, Suite 1414, Tallahassee, FL 32399, toll-free telephone number 888-224-6684.

Ownership

The school is owned by Veterinary Technical Institute, Inc. (doing business as Veterinary Technical Institute), as a corporation formed under the laws of the State of Florida. The address of the school's governing body is the same as that for the school. The president and joint stockholder is Ken Fish, and the vice president and joint stockholder is Kim Fish.

Administrative Board and Faculty

Full-time Administration:

Kim Fish - School Director and Director of Instruction
B.S. Animal Physiology, University of California, San Diego

Part-time Administration:

Ken Fish - Director of Admissions and Student Services

Any changes in administrators or instructors, if any, may be found attached to this catalog.

Complaints and appeals to disciplinary actions may be addressed directly to the school director for careful consideration, and will not be handled in a capricious or arbitrary manner.

School Facilities

VTI occupies a space of 200 square feet at 4907 Least Tern Ct., Naples, Florida, 34119. The school maintains an administrative office and library, and contains the necessary equipment to admit students, deliver lectures, and provide student guidance through both teleconferencing and videoconferencing, which is sufficient to meet the needs of the school and its students, and is conducive to the distance learning format of program delivery. Communication with students is done via telephone, fax, computer, or mail. Current and relevant books and periodicals may be loaned or purchased from this facility to aid students and faculty in further research for personal interest and increased knowledge. A list of available resources can be requested from the school. Library resources and information services are available for students and faculty. All hands-on training is conducted at a veterinary clinic local to the student in our laboratory and externship programs.

SCHOOL POLICIES

Entrance Requirements

Each potential student for the *Small Animal Technician (20-week session)* program, *Small Animal Technician (40-week session)*, or *Veterinary Receptionist* programs must satisfy all of the following for entrance to the program:

- Have proof of a high school diploma or its equivalent or pass an ability to benefit test (CPAt) with a scaled score of 118 or better. Students under 18 years of age also require parent / guardian approval and consent.
- Be interviewed by the school's Admissions Director.
- Obtain authorization for admission, by the Director of Admissions, after review of the above described criteria.

Admission Procedures

Applications for enrollment may be submitted any time during the year. The school operates on an open entry/open exit basis. The school catalog is available one week prior to classes beginning, and may be obtained, along with information and applications, by contacting the school at:

Veterinary Technical Institute
4907 Least Tern Court, Naples, FL 34119
(239) 592-1219

The procedures for admission are given as follows:

- Complete, sign, and return the Student Enrollment Agreement, Student Information Statement, and Student Checklist.
- Satisfy the program entrance requirements.
- Complete, sign, and return a credit application, if credit is needed. Follow the payment instructions as described in the Student Enrollment Agreement.

Policy of Nondiscrimination

Veterinary Technical Institute does not deny admissions or discriminate against students enrolled at the institution on the basis of race, color, creed, sex, age, disability, marital status, religion, or national origin to the extent of the law.

Student Responsibilities

VTI has specific rules pertaining to student conduct, program attendance, academics, and financial obligations.

Student Conduct: The school reserves the right to dismiss any student for the following actions at a laboratory, externship, or other school affiliated event:

- Any conduct found by the school to be detrimental to the student, other students, the community, or the school.
- Failure to comply with the rules established by the laboratory/externship site.
- The use, sale, or distribution of alcoholic beverages or illegal drugs of any kind.
- Dress that is not considered typical for the occupation.
- Any indecent or disruptive behavior or action, including assault, harassment, or physical abuse.
- Vandalism, destruction or unauthorized entry of property.
- Cheating in any form.
- Fraudulent and/or unauthorized use of the school's name.
- Falsification of any school document.

Attendance Policy: Students are expected to:

- Attend all teleconferencing discussion sessions assigned.
- Complete the laboratory and externship as assigned.

Due to the concentrated nature of the instruction in the school's programs, no unexcused absences are allowed, and all absences must be made up within a thirty (30) day period, not to exceed a 20% absence limit. Absences are excused for and limited to a valid reason verbally authorized or substantiated in writing and at the discretion of the School Director.

[Back to Table of Contents](#)

Academic Policy: Students are expected to:

- Achieve a minimum of a "C" or better for each section completed, with a cumulative grade point average of 2.0 or better (see *Grading System*, page 7). Section examinations may be retaken as needed to maintain this level of academic achievement, and must be done within thirty (30) days of receiving the unsatisfactory grade.
- Maintain a "P" or minimum of 80% completion of the teleconferencing, lab and externship work assigned on the program calendar. A grade of "NP" or "I" must be made up within thirty (30) days of receiving the unsatisfactory grade.
- Complete their program of study within the expected timeframe, as a maximum completion time is given. In cases where a student is having difficulty completing the program, a student advisor may be able to help with time management problems or tutoring. Extension requests may be filed if additional time is needed for program completion.

Rules of Financial Obligations: The school reserves the right to dismiss any student for non-payment of monies due. Costs of collection will be added to the student's account, and all outstanding monies, including a non-refundable \$50.00 re-enrollment fee, must be paid before the student may be reinstated to the program.

Probation and Termination

The school reserves the right to assign probationary status and/or dismiss any student for conduct, attendance, academic progress, or financial repayment inconsistent with the requirements of the school. If probationary status is given, failure to regain satisfactory status within thirty (30) days will result in termination. Specifically, a student may be dismissed, at the discretion of the school director, prior to completion of the program, for reasons to include, but not limited to, the following:

- Insufficient academic progress (see *Academic Policy*, page 4 of the catalog).
- Failure to comply with the rules outlined in the catalog under Student Responsibilities.
- Nonpayment of tuition under terms agreed upon with the school.
- Failure to complete the program within the extended amount of time if an Extension Request has been granted by the school.

Extension Requests

Students wishing to extend their program completion time must file an Extension Request Form (a non-refundable \$50.00 extension fee applies), which grants up to 90 days for program completion. Interruptions in the program will only be granted in cases where the enrolled student may not be able to complete their training with benefit to themselves, such as due to unsatisfactory progress or grades. Financial obligations must continue to be fulfilled as outstanding balances are not eligible for program extensions.

Refund and Cancellation Policy

The Student Enrollment Agreement and the school's catalog constitute a binding contract between the student and the school. Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- a) Cancellation can be made in person, by electronic mail, by Certified mail or by termination.
- b) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- c) Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable application, registration, and materials fees.
- d) Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total number of program hours.
- e) Cancellation after completion of 40% of the program will result in no refund.
- f) The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- g) All refunds will be made within 30 days after termination or receipt of cancellation notice.
- h) A student may re-enter the program of study within ninety (90) days of cancellation, if authorized by the School Director. A non-refundable \$50.00 re-enrollment fee will apply.

The following fees and items are non-refundable:

- Application Fee
- Registration Fee
- Program Materials Fee
- Re-Enrollment Fee
- Extension Request Fee
- Any interest collected on student loans

[Back to Table of Contents](#)

Student Records

Student records are permanently retained by the school, and are available to students upon written request. Individuals and potential employers may receive a copy of a student's record only after the student has authorized the request in writing. For those students who were dismissed or denied entry, records will remain on file for at least one year.

Grading System

The school uses a traditional A through F grading system to measure the student's ability to meet occupational standards. Upon completion of each unit the student is given a letter grade based upon the section examinations, while teleconferencing, laboratories, and externships are conducted on a pass / no pass system. The final grade is determined by averaging all grades earned. All missed work is counted as zero. Grades are defined as follows:

Repeated Material: The grade is raised by replacing the failing grade earned with the grade earned for the repeated section.

Incomplete: A grade of "I" is given when a section is not satisfactorily completed by the expected completion date. Continued failure to complete the section will result in a grade of "F".

Pass / No Pass: A grade of "P" or "NP" is given for teleconferencing, laboratories, and externships. An "NP" may be raised to a "P" after repeated effort leads to successful completion.

Score (%)	Grade	Quality	Grade Pts.
90-100	A	Excellent	4.0
80-89	B	Above Average	3.0
70-79	C	Average	2.0
60-69	D	Below Average	1.0
<60	F	Failing	0
	W	Withdrawal	0
	I	Incomplete	N/A
80 or above	P	Successful	Pass
< 80	NP	Unsuccessful	No Pass

School Calendar

Veterinary Technical Institute is open year-round for enrollment and instruction, excluding the following national holidays:

- New Year's Day: 1/1/11
- Memorial Day: 5/30/11
- Independence Day: 7/4/11
- Labor Day: 9/5/11
- Thanksgiving Day: 11/24/11
- Christmas Day: 12/25/11

Hours of operation: Monday-Friday, 9:00 a.m. - 8:00 p.m. *Class times vary; day and evening classes available*

Student Benefits

Academic Assistance: The staff at Veterinary Technical Institute is dedicated to helping each student achieve academic success. The school provides information regarding enrollment, tuition, program requirements, examination grading, school policies, career placement, and any other academic emphasis. The instructor may also offer tips on studying, time management, and career outlooks. VTI wants to see all of its students succeed.

Clinic Placement Assistance: The laboratory and externship experience is an integral part of the school's teaching philosophy. It supplements the textbook and accompanying instructional materials by placing the student in the heart of his chosen career. VTI assists in placing the student as a veterinary staff member in a clinic to provide this important hands-on practice. If clinic placement is limited in the student's given area, or if the veterinary clinic offering the laboratory/externship site no longer chooses to have the student participate, further placement will be attempted. The student's active attempt to search for clinic placement is a prerequisite for school placement assistance. It is the student's responsibility to seek placement, send resumes, prepare for interviews, and present a professional and confident self-image when following up on career employment leads. In return, the school will train the student in job placement techniques, including interview skills, cover letter and resume preparation, and salary negotiation. The school will also provide clinic leads as they arise and additional training if needed for further employment preparation. There is no additional charge for placement assistance, and there is no guarantee of externship placement or employment, directly or indirectly implied.

Grievance Policy: Students who feel a grievance is unresolved may refer their grievance to the following address: Commission for Independent Education, 325 W. Gaines St, Suite 1414, Tallahassee, FL 32399, 850-245-3200 or 1-888-224-6684.

[Back to Table of Contents](#)

PROGRAMS OF STUDY

Small Animal Technician (20-week session) & Small Animal Technician (40-week session)

Program Objectives and Credential Awarded

Veterinary Technical Institute trains students for a career as a small animal technician through our *Small Animal Technician (20-week session)* and *Small Animal Technician (40-week session)* programs. These programs were developed to satisfy a real vocational need in the field and are designed to instruct and prepare students to be a competent member of the veterinary staff, assisting in maximizing the health care of small animals. Upon successful completion of either the *Small Animal Technician (20-week session)* or *Small Animal Technician (40-week session)* program, and upon meeting all course requirements and financial obligations, a diploma will be issued to the student. There are no regulatory, agency, certification, or licensure exams that students are required to take upon completion of the program.

Program Description

These programs provide instruction and training in the care and handling of small animals (dogs and cats). Delivery of this program is through distance learning where the student learns at home through self-study while maintaining scheduled contact with the instructor through teleconferencing (real-time lecture over the telephone or computer). A clinic supervisor (a licensed veterinarian) will be scheduled to assist the student with the laboratory and externship portions of the program, with an established curriculum to follow. The programs are accessible to anyone, regardless of location, as the distance learning format, combining home study, teleconferencing, and hands-on training in an actual veterinary clinic setting, brings the school to the student. The content of these programs includes small animal physiology, medical and surgical nursing, anesthesiology, radiology, pharmacology, and clinical laboratory procedures. Basic skills will also be reinforced as appropriate for job preparation.

Methods of Instruction

The school uses distance learning to deliver accessible training to its students. The instructional materials are supplied to the student by mail, along with a program calendar listing the program start date, teleconferencing discussion dates and times, examination dates, lab weeks, the externship start date, and the expected program completion date. Thus, the school is brought to the student, rather than the student brought to the school. This may facilitate the student's learning process by allowing for study flexibility. The program works as a combination of home study and externship. Each portion of the program can be broken down as follows:

Self-Study: Student study of the provided program materials and lecture notes, and completion of the open-book final examination, requires about *260 hours*.

Online Lectures: LIVE online lectures are scheduled in thirty minute units conducted four times weekly for students enrolled in the *Small Animal Technician (20-week session)* program, or twice weekly for students in the *Small Animal Technician (40-week session)* program, for a total of *40 hours*. Additional online instruction may be provided as necessary. Students will enjoy interactive lectures and individualized learning.

Student-instructor communication via teleconferencing is provided to:

- Motivate the student through interesting and informative discussions on the material.
- Encourage student participation in the learning and understanding process.
- Aid in the student's comprehension of the subjects.
- Benefit those students having difficulty completing the course by focusing on the student's individual needs.

Laboratory: The student receives concentrated instructor-guided clinical experience by an attending licensed veterinarian at a local veterinary clinic to complement the externship portion of the program. Six labs are scheduled for a total of *24 hours* of clinical instruction, which are designed to emphasize key topics discussed in lecture, help with examination preparation, and allow for visual demonstration and practice of applied skills. This laboratory site may provide for a professional reference and / or employment.

Externship: *200 hours* of externship experience is scheduled as part of the program to provide students with clinical experience at a local veterinary clinic for the opportunity to observe and practice applied technical skills. This portion of the program emphasizes theories and skills learned in the texts, supplemental instructional materials, and lectures, gives the student the opportunity to experience those theories and apply the physical skills taught and required of a small animal technician, familiarizes the student with the clinical setting, staff inter-relationships, and career employment, and possibly provides a professional recommendation and potential employer in the veterinarian at the externship site.

Program Length

The program length and scheduling hours are the only difference between the *Small Animal Technician (20-week session)* and *Small Animal Technician (40-week session)* programs. The program time-frames are as follows:

- Max. completion time:
 - 20-week session: 20 weeks = 5 months
 - 40-week session: 40 weeks = 10 months
- Home Study:
 - a) Self-study: 260 hours
 - b) Online Lecture Time: 40 hours
 - c) Laboratory: 24 hours
- Externship: 200 hours
- Total clock hours: 524 hours

“Hours” referred to are “Clock Hours”, which is the unit of credit, defined as a minimum of 50 minutes of supervised or directed instruction, with appropriate breaks.

Areas of Study

The *Small Animal Technician (20-week session)* and *Small Animal Technician (40-week session)* programs are broken down into the following chronological units of instruction:

Unit 1 - Introduction to Small Animal Technology - Provides an introduction to a career as a *small animal technician*. Includes duties and responsibilities of a small animal technician, and career opportunities. *Self-study: 3 hours; Teleconferencing: 30 mins.*

Unit 2 - Handling and Restraint - Topics covered include animal behavior, indications for restraint, capture and restraint, and restraining aids. Proper handling techniques are discussed. *Self-study: 8 hours; Teleconferencing: 1 hour, 30 minutes.*

Unit 3 - Medical Records and the Examination - Provides an introduction to the medical record, medical logs, and preventative care. Students are instructed on how to take a general history, obtain vital signs, and conduct a physical examination. *Self-study: 8 hours; Teleconferencing: 1 hour, 30 minutes; Lab: 4 hours.*

Unit 4 - Nursing - Discussion includes general care, administering medications (oral and injectables), specific ailments and conditions, and emergency animal care. *Self-study: 18 hours; Teleconferencing: 2 hours, 30 minutes; Lab: 4 hours.*

Unit 5 - Nutrition - Provides a complete overview of nutritional principles, dietary analysis and evaluation, nutritional requirements (for the different life stages, obesity, and specific diseases), assisted feeding, and alimentation calculations. *Self-study: 12 hours; Teleconferencing: 2 hours.*

Unit 6 - Radiology - Topics include radiographic safety, principles, positioning, and processing. *Self-study: 15 hours; Teleconferencing: 2 hours.*

Unit 7 - Dentistry - Discussion includes dental anatomy, equipment use, and prophylaxis. This section is intended to instruct the student in proper dental cleaning techniques. *Self-study: 12 hours; Teleconferencing: 2 hours; Lab: 4 hours.*

Unit 8 - Anatomy and Physiology - Provides an overview of canine and feline anatomy and physiology. *Self-study: 12 hours; Teleconferencing: 2 hours.*

Unit 9 - Infectious Diseases - An in-depth section covering vaccination and vaccine protocol, and description, transmission, host predispositions, signs and effects, diagnosis, treatment, and prevention of viral diseases, bacterial diseases, and fungal and yeast infections. *Self-study: 18 hours; Teleconferencing: 2 hours and 30 minutes.*

Unit 10 - Parasitic Diseases - A discussion of common internal and external parasites, including their transmission, host predispositions, signs and effects, diagnosis, treatment, and prevention. The topics covered include rickettsial parasites, protozoal parasites, helminths, bloodsucking ectoparasites, mites, and tissue-feeding ectoparasites. *Self-study: 18 hours; Teleconferencing: 2 hours and 30 minutes.*

Unit 11 - Laboratory Techniques - An in-depth overview of laboratory principles and equipment, hematology, microbiology, blood chemistry, urinalysis, immunology and serology, and diagnosing internal and external parasites. *Self-study: 26 hours; Teleconferencing: 4 hours; Lab: 4 hours.*

Unit 12 - Tumors - Topics include neoplastic development, progression, and classification, diagnosing and treating cancer, predispositions to neoplasms, paraneoplastic syndromes, non-neoplastic tumors, and neoplastic tumors. *Self-study: 20 hours; Teleconferencing: 3 hours.*

Unit 13 - Pharmacology - Includes pharmacy principles, antimicrobials, antiinflammatories, antiparasitics, and drug protocols. *Self-study: 26 hours; Teleconferencing: 4 hours; Lab: 4 hours.*

Unit 14 - Systemic Problems and Diseases - Provides a system-by-system review, to include the optic, nasal, otic, and integumentary systems, and the gastrointestinal, cardiovascular, respiratory, urogenital, and endocrine systems. Specific problems and diseases of each system are discussed. *Self-study: 26 hours; Teleconferencing: 4 hours, 30 minutes.*

Unit 15 - Surgery and Anesthesia - Provides information on instrumentation, aseptic technique, surgical preparation, anesthesia (anesthetic induction, maintenance, recovery, and anesthetic emergencies), hemostasis, lavage, and common surgical techniques and risks. The anesthetic machine is also described. *Self-study: 18 hours; Teleconferencing: 2 hour, 30 minutes; Lab: 4 hours.*

Unit 16 - Final Review - The final examination is inclusive of all information provided throughout the program. *Self-study: 20 hours; Teleconferencing: 3 hours.*

SATEXT - Small Animal Technician Externship - *Clinical Experience: 200 hours.*

Instructional Materials

The following is a list of instructional materials used:

- ◆ *Small Animal Technician* textbook, VTI, 2006.
- ◆ *Small Animal Technician* guidebook, VTI, 2006.
- ◆ *Saunders's Comprehensive Veterinary Dictionary*, Blood & Studdert, 2006.
- ◆ *Laboratory Procedures for Veterinary Technicians*, Hendrix & Sirois, 2007.

Completion Requirements

Both programs require the following for awarded completion:

- Successful completion of all section and final achievement exams (a grade of "C" or better), with a cumulative grade point average of 2.0 or better.
- Satisfactory completion ("P") of all teleconferencing, laboratory, and externship requirements.
- Satisfaction of scheduled financial obligations at the time of program completion.

Program Policies

The following are program policies:

- All attendance and academic policies apply to this program.
- Any examination scored below a 70% or "C" may be retaken after additional instructor conferencing on the subject.
- Students should schedule a laboratory/externship site by the 12th week of instruction for the *Small Animal Technician (20-week session)* program and the 24th week for the *Small Animal Technician (40-week session)* program. The school provides laboratory and externship placement assistance, but does not guarantee that a clinic site can be established. An extension request may be filed if a clinic site is not assigned by the expected date.
- Tuition will not be discounted in any manner, and credit will not be given for prior learning or experience.
- Transferability of credit is at the institution's discretion and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Tuition

Application Fee (non-refundable):	\$50.00
Registration Fee (non-refundable):	\$100.00
Program Materials (non-refundable):	\$350.00
Home Study Fee:	\$3000.00
Externship Fee:	\$200.00
Total Program Cost:	\$3700.00

Payment Plans:

	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5
Initial Payment	\$3700.00	\$1000.00	\$500.00	\$0.00	\$0.00
Tuition Financed	0.00	\$2700.00	\$3200.00	\$3700.00	\$3700.00
Finance Charge	0.00	\$350.40	\$415.36	\$539.68	\$480.08
Annual Percentage Rate	N/A	12%	12%	12%	12%
Deferred Payment Price	N/A	\$3050.40	\$3615.36	\$4239.68	\$4180.08
No./Amt. Monthly Pymts.	N/A	24 @ \$127.10	24 @ \$150.64	24 @ \$155.82 1 @ \$500.00	24 @ \$174.17

Financial Assistance Advisement: For those who qualify, financial assistance is available. Students may apply for financial assistance offered directly through the school by submitting a completed and signed *Retail Installment Contract*. Federal aid does not apply.

Registration Documents:

- [Appendix: School Forms](#)
- [Program Start Dates](#)
- [Enrollment Agreement](#)
- [Student Information Statement](#)
- Installment Contract (get from school)
- [Transcript Request Form](#)
- [Student Interview Questionnaire](#)
- [Student Checklist](#)

[Back to Table of Contents](#)

PROGRAMS OF STUDY

Veterinary Receptionist

Program Objectives and Credential Awarded

The objective of the *Veterinary Receptionist* program is to prepare students for entry-level placement as a receptionist in a veterinary clinic, or to provide supplemental training for persons previously or currently employed in this occupation. Upon successful completion of the program, and upon meeting all course requirements and financial obligations, a diploma will be issued to the student. There are no regulatory, agency, certification, or licensure exams that students are required to take upon completion of the program.

Program Description

This program provides instruction and training in reception skills for application in the veterinary field. Program delivery is through distance learning by which the student learns at home through self-study while maintaining scheduled contact with the instructor through teleconferencing (real-time lecture over the telephone or computer). Clinical learning in the veterinary health care setting will provide application of the learning objectives in an environment comparable to the student's future area of employment. A licensed veterinarian will supervise the laboratory portion of the student's training. The content of this program will focus on communication skills, leadership skills, human relations, employability skills, veterinary health care organization, veterinary medical ethics, legal aspects, general technical skills, appointment organization, medical record control, and office productivity. Basic skills will also be reinforced as appropriate for job preparation.

Methods of Instruction

The program works as a combination of self-study, teleconferencing, and laboratory:

Self-Study: Student study of the described areas and completion of the open-book examinations requires about *84 hours*. Four examinations are given which are each two hours in length.

Online Lectures: LIVE online lectures with an interactive format are scheduled in twenty minute units for a total of *8 hours*. Additional instruction may be provided as necessary.

Laboratory: The student receives clinical experience at a local veterinary clinic to correlate with the other components of the program. One lab (*8 hours*) is scheduled to place the student in the reception area of the veterinary clinic so that he/she may observe and practice applied skills, when appropriate. The key topics outlined for the lab are studied by the student and discussed with the instructor prior to the clinical exposure, so that the student only needs a visual demonstration of the applied skills to accompany his studies.

Program Length

Home Study:	Self-study and Testing	82 hours
	Online Lecture Time	10 hours
Laboratory		8 hours
Total Program Hours:		100 hours
Maximum Completion Time: 4 weeks		

“Hours” referred to are “Clock Hours”, which is the unit of credit, defined as a minimum of 50 minutes of supervised or directed instruction, with appropriate breaks.

Areas of Study

The *Veterinary Receptionist* program is broken down into the following units of instruction:

VFOI: Veterinary Front Office I: Veterinary Reception

The Receptionist: *Self-study: 4 hrs; Teleconferencing: 30 min.*

Telephone Procedures: *Self-study: 4 hrs; Teleconferencing: 30 min.*

Appointments: *Self-study: 4 hrs; Teleconferencing: 30 min.*

Patient Records and Filing: *Self-study: 4 hrs; Teleconferencing: 30 min.*

Front Office Management: *Self-study: 8 hrs; Teleconferencing: 1 hour*

Office Machine Skills: *Self-study: 8 hrs; Teleconferencing: 1 hour*

Computer Skills: *Self-study: 8 hrs; Teleconferencing: 1 hour*

Testing: 1 hour

[Back to Table of Contents](#)

VFOII: Veterinary Front Office II: Animal Health Care Overview

Anatomy and Physiology: *Self-study: 8 hrs; Teleconferencing: 1 hr.*

Nutrition: *Self-study: 8 hrs; Teleconferencing: 1 hr.*

Infectious, Parasitic, and Systemic Diseases: *Self-study: 8 hrs; Teleconferencing: 1 hr.*

Laboratory & Pharmacology: *Self-study: 8 hrs; Teleconferencing: 1 hr.*

Common Surgical Procedures: *Self-study: 8 hrs; Teleconferencing: 1 hr.*

Testing: 1 hour

VRLAB - Veterinary Receptionist Laboratory - Clinical Experience: 8 hours.

Instructional Materials

- ◆ *Veterinary Front Office I: Veterinary Reception*, VTI, 2006.
- ◆ *Veterinary Front Office II: Animal Health Care Overview*, VTI, 2006.
- ◆ *Veterinary Receptionist* workbook, VTI, 2006.
- ◆ *Veterinary Receptionist* supplements, VTI 2006.

Completion Requirements

The *Veterinary Receptionist* program requires the following for awarded completion:

- Successful completion of all section and final achievement examinations (a grade of "C" or better), with a cumulative grade point average of 2.0 or better.
- Satisfactory completion ("P") of all teleconferencing and laboratory requirements.
- Satisfaction of scheduled financial obligations at the time of program completion.

Program Policies

The following are program policies:

- All attendance and academic policies apply to this program, and the program calendar is to be followed.
- Any examination scored below a 70% or "C" may be retaken after additional instructor conferencing on the subject.
- Students should review the school's *Laboratory, Externship, and Employment Preparation Packet* and schedule a laboratory site prior to the scheduled laboratory date. The school provides laboratory placement assistance, but does not guarantee that a clinic site can be established. An extension request may need to be filed in the event that a clinic site is not assigned by the date given on the program calendar.
- Tuition will not be discounted in any manner, and credit will not be given for prior learning or experience.
- Transferability of credit is at the institution's discretion and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Tuition

Application Fee (non-refundable):	\$50.00
Registration Fee (non-refundable):	\$100.00
Program Materials (non-refundable):	\$150.00
Home Study Fee:	\$1250.00
Total Program Cost:	\$1550.00

Payment Plans:	Plan 1	Plan 2
Initial Payment	\$1550.00	\$500.00
Tuition Financed	0.00	\$1050.00
Finance Charge	0.00	\$69.48
Annual Percentage Rate	N/A	12%
Deferred Payment Price	N/A	\$1119.48
No./Amt. Monthly Pymts.	N/A	12 @ \$93.29

Registration Documents:

[Appendix: School Forms](#)

[Enrollment Agreement](#)

[Student Information Statement](#)

Installment Contract (get from school)

[Transcript Request Form](#)

[Student Interview Questionnaire](#)

[Student Checklist](#)

[Program Start Dates](#)

Financial Assistance Advisement: For those who qualify, financial assistance is available. Students may apply for financial assistance offered directly through the school by submitting a completed and signed *Retail Installment Contract*. Federal aid does not apply.

[Back to Table of Contents](#)

CONTINUING EDUCATION SEMINARS

Continuing Education Overview

Veterinary Technical Institute now offers professional, comprehensive continuing education courses for veterinary technicians, receptionists, and office managers. These courses provide working veterinary staff the opportunity to receive the advanced training needed to further develop important technical concepts and skills required in the field. Course participation is not only advantageous to veterinary staff, but it is also an important clinic building tool. A more efficient, educated staff improves client relations, animal health and welfare, and clinic revenue.

As increasing numbers of veterinary technicians, receptionists, and office managers enter the workforce, their continuing education can become difficult to achieve due to time constraints, geographics, or occupational demands. Thus, many of these working adults miss out on the opportunity to advance their career training and knowledge in the field. The alternative: the *continuing education courses* offered by Veterinary Technical Institute.

VTI has designed a series of informative courses which focus on key topics important for the **advanced training** of veterinary staff. A certificate is awarded for course participation to credit the student with the completion of advanced training hours. The continuing education courses are not under the purview of the Commission for Independent Education. The continuing education courses offered by VTI are designed for skill enhancement and are not meant to lead to employment.

Online Instruction: VTI's interactive continuing education courses are an innovative learning experience for veterinary staff...and attendees don't have to travel anywhere to attend! These courses are accessible beyond the typical working professional barriers. Participants only need access to a telephone or computer to receive the lectures. This unique method of course instruction provides an accessible and interactive learning environment. Previewed course materials will assist students in preparing for the lecture(s). During the lecture, the topic will be presented, questions answered, case studies reviewed, and a self-assessment of the material performed. Instructions for on-line teleconferencing will be included with the course materials.

Benefits:

- Courses presented by experienced, qualified instructors.
- Advanced / specialized training.
- Convenient course delivery through teleconferencing.
- Limited enrollment for concentrated student-instructor contact with an interactive learning format.
- Question and answer periods.
- Precourse reading materials, reference information, and lecture notes with supplemental materials for some modules.
- Topic self-assessment.
- Development of new or improved skills and knowledge.
- Accessibility through teleconferencing--no need to travel!

Course Materials:

- course schedule and outline
- lecture notes (electronic file) with supplemental materials for some modules
- textbook (described in *Bookstore* section of catalog) recommended for some modules
- case studies for some modules
- self-assessment examination

Enrollment Information

1. Select the continuing education course(s) to participate in. Complete and submit the [Seminar Series Registration Form](#).

1 hour course	\$75.00
1.5 hour course	\$100.00
3 hour course	\$175.00
Course Text (recommended)	See Bookstore for price

2. Contact the school at (239) 592-1219 or go to the [Seminar Schedule Page](#) for seminar dates and times.

The course materials will be sent upon registration. Information on accessing VTI's online system for course participation will be included. *Refunds will only be granted before the registration deadline and prior to the mailing of course materials.*

[Back to Table of Contents](#)

Technician Seminars

Small Animal Emergency Care Series

Courses: <i>Gastrointestinal Emergencies</i>	1.5 hours
<i>Urogenital Emergencies</i>	1.5 hours
<i>Fluid Therapy</i>	1.5 hours
<i>Hematologic Emergencies</i>	1.5 hours
<i>Toxicologic Emergencies</i>	1.5 hours

Text: **SMALL ANIMAL EMERGENCY AND CRITICAL CARE: A Manual for the Veterinary Technician.** Battaglia.

Diagnostic Imaging Series

Courses: <i>Radiographic Positioning</i>	1 hour
<i>Exotic Animal Radiology</i>	1 hour
<i>Contrast Studies</i>	1 hour
<i>Radiographic Techniques</i>	1.5 hours
<i>Diagnostic Ultrasound</i>	1.5 hours

Text: **PRACTICAL DIAGNOSTIC IMAGING FOR THE VETERINARY TECHNICIAN, 2nd Ed.** Han & Hurd

Laboratory Procedures Series

Courses: <i>Parasitology I</i>	1.5 hours
<i>Parasitology II</i>	1.5 hours
<i>Parasitology III</i>	1.5 hours

Text: **DIAGNOSTIC VETERINARY PARASITOLOGY, 2nd Ed.** Hendrix.

Veterinary Dentistry Series

Courses: <i>Dental Anatomy and Oral Diseases</i>	1 hour
<i>Marketing Veterinary Dentistry</i>	1 hour
<i>Prophylaxis and Radiology</i>	1.5 hours
<i>Advanced Dental Procedures I</i>	1.5 hours
<i>Advanced Dental Procedures II</i>	1.5 hours

Text: **VETERINARY DENTISTRY FOR THE TECHNICIAN AND OFFICE STAFF.** Holmstrom.

Anesthesia & Surgical Nursing Series

Courses: <i>Anesthetic Agents</i>	1 hour
<i>Anesthetic Equipment & Maint.</i>	1.5 hours
<i>Anesthetic Emergencies</i>	1.5 hours

Text: **SMALL ANIMAL ANESTHESIA AND ANALGESIA, 2nd Ed.** McKelvey & Hollingshead.

Courses: <i>Surgical Nursing I</i>	1.5 hours
<i>Surgical Nursing II</i>	1.5 hours
<i>Surgical Nursing III</i>	1.5 hours

Text: **SMALL ANIMAL SURGICAL NURSING.** Tracy.

Small Animal Nutrition Series

Courses: <i>Food Allergies</i>	1 hour
<i>Pancreatitis</i>	1 hour
<i>Nutritionally Responsive Diseases</i>	1.5 hours

Text: **CANINE AND FELINE NUTRITION: A Resource for Companion Animal Professionals, 2nd Ed.** Case et al.

Miscellaneous Courses

Courses: <i>Pharmacokinetics</i>	1 hour
<i>Renal Failure and CHF</i>	3 hours
<i>Small Animal Dermatology</i>	1.5 hours
<i>Animal Care for the Receptionist</i>	3 hours

Materials: Lecture Notes (electronic file) only

Office Manager Seminars

Clinic Marketing Series

Course: <i>Marketing I</i>	3 hours
<i>Marketing II</i>	3 hours

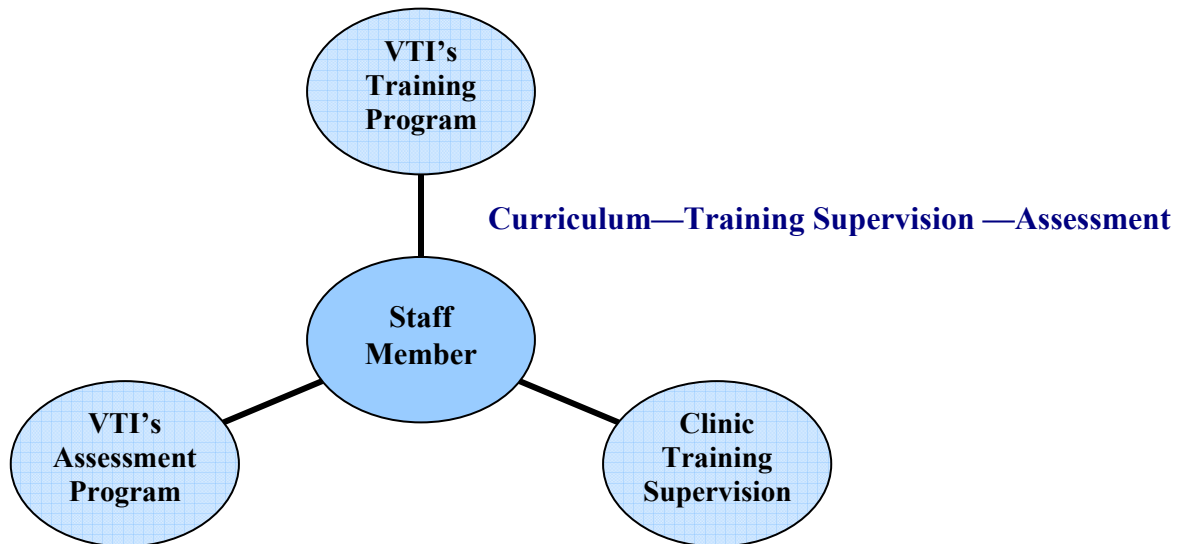
Text: **MARKETING YOUR VETERINARY PRACTICE.** Messonnier.

[Back to Table of Contents](#)

STAFF TRAINING PROGRAMS

In-Clinic Staff Training Programs

At Veterinary Technical Institute we have trained and educated highly qualified technicians and receptionists for over a decade. While we offer higher education technician training and receptionist training programs which award a diploma, we have also recognized a need within clinics for a streamlined approach to staff training that would provide their technicians, assistants, and receptionists with education similar to our diploma programs, but without a credential awarded. Many clinics want to be able to “mass” train their staff with a results-oriented curriculum and training program at a reasonable cost. By providing their own training supervision and program implementation, combined with our comprehensive training programs, with progress assessment, this goal can be achieved.



Document Access:

[Appendix: School Forms](#)

[Brochure](#)

[Sample Test and Answer Key](#) (Veterinary Technicians and Assistants)

[Staff Training Program Order Form](#)

We believe that qualified technicians and receptionists can NOT merely learn skills—they also must have a solid foundation of core “book knowledge” to be properly effective in a veterinary clinic or hospital setting. VTI’s curriculum integrates the concept training with hands-on application to provide a comprehensive training program. Routine assessment is included. The program training materials list (see link above) includes a full program textbook, a skills handbook to review each staff member’s progress, and evaluation exams to be used as an additional training tool to assist your staff member’s in critiquing their own comprehension ability.

Additional Assistance:

VTI also offers private online instruction to review the materials with your staff if this might at any time be needed, and would be customized to the clinic’s specifications. Your staff would only need the internet and a phone line to access the lecture. Contact the school at (239) 592-1219 or instruction@VetTechOnline.com for more information on this support service.

[Back to Table of Contents](#)

BOOKSTORE

Veterinary Technician Titles

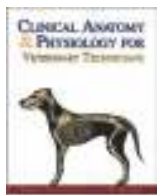
Veterinary Technical Institute offers a line of select texts for the veterinary technician. Some of these titles are also listed in the *Seminars* section of this catalog and are designed to assist the technician in gaining key understanding of specific areas of the clinic in order to develop specialization skills.



SMALL ANIMAL EMERGENCY AND CRITICAL CARE: A Manual for the Veterinary Technician. Battaglia. 2000.
A state-of-the-art text that presents protocols and procedures for common small animal emergencies and therapies.
Soft Cover. 360 pp. 0-7216-7773-8.
\$42.00 *Technician Seminar Series*



PHARMACOLOGY FOR VETERINARY TECHNICIANS, 3rd Ed.
Addresses the principles of pharmacology and therapeutic applications.
Soft cover. 352 pp. 0-3230-1113-6.
\$45.00



CLINICAL ANATOMY & PHYSIOLOGY FOR VETERINARY TECHNICIANS. Colville & Bassert. 2002.
Covers clinically relevant anatomy and physiology content for dogs, cats, horses, cattle, and birds.
Soft cover. 452 pp. 0-3230-0819-4.
\$49.00



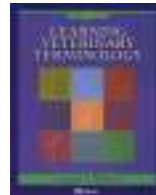
PRACTICAL DIAGNOSTIC IMAGING FOR THE VETERINARY TECHNICIAN, 2nd Ed. Han & Hurd. 2000.
Techniques in producing quality radiographs and ultrasound images. Covers technique, chart development, contrast studies, and positioning.
Soft cover. 282 pp. 0-323-00475-X.
\$47.00 *Technician Seminar Series*



DIAGNOSTIC VETERINARY PARASITOLOGY, 2nd Ed., Hendrix. 1998.
Details a broad range of parasites affecting domestic animals and the procedures used to diagnose and identify them. Includes many life cycle charts.
Soft Cover. 352 pp. 0-8151-8544-8.
\$40.00 *Technician Seminar Series*



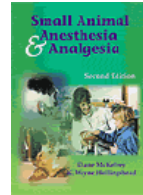
VETERINARY DENTISTRY FOR THE TECHNICIAN AND OFFICE STAFF. Holmstrom. 2000.
Covers all aspects of dentistry, with an emphasis on procedures. Includes advanced dental techniques and pocket pet dentistry.
Soft Cover. 355 pp. 0-7216-8187-5.
\$45.00 *Technician Seminar Series*



LEARNING VETERINARY TERMINOLOGY, 2nd Ed., McBride 2002
Increase your understanding of veterinary terminology. A self-paced learning approach, illustrations, chapter glossaries, and exercises make study reference easy.
Soft Cover. 546pp. 0-323-01329-5.
\$44.00



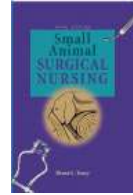
CLINICAL TEXTBOOK FOR VETERINARY TECHNICIANS, 6th Ed. McCurnin. 2005.
Encompasses the entire scope of veterinary medicine as well as the rapidly expanding role of today's technician.
Hard Cover. 1 280pp. 0-7216-2196-1.
\$75.00



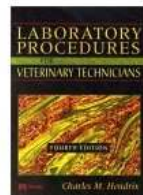
SMALL ANIMAL ANESTHESIA AND ANALGESIA, 3rd Ed. McKelvey
Prepares technicians to assist in anesthesia administration and monitoring. Includes discussions on emergency response and specialized techniques.
Soft cover. 334 pp. 0-3230-1988-9.
\$47.00 *Technician Seminar Series*



MOSBY'S COMPREHENSIVE REVIEW FOR VETERINARY TECHNICIANS. Tighe & Brown. 1998.
Reviews basic and clinical sciences, diagnostics, and applications. Includes multiple-choice questions.
Soft Cover. 441 pp. 0-8151-9044-1.
\$62.00



SMALL ANIMAL SURGICAL NURSING, 3rd Ed. Tracy. 2000.
Provides detailed information on the principles of surgery, surgical assistance, and common procedures.
Soft cover. 434 pp. 1-55664-503-1.
\$44.00 *Technician Seminar Series*



LABORATORY PROCEDURES FOR VETERINARY TECHNICIANS, 5th Ed. Hendrix. Presents the basics of Microbiology, hematology, urinalysis, immunology, cytology, and other sciences, and explains the laboratory procedures to perform tests in these areas, and biochemical principles.
Soft Cover. 559 pp. 0-323-01396-1.
\$53.00 *Course Text*

[Bookstore Order Form](#)
[Back to Table of Contents](#)

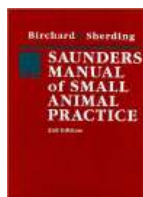
Select Veterinary Titles



COLOR ATLAS OF CYTOLOGY OF THE DOG AND CAT. Baker & Lumsden. 2000. Comprehensive guidance on diagnostic cytologic techniques for companion animals and coverage of tissue collection and preparation.

Hard cover. 288 pp. 0-8151-0402-2.
\$115.00

SAUNDERS MANUAL OF SMALL ANIMAL PRACTICE, 2nd Ed. Birchard & Sherding. 2000. Provides quick, comprehensive, practical guidance on evaluating and managing a full range of common medical and surgical conditions. Hard leather cover. 1660pp. 0-7216-7078-4.
\$186.00



SAUNDERS COMPREHENSIVE VETERINARY DICTIONARY, 2nd Ed. Blood & Studdert. 1999. A comprehensive edition that covers every aspect of veterinary science including clinical practice, anatomy, physiology, pathology, and therapeutics. Soft cover. 1394 pp. 0-7020-2034-6.

\$60.00 *Course Text*

CANINE AND FELINE NUTRITION: A Resource for Companion Animal Professionals, 2nd Ed. Case et al. 2000. Focuses on dietary management, nutritional principles, and treatment of nutritionally responsive diseases. Hard cover. 605 pp. 0-323-00443-1.

\$70.00 *Technician Seminar Series*

NET VET: Mosby's Veterinary Guide to the Internet. Boschert. 1998. The only internet resource guide designed exclusively for veterinary professionals. Lists websites, listservs, and newsgroups, and includes a diskette for immediate access to sites. Soft cover. 275 pp. 0-8151-2935-1. **\$34.00**

MANUAL OF EQUINE REPRODUCTION. Blanchard et al. 1998. Reviews reproductive management of horses and discusses techniques used in reproductive examination, breeding procedures, pregnancy diagnosis, foaling, and reproductive surgery. Soft cover. 224 pp. 0-8151-4378-8. **\$60.00**

SMALL ANIMAL DERMATOLOGY: A Color Atlas and Therapeutic Guide. Medleau & Hnilica. 2002. Incorporates the clinical features for differential diagnostic test findings and therapies for multiple skin disorders.

Hard cover. 368 pp. 0-7216-8152-2.
\$170.00

ATLAS OF CANINE AND FELINE CYTOLOGY. Raskin & Meyer. 2001. Depicts the diagnostic application and interpretation of canine and feline cytology and cytopathology. Full color atlas.

Soft cover. 445 pp. 0-7216-6335-4
\$102.00

VETERINARY MEDICINE: A Textbook of the Diseases of Cattle, Sheep, Pigs, Goats and Horses, 9th Ed. Radostits et al. 2000. Examines organ systems, disease, differential diagnosis, and management.

Hard cover. 1908 pp. 0-7020-2604-2.
\$175.00

DIAGNOSTIC CYTOLOGY AND HEMATOLOGY OF THE DOG AND CAT, 2nd Ed. Cowell et al. 1999. Presents a step-by-step guide to cytologic and hematologic diagnosis in dogs and cats. Includes sample collection and slide prep.

Hard cover. 352 pp. 0-8151-0362-X.
\$110.00

MANUAL OF AVIAN MEDICINE. Olsen & Orosz. 2000. Covers all relevant diseases and disorders of avians including avian behavior, anesthesia, and toxicology. Soft cover. 622 pp. 0-8151-8466-2. **\$72.00**

MARKETING YOUR VETERINARY PRACTICE. Messonnier. 1995. Discusses methods to market services in an effort to increase practice income. Soft cover. 168 pp. 0-9396-7456-4. **\$44.00**

MARKETING YOUR VETERINARY PRACTICE II. Messonnier. 1997. Soft cover. 176 pp. 0-8151-8583-9. **\$44.00**

Instructions for Clients Titles

Photocopy instruction sheet collections provide an easy and reliable means of educating clients. They are each written in simple, straight-forward language that pet owners can understand easily. Master sheets are easy to copy and handout during office visits.

INSTRUCTIONS FOR VETERINARY CLIENTS: Canine and Feline Skin Diseases. Duclos. 1999. Client handouts on approximately 78 skin diseases common to small animals and 13 general therapies used for multiple skin disorders. Ring-bound. 233 pp. 1-55664-409-4. **\$63.00**

INSTRUCTIONS FOR VETERINARY CLIENTS: Canine and Feline Medical-Surgical Problems, 3rd Ed. Erlewein & Kuhns. 1997. Provides information on follow-up care for over 350 medical and surgical problems in dogs and cats. Ring-bound. 528pp. 0-8151-3161-5. **\$137.00**

INSTRUCTIONS FOR VETERINARY CLIENTS: Canine and Feline Behavior Problems, 2nd Ed. Schwartz. 1997. Details information on pets' behavioral problems to aid owners and enhance communication with the veterinarian. Ring-bound. 152 pp. 0-8151-8909-5. **\$62.00**

[Bookstore Order Form](#)
[Back to Table of Contents](#)

Appendix: School Forms

Enrollment Forms

[Back to Small Animal Technician Program Page](#)

[Back to Veterinary Receptionist Program Page](#)

- [Enrollment Agreement](#) (3 pages)
- [Student Information Statement](#) (2 pages)
 - Installment Contract (obtain from school)
- [High School Transcript Request](#) (1 page)
- [Student Interview Questionnaire](#) (2 pages)
- [Student Checklist](#) (1 page)

Continuing Education Seminar Registration Forms

[Back to Seminars Page](#)

- [Seminar Series Registration Form](#) (1 page)

Staff Training Program Forms

[Back to Staff Training Program Page](#)

- [Staff Training Brochure](#) (1page)
- [Sample Veterinary Technician Test and Answer Key](#) (2 pages)
- [Staff Training Program Order Form](#) (1 page)

Bookstore Forms

[Back to Bookstore Page](#)

- [Bookstore Order Form](#) (1 page)

[2011 Calendar of Events: Class Start Dates and Seminar Schedule](#) (1 page)

[Back to Table of Contents](#)



Office: 239-592-1219 · Fax: 239-592-7702
 4907 Least Tern Court, Naples FL 34119

STUDENT ENROLLMENT AGREEMENT

This agreement and the school's catalog constitute a binding contract. This agreement is by and between Veterinary Technical Institute, 4907 Least Tern Ct., Naples FL 34119, (239) 592-1219 ("the school") and "the student" listed below. Please be sure to read all three pages of this enrollment agreement and contact the school with any questions.

STUDENT INFORMATION

Name _____ Previous enrollment at VTI: Date _____ Explain: _____

Address _____

City _____ State _____ Zip _____ I certify under penalty of law*: (Please initial either A or B)

Phone (hm) _____ (wk) _____ A. I graduated from _____ High School in _____

Social Security Number _____ B. I earned my GED in _____ from _____

Date of Birth _____ Previous college, university, or post-secondary school attendance**:

Previous Clinical Experience: Institution _____

Veterinary Institution _____ Degree, Diploma, or Certificate received _____

Title _____ Dates _____ Date _____

*Student must provide proof of High School Diploma or GED.

**Student must provide proof of any previous college, university, or post-secondary degree, diploma, certification, licensure, etc.

PROGRAM

Please check one of the following programs:

Small Animal Technician (20-week session)

Open Enrollment Schedule
 Credential Awarded: Diploma
 Max. Program Completion Time: 20 weeks
 Home Study: Self-study: 260 hours
 Teleconferencing: 40 hours
 Laboratory: 24 hours
 Externship: 200 hours
 Total Clock Hours: 524 hours
 Projected Start Date _____
 Projected End Date _____

Small Animal Technician (40-week session)

Open Enrollment Schedule
 Credential Awarded: Diploma
 Max. Program Completion Time: 40 weeks
 Home Study: Self-study: 260 hours
 Teleconferencing: 40 hours
 Laboratory: 24 hours
 Externship: 200 hours
 Total Clock Hours: 524 hours
 Projected Start Date _____
 Projected End Date _____

Tuition: Small Animal Technician

Application Fee (nonrefundable): \$50.00
 Registration Fee (nonrefundable): \$100.00
 Program Materials (nonrefundable): \$350.00
 Home Study Fee: \$3000.00
 Externship Fee: \$200.00
 Total Program Cost: \$3700.00

Veterinary Receptionist

Open Enrollment Schedule
 Credential Awarded: Diploma
 Max. Program Completion Time: 4 weeks
 Home Study: Self-study: 84 hours
 Teleconferencing: 8 hours
 Laboratory: 8 hours
 Total Clock Hours: 100 hours
 Projected Start Date _____
 Projected End Date _____

Tuition: Veterinary Receptionist

Application Fee (nonrefundable): \$50.00
 Registration Fee (nonrefundable): \$100.00
 Program Materials (nonrefundable): \$150.00
 Home Study Fee: \$1250.00
 Total Program Cost: \$1550.00

[Back to Appendix](#)

METHOD OF PAYMENT

Check one of the following payment plan schedules: (Ability to make payments will be determined after review of the credit application). *Any initial payment of the registration and application fees and program materials must accompany this agreement.*

Small Animal Technician (20-week session) / Small Animal Technician (40-week session)

	<input type="checkbox"/> Plan 1	<input type="checkbox"/> Plan 2	<input type="checkbox"/> Plan 3	<input type="checkbox"/> Plan 4	<input type="checkbox"/> Plan 5
Initial Payment	\$3,700.00	\$1,000.00	\$500.00	\$0.00	\$0.00
Tuition Financed	n/a	\$2,700.00	\$3,200.00	\$3,700.00	\$3,700.00
Finance Charge	n/a	\$350.40	\$415.36	\$539.68	\$480.08
Annual Percentage rate	n/a	12%	12%	12%	12%
Deferred Payment Price	n/a	\$3,050.40	\$3,615.36	\$4,239.68	\$4,180.08
No./Amt. Monthly Pymts.	1 @ \$3,700.00	24 @ \$127.10	24 @ \$150.64	24 @ \$155.82 1 @ \$500.00	24 @ \$174.17

Veterinary Receptionist

	<input type="checkbox"/> Plan 1	<input type="checkbox"/> Plan 2
Initial Payment	\$1,550.00	\$500.00
Tuition Financed	n/a	\$1,050.00
Finance Charge	n/a	\$69.48
Annual Percentage rate	n/a	12%
Deferred Payment Price	n/a	\$1,119.48
No./Amt. Monthly Pymts.	1 @ \$1,550.00	24 @ \$93.29

Financial Assistance Advisement: Financial assistance is available for those who qualify. Students may apply for financial assistance offered through the school by submitting a completed and signed *Retail Installment Contract*. Federal aid does not apply.

TERMS & CONDITIONS

Please read the following information carefully. The school catalog is incorporated into, and is part of this agreement, and is available one week prior to classes beginning. This contract and the school catalog constitute a binding agreement between the student and the school upon acceptance in writing by the school. (Initial) _____

1. Admissions

Acceptance for admission shall be based on the following:

- A completed, signed, and returned Student Enrollment Agreement, Student Information Statement, and Student Checklist. Students under 18 years of age also require parent/guardian approval and consent.
- Proof of a high school diploma or its equivalent or successful completion of an ability to benefit test (CPAt), with a scaled score of 118 or better.
- An interview by the school's Admissions Field Representative.
- Authorization for admission by the Director of Admissions after review of the above described criteria.
- Tuition payment in full, or the minimum initial payment and an accepted credit application.

2. Policy of Nondiscrimination

Veterinary Technical Institute does not deny admissions or discriminate against students enrolled at the institution on the basis of race, color, creed, sex, age, disability, marital status, religion, or national origin to the extent of the law.

3. Probation and Termination

The school reserves the right to assign probationary status and/or dismiss any student for conduct, attendance, academic progress, or financial repayment inconsistent with the requirements of the school. If probationary status is given, failure to regain satisfactory status within thirty (30) days will result in termination. Specifically, a student may be dismissed, at the discretion of the School Director, prior to completion of the program, for reasons to include, but not limited to, the following:

- Insufficient progress by not maintaining a 70% or "C" average and/or not maintaining a "P" or minimum of 80% completion of the teleconferencing, laboratory, and externship work assigned on the program calendar;
- Failure to comply with the rules outlined in the catalog under Code of Conduct and School Policies;
- Nonpayment of tuition under terms agreed upon with the school.
- Failure to complete the program within the extended amount of time if an Extension Request has been filed.

4. Extension Requests

Students wishing to extend their program completion time must file an Extension Request Form (a non-refundable \$50.00 extension fee applies). Interruptions in the program will only be granted in cases where the enrolled student may not be able to complete their training with benefit to themselves, such as due to unsatisfactory progress or grades. Financial obligations must continue to be fulfilled. Students with an outstanding balance are not eligible for program extensions.

[Back to Appendix](#)

5. Refund and Cancellation

The Student Enrollment Agreement and the school's catalog constitute a binding contract between the student and the school. Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- a. Cancellation can be made in person, by electronic mail, by Certified mail or by termination.
- b. All monies will be refunded if the school does not accept the applicant or if the student cancels the within three (3) business days after signing the enrollment agreement and making initial payment.
- c. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable application, registration, and materials fees.
- d. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total number of program hours.
- e. Cancellation after completion of 40% of the program will result in no refund.
- f. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- g. All refunds will be made within 30 days after termination or receipt of cancellation notice.
- h. A student may re-enter the program of study within ninety (90) days of cancellation, if authorized by the School Director. A non-refundable \$50.00 re-enrollment fee will apply.

The following fees and items are non-refundable:

- Application Fee
- Registration Fee
- Program Materials Fee
- Re-Enrollment Fee
- Extension Request Fee
- Any interest collected on student loans

6. Laboratory, Externship, and Employment Placement Assistance

Veterinary Technical Institute will assist all students and graduates with laboratory/externship and related career placement, provided that the student actively attempts to seek placement, as instructed by the school. If clinic placement is limited in the student's given area, or if the veterinary clinic offering the laboratory/externship site no longer chooses to have the student participate, further placement will be attempted. There is no additional charge for placement assistance, and no guarantee of externship placement or employment, directly or indirectly implied.

7. Program Completion Requirements

The following requirements must be fulfilled for awarded program completion:

- a. Successful completion (grade of "C" or better) of all open-book section and final achievement examinations, with a cumulative grade point average of 2.0 or better.
- b. Satisfactory completion ("P") of all teleconferencing, laboratory, and externship requirements.
- c. Satisfaction of scheduled financial obligations at the time of program completion.

Upon successful completion of the program and meeting all course requirements and financial obligations, the student will be issued a diploma.

8. Grievance Policy

Students who feel a grievance is unresolved may refer their grievance to the following address: Commission for Independent Education, 325 W. Gaines Street, Ste. 1414, Tallahassee, FL 32399, 850-245-3200 or 1-888-224-6684.

9. Previous Education or Experience

Tuition will not be discounted in any manner, and credit will not be given for prior learning or experience.

Please read and understand all four pages of this document before signing it. This is a binding contract.

I CERTIFY THAT I HAVE REVIEWED THIS ENROLLMENT AGREEMENT AND THAT I UNDERSTAND MY RIGHTS AND RESPONSIBILITIES AS DESCRIBED IN THIS AGREEMENT AND THE SCHOOL'S 2011 CATALOG, VOL. 1, 10TH EDITION. I UNDERSTAND THAT NO WRITTEN OR ORAL AMENDMENTS TO THE TERMS OF THIS ENROLLMENT AGREEMENT ARE PERMITTED. I ALSO UNDERSTAND THAT THIS AGREEMENT IS NOT LEGALLY BINDING, OR CONSTITUTES PART OF THE CRITERIA FOR ACCEPTANCE TO VETERINARY TECHNICAL INSTITUTE, UNTIL SIGNED BY A SCHOOL ADMINISTRATOR. I VERIFY THAT ALL INFORMATION I ENTERED IS TRUE AND CORRECT.

***DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

\$

Applicant's Signature	Date	Payment Enclosed
Parent / Guardian's Signature <small>(if applicant is under 18 years old)</small>	Date	Relationship to Applicant
School Administrator	Date	

[Back to Appendix](#)

STUDENT INFORMATION STATEMENT

The information on this statement is considered private. It in no way obligates you or Veterinary Technical Institute. It will be used, in combination with an interview, to help determine your probability of success at Veterinary Technical Institute.

I. Personal Data

Name _____ Social Security No. _____
Address _____ City _____ State _____ Zip _____
Phone - home () _____ Phone - work () _____
Date of Birth _____ Sex _____ Marital Status _____ No. Children _____
Are you: U.S. Citizen: Y N Permanent Resident: Y N Alien # _____
Emergency Contact: Name _____ Relationship _____ Phone () _____

II. Education

High School Graduate: Y N Year graduated _____ GED: Y N
Business / Trade School Attendance: Y N Name and Location of School _____
Years Completed _____ Program(s) of Study _____
College / University Attendance: Y N Name and Location of School _____
Years Completed _____ Degree _____ Major _____

III. Employment Information

Are you currently employed: Y N No. Hours / Week _____ Salary \$ _____
Present Employer _____ Phone () _____
Length of Employment _____ Job Title / Duties _____

IV. General Information

1. How did you hear about VETERINARY TECHNICAL INSTITUTE?
2. Why are you interested in career training?

[Back to Appendix](#)

3. Have you discussed this training with your spouse and/or family?
4. Are they willing and/or able to assist you financially?
5. What hobbies do you currently enjoy?
6. What are your working hours at this time?
7. Are you currently prepared to make the necessary commitment of time and effort to successfully complete your studies? Y N
8. If you are accepted by VETERINARY TECHNICAL INSTITUTE, how do you plan to pay for your education?
9. Do you have any physical limitations or restrictions?
10. If you are accepted, when would you be prepared to start the program?
11. What program are you interested in?
12. List two names and phone numbers of people who would benefit from our training:

13. Write a short paragraph stating why you should be accepted to VETERINARY TECHNICAL INSTITUTE. Include such things as your desires, goals, and motivation.

V. Enrollment Checklist

To ensure that you have completed the enrollment forms for admission to VETERINARY TECHNICAL INSTITUTE, please check off the following :

Send to the VTI Admissions office:

- Student Information Statement
- Student Enrollment Agreement
- Student Checklist

Send to the appropriate office:

- High School Transcript Request (if applicable)
- GED Transcript Request (if applicable)

I hereby certify that all information which I have given VETERINARY TECHNICAL INSTITUTE is correct.

Applicant's Signature _____ Date _____

[Back to Appendix](#)

TRANSCRIPT REQUEST FORM

To: Records Clerk or Registrar

Name of High School: _____

Address: _____

City / State / Zip: _____

From: Veterinary Technical Institute
Admissions and Records Office
4907 Least Tern Ct.
Naples, FL 34119
(239) 592-1219

The student listed below has requested that an **OFFICIAL HIGH SCHOOL TRANSCRIPT** be sent to Veterinary Technical Institute at the above address. We would appreciate your immediate attention to this request as the student must have his/her transcript filed with our school prior to acceptance.

The student's signature on this form is required for the release of information.

Student Information:

Last Name First Name Middle Name

Maiden Name

Date of Birth Social Security Number

From: _____ To: _____
Dates of Attendance

Current address / city / state / zip

I hereby give my permission for the release of my high school transcript of grades and proof of graduation to Veterinary Technical Institute.

Student's Signature Date

[Back to Appendix](#)

STUDENT INTERVIEW QUESTIONNAIRE

Applicant's Name _____ Phone (____) _____

Address _____ City _____ State _____ Zip _____

Program _____ Signature _____ Date _____

Check all that apply:

1. Personal attributes / qualities:

- Ambitious / determined
- Inquisitive
- Time / schedule oriented
- Detail oriented
- Willingness to take advice
- Friendly
- Other

2. Personal measurement of success:

- Financial accomplishments
- Career accomplishments
- Educational accomplishments
- Happiness of family
- Popularity
- Other

3. Feelings on achieving career success:

- Knowing the right people
- Education / career training
- Career enjoyment
- Confidence
- Ambition
- Determination
- Financial situation
- Other

4. Learning strategies and abilities:

- Memorization
- Concentration
- Self-instruction
- Listening to lectures
- Hands-on instruction

5. Ability to take constructive criticism:

- Poor
- Fair
- Good

6. Ability to understand subject material:

- Below average
- Average
- Above average

7. Learning areas that need improvement:

- Reading comprehension
- Mathematics
- Communication
- Other

8. Work ability:

- Self-directed
- Require supervision
- Need occasional reminders

9. Responsibility:

- Difficult to accept
- Prefer to share it
- Assume it willingly

10. Problem-solving ability:

- Hope the problem will solve itself
- Prefer to ask qualified people for help
- Try to solve problem on own

11. Maturity level:

- Not certain
 - Still immature (1)
 - Mature and responsible (10)
- Rate (1-10):

12. Present schedule:

- Never have spare time
- Work full-time
- Work part-time
- Full-time family obligations
- Part-time family obligations
- Watch TV a lot
- Read a lot
- Pursue hobbies / sports

13. Present occupation:

- A "dead-end"
- Not very promising
- Filled with opportunities
- Not employed

[Back to Appendix](#)

14. Present responsibilities / obligations:

- None
- Presently employed
- Support of family
- Other

15. Expose the need:

- Career change
- Career improvement
- Education
- Financial improvement
- Other

16. Feelings on work:

- Income
- A sense of accomplishment
- Job enjoyment
- Other

17. Program completion potential:

- History of uncompleted goals
- History of employment instability
- History of not completing education
- Poor probability of program completion
- Poor attitude
- Good attitude
- Career interest
- History of completing goals
- Employment / career consistency
- Past educational program completion
- Good probability of program success

18. Financial guarantor:

- Student
- Spouse
- Parents
- Other

Provide a brief answer to the following questions:

19. Why are you interested in this career? How long have you been interested in it?

20. Do you have any family / friends that work in this field?

21. Do you feel that you are a follower or leader? Why?

22. What is your greatest accomplishment? What is your greatest failure?

23. What do you hope to gain by having a career / new career in small animal technology?

24. What qualifications do you possess that would benefit you in this career?

25. What do you see yourself doing five years from now?

26. What would you do if you lost your transportation during your training program? During your employment?

[Back to Appendix](#)

STUDENT CHECKLIST

Name _____ Date _____

Program _____

As part of our program, it would be appreciated if you would read and sign the checklist below. If you have any questions regarding any of the items noted, please ask your VTI Admissions Field Representative for a complete and detailed answer.

I. Restriction of Public Information

I authorize the release of any information relating to my enrollment, attendance, and program status at Veterinary Technical Institute, to any person requesting such data:

Yes No

II. Acknowledgment of Student Rights and Responsibilities

I acknowledge that I have read and understood my rights and responsibilities as a student at Veterinary Technical Institute, as described in the Student Enrollment Agreement, school catalog, and any other school document that has been brought to my attention:

Yes No

III. Receipt of School Enrollment Materials

I received the Student Enrollment Agreement, a copy of the school catalog, and the Student Information Statement:

Yes No

I received the High School Transcript Request form or GED Transcript Request form:

Yes No

IV. Program Requirements

I have read the program description carefully. I understand that the program curriculum may change because of the school's goals of keeping programs current:

Yes No

I have read, understood, and accepted the school's policy regarding program costs, attendance, and placement:

Yes No

Applicant's Signature Date

School Director's Signature Date

[Back to Appendix](#)



VETERINARY TECHNICAL INSTITUTE

Office: 239-592-1219 · Fax: 239-592-7702
4907 Least Tern Court, Naples FL 34119

SEMINAR SERIES REGISTRATION FORM

Complete this registration form and return by mail or fax. Electronic submission can be made by requesting an electronic registration form from instruction@VetTechOnline.com. Contact the school for a seminar course schedule and for online seminar instructions. Payment in the form of cash, credit, or check accepted.

STUDENT INFORMATION

Name _____ Previous enrollment at VTI: Date _____
 Address _____ I graduated from _____ High School in _____
 City _____ State _____ Zip _____ I earned my GED in _____ from _____
 Phone (hm) _____ (wk) _____ Previous college attendance: _____
 Previous / Current Veterinary Clinical Placement _____
 Job Title _____ Dates of Employment _____ Form of Payment _____

SEMINARS

Please check the seminars you are registering for and enter the seminar date (see [Seminar Schedule](#)):

Small Animal Emergency Care Series

- Gastrointestinal Emergencies (1.5 hours) _____
- Urogenital Emergencies (1.5 hours) _____
- Fluid Therapy (1.5 hours) _____
- Hematologic Emergencies (1.5 hours) _____
- Toxicologic Emergencies (1.5 hours) _____

Diagnostic Imaging Series

- Radiographic Positioning (1 hour) _____
- Exotic Animal Radiology (1 hour) _____
- Contrast Studies (1 hour) _____
- Radiographic Techniques (1.5 hours) _____
- Diagnostic Ultrasound (1.5 hours) _____

Laboratory Procedures Series

- Parasitology I (1.5 hours) _____
- Parasitology II (1.5 hours) _____
- Parasitology III (1.5 hours) _____

Small Animal Nutrition Series

- Food Allergies (1 hour) _____
- Pancreatitis (1 hour) _____
- Nutritionally Responsive Dis. (1.5 hours) _____

Veterinary Dentistry Series

- Dental Anatomy and Oral Diseases (1 hour) _____
- Marketing Veterinary Dentistry (1 hour) _____
- Prophylaxis and Radiology (1.5 hours) _____
- Advanced Dental Procedures I (1.5 hours) _____
- Advanced Dental Procedures II (1.5 hours) _____

Anesthesia & Surgical Nursing Series

- Anesthetic Agents (1 hour) _____
- Anesthetic Equipment & Maintenance (1.5 hours) _____
- Anesthetic Emergencies (1.5 hours) _____
- Surgical Nursing I (1.5 hours) _____
- Surgical Nursing II (1.5 hours) _____
- Surgical Nursing III (1.5 hours) _____

Miscellaneous Courses

- Pharmacokinetics (1 hour) _____
- Renal Failure and Congestive Heart Failure (3 hours) _____
- Small Animal Dermatology (1.5 hours) _____
- Animal Care for the Receptionist (3 hours) _____

Number of Seminars: 1hr _____ 1.5hrs _____ 3hrs _____

Seminar Cost (\$75/1 hr; \$100/1.5hrs; \$175/ 3hrs): _\$_____

Course Text(s) Needed: _____

[Back to Appendix](#) / [Back to Seminars Page](#) / [Back to Bookstore Page](#)

“Trained employees are essential for the veterinary field’s economic survival.”



Are your employees up to par?

At Veterinary Technical Institute we have trained and educated highly qualified technicians and receptionists for over a decade. We are training experts!

IDENTIFY YOUR NEEDS

Join the veterinary facilities that have used our staff training services or hired our VTI graduates:

Consider your most productive employees. Why are they good? How did they get that way? Could they get better?

- Sea World, Orlando
- All Animal Clinic
- Banfield Pet Hospital
- Cat Care Clinic of Naples
- Eastside Animal Clinic
- Animalife Veterinary Center
- North Collier Animal Clinic
- Golden Gate Animal Clinic
- St Francis Animal Clinic (I and II)
- Westcoast Veterinary Hospital
- Affordable Petcare Hospital
- Bayridge Veterinary Hospital
- White Sands Animal Clinic
- Animal Hospital of Bonita
- Harborside Animal Clinic
- Big Cypress Animal Clinic
- Brown Veterinary Clinic
- Collier Cat Hospital
- Emergency Pet Hospital
- Ft. Myers Emergency
- Shewmaker Animal Hospital
- Eastside Animal Hospital, Ft. Myers
- LaBelle Animal Hospital
- Sand Lake Animal Clinic
- Kirkman Road Veterinary Clinic
- Viscaya Prado Veterinary Hospital
- Greenbrier Veterinary Hospital
- San Carlos Park Animal Hospital
- County Line Animal Hospital
- Companion Animal Hospital, TX
- Metro West Animal Clinic
- Okeechobee Veterinary Hospital
- Companion Animal Clinic, WA
- Associates in Veterinary Medicine
- Pinagate Veterinary Center
- Uptown Pet Hospital
- And more...

Consider the rest of your staff. What do they need to do to be accomplished, reliable, and productive?

How much does training your staff presently cost you?

TAKE THE CHALLENGE

Give your techs a challenge test to see how they do up against those who have taken our program. If they score below a 90% then they need more training. That’s where we can help.

CHALLENGE TEST ATTACHED

EFFECTIVE AND COST-CONSCIOUS TRAINING

Here’s the pitch: Get a full Technician Training Program designed for the small animal practice, complete with materials, evaluation exams, and step-by-step guide for only \$499*! That’s a THREE HUNDRED HOUR self-study program plus an assessment lab for only \$499*!

Only \$499

You can also get a Veterinary Receptionist Training Program complete with curriculum, training manual, training materials, and assessment for only \$199*!

IMMEDIATE RESULTS

You’ll see the results as your technicians and receptionists demonstrate what they have learned through comprehensive exams and in-clinic performance. Train your staff through VTI!


ACT NOW!

Return the attached [Technician Training Program Order Form](#)

For information call (239) 592-1219 or email instruction@VetTechOnline.com

*Receive a 10% discount on your purchase if you buy 2 or more programs!

[Back to Appendix](#) / [Back to Staff Training Program Page](#)



Technicians, can you score above 90% on this test?

Our trainees can.

1. On an x-ray machine, kVp controls the:
 - a) focal distance
 - b) quantity of the x-ray beam
 - c) strength of the x-ray beam
 - d) wavelength of the x-ray beam
 - e) number of electrons emitted
2. Signs of canine distemper can include all **but**:
 - a) polyphagia
 - b) conjunctivitis
 - c) vomiting and diarrhea
 - d) lethargy
 - e) muscular twitches
3. Canine parvovirus can affect cells in the:
 - a) lymph nodes
 - b) bone marrow
 - c) intestinal linings
 - d) all of the above
 - e) none of the above
4. All of the following should be considered when treating an animal for demodex, **except**:
 - a) isolating the infected animal
 - b) dipping routinely with Amitraz
 - c) treating an immunosuppressive condition, if present
 - d) administering antibiotics for secondary bacterial infections
 - e) not breeding the animal to minimize its stress and to avoid passing the trait to future offspring
5. A false negative heartworm test result, obtained by conducting a blood filter test, may be possible due to all of the following, **except**:
 - a) nocturnal periodicity of circulating microfilaria
 - b) an occult infection
 - c) larvae can not be found through a blood filter test
 - d) the adult heartworms are all the same sex
 - e) larvae are eliminated by heartworm preventatives
6. If an animal is dehydrated the TP will be:
 - a) above normal
 - b) below normal
 - c) unchanged
7. All **but** which of the following signs are representative of hypothyroidism?
 - a) weight gain
 - b) alopecia
 - c) lethargy
 - d) scaly skin
 - e) polyuria
8. How can a cat become infected with *Dipylidium caninum*?
 - a) by ingesting proglottids (tapeworm segments)
 - b) by ingesting an infected adult flea
 - c) by ingesting an infected mouse
 - d) by ingesting infected soil
 - e) by ingesting an infected lizard
9. What is the normal urine pH of dogs and cats?
 - a) <5
 - b) 3-5
 - c) 5-7
 - d) 6-10
 - e) >10
10. When monitoring an animal under an anesthetic, the patient's anesthetic depth can be approximated by evaluating all **but** which of the following?
 - a) palpebral reflex
 - b) muscle tone
 - c) pupil size
 - d) anesthetic time
 - e) vital signs

**Now check your answers on the other side.
See if your score competes!**

Each answer includes an explanation with a discussion on the topic question. Use the information to learn more and sample what our Technician Training Program can do for you.

Anyone can benefit from more learning!

**Get a full Technician Training Program,
complete with materials, evaluation exams,
and step-by-step guide, for only \$499!**

[Back to Appendix](#) / [Back to Staff Training Program Page](#)

Answer Key and Sample Lesson

See how you score! If you missed more than one question then you could benefit from additional training. Order your training program today!

If you scored 90% or above, then consider taking one of our seminars for advanced techniques training. Call us for more information!

Answer Key

- 1. C** In radiology, kVp stands for kilovoltage potential. The kVp is a technique factor that regulates the energy of the x-ray beam by setting the voltage differential within the x-ray tube. Thus, the kVp represents the quality or strength of the beam. It is determined by measuring the animal to approximate the tissue density that the beam will have to pass through. The greater the density, the greater the kVp.
- 2. A** Canine distemper can affect three body systems: respiratory, gastrointestinal, and nervous. Thus, signs associated with the infection of any of these systems may be seen. Conjunctivitis, coughing and sneezing could be seen with an upper respiratory infection; vomiting, diarrhea, dehydration, and general lethargy with the GI system; and seizures, twitches, tics, and paralysis with the nervous system. Ophthalmic disorders, enamel hypoplasia, and hardpad are also possible. Polyphagia, or increased appetite, is not directly related to any of these primary symptoms.
- 3. D** Canine parvovirus is shed in the stool and can affect multiple body systems, including the gastrointestinal system, bone marrow, and lymph nodes. It can also occasionally affect the heart. Common signs include profuse and bloody diarrhea, projectile vomiting, and dehydration. Because it can cause bone marrow suppression, low numbers of white blood cells (leukopenia) may occur.
- 4. A** Demodex is a skin mite that can lead to alopecia, pruritus, secondary bacterial infections, and self-trauma, presented either locally or as a generalized infection. Demodex is a common parasite, but generally only affects young dogs with an inherited immune disorder where they have trouble keeping the mite from proliferating and causing an infection. Thus, isolation is not necessary to prevent the spread of the mite, but refraining from breeding an animal with this inherited problem could help to keep their offspring from having it. Treatment usually involves using Mitaban dips and antibiotics.
- 5. B** An occult heartworm infection is one where adult heartworms are present, even if microfilaria, or the larval stage of the heartworms, are not found. A blood filter test is only used to determine if microfilaria are present. An occult test is used to test for adult worms.
- 6. A** When an animal is dehydrated they have a low level of water and/or electrolytes in their blood. Blood plasma is made up of water, electrolytes, and proteins. Thus, in a dehydrated state, the plasma is more concentrated, accounting for an increase in the total protein (TP) level.
- 7. E** Hypothyroidism is usually the result of thyroid gland destruction, causing low levels of thyroid hormones and a slow metabolism. Signs include skin problems, weight gain, and lethargy.
- 8. B** *Dipylidium caninum* is a tapeworm that enters the flea life cycle when flea larvae ingest the tapeworm eggs released by a proglottid (tapeworm segment). The flea larvae mature into infected adult fleas, which may then be ingested by a dog or cat to continue the tapeworm's lifecycle where it lives in the small intestine. Proglottids will later crawl out through the rectum or get passed in the stool. There are other types of tapeworms that can be carried by mice, rabbits, or other animals.
- 9. C** The pH indicates the level of acidity or alkalinity of urine, with 7 being neutral. A urine pH above 7 would mean that the urine is alkaline, an environment conducive to bacterial infections. Urine pH is largely affected by the animal's diet.
- 10. D** Vital signs and anesthetic depth must be continuously monitored during an anesthetic procedure. If vitals like respirations or heart rate increase, this may be an indicator of a light anesthetic level; too slow then too deep. Pupils should be constricted and responsive to light and there should be a slight palpebral reflex. Checking the jaw muscle tone is a good indicator of anesthetic depth: too tight means too light and too slack means too deep. The anesthetic time is not an indicator.

SCORE: _____

[Back to Appendix](#) / [Back to Staff Training Program Page](#)

**TECHNICIAN
TRAINING PROGRAM
CORE TOPICS**

- Career Introduction
- Handling & Restraint
- Medical Records & the Examination
- Nursing
- Nutrition
- Radiology
- Dentistry
- Anatomy & Physiology
- Infectious Diseases
- Parasitic Diseases
- Laboratory Techniques
- Tumors
- Pharmacology
- Systemic Problems & Diseases
- Surgery & Anesthesia



Office: 239-592-1219 · Fax: 239-592-7702
4907 Least Tern Court, Naples FL 34119

STAFF TRAINING PROGRAM ORDER FORM

Complete this order form and return by mail or fax. Electronic submission can be made by requesting an electronic registration form from instruction@VetTechOnline.com. Payment in the form of cash, credit, or check accepted.

CLINIC INFORMATION

Clinic _____

Previous order(s) from VTI: Date(s) _____

Address _____

We had _____ number of technicians pass the test with a score of 90% or better.

City _____ State _____ Zip _____

We had _____ number of technicians **not** pass the test with a score of 90% or better.

Phone _____ Fax _____

Contact Person _____

Form of Payment _____

Email Address _____

STAFF TRAINING PROGRAM

Please check the following items you wish to order:

Staff Training Program: Veterinary Technicians **\$499.00** **# Programs Ordered: _____**

Includes:

- The *Veterinary Technician Training Program* step-by-step guide
- The *Small Animal Technician* textbook, VTI, 2006
- The *Veterinary Technician Training Program* Evaluation Exams and Answer Discussions (1-15)
- The *Veterinary Technician Training Program* Skills Handbook

Staff Training Program: Veterinary Receptionists **\$199.00** **# Programs Ordered: _____**

Includes:

- The *Veterinary Receptionist Training Program* step-by-step guide
- The *Veterinary Front Office I: Veterinary Reception* textbook, VTI, 2006
- The *Veterinary Front Office II: Animal Health Care Overview* textbook, VTI, 2006
- The *Veterinary Receptionist Training Program* Evaluation Exams and Answer Discussions (1-15)

Coming Soon! Staff Training Program for Office Managers

I am interested. Send me more information!

Order Subtotal: \$_____

Less 10% discount for 2 or more programs: \$_____

Order Total: \$_____
(Shipping and handling included)

[Back to Appendix](#) / [Back to Staff Training Program Page](#)

VETERINARY TECHNICAL INSTITUTE

Office: 239-592-1219 · Fax: 239-592-7702

4907 Least Tern Court, Naples FL 34119

2011 Course Calendar

Small Animal Technician Program (20-week session)

Starts	Ends	Class Days / Times
01/10/11	05/27/11	M, T 8:00 – 9:00 pm
02/07/11	06/24/11	M, W 7:00 – 8:00 pm
03/07/11	07/22/11	T, TH 7:00 – 8:00 pm
04/04/11	08/19/11	M, W 6:00 – 7:00 pm
05/02/11	09/16/11	T, TH 6:00 – 7:00 pm
06/06/11	10/21/11	T, TH 9:00 – 10:00 am
07/11/11	11/25/11	M, W 7:00 – 8:00 pm
08/08/11	12/22/11	T, TH 7:00 – 8:00 pm
09/12/11	01/27/12	M, W 6:00 – 7:00 pm
10/10/11	02/24/12	T, TH 6:00 – 7:00 pm
11/14/11	03/30/12	T, W 6:00 – 7:00 pm
12/12/11	04/27/12	W, TH 8:00 – 9:00 pm

Small Animal Technician Program (40-week session)


Starts	Ends	Class Days / Times
02/07/11	11/25/11	W 8:00 – 9:00 pm
05/02/11	02/24/12	TH 8:00 – 9:00 pm
08/08/11	05/25/12	T 8:00 – 9:00 pm
11/14/11	09/28/12	M 8:00 – 9:00 pm


Veterinary Receptionist Program

Starts	Ends	Class Days / Times
01/10/11	02/04/11	M-F 10:00 – 10:30 am
02/07/11	03/04/11	M-F 10:00 – 10:30 am
03/07/11	04/01/11	M-F 10:00 – 10:30 am
04/04/11	04/29/11	M-F 10:00 – 10:30 am
05/02/11	05/27/11	M-F 10:00 – 10:30 am
06/06/11	07/01/11	M-F 10:00 – 10:30 am
07/11/11	08/05/11	M-F 10:00 – 10:30 am
08/08/11	08/27/11	M-F 10:00 – 10:30 am
09/12/11	10/07/11	M-F 10:00 – 10:30 am
10/10/11	11/04/11	M-F 10:00 – 10:30 am
11/14/11	12/13/11	M-F 10:00 – 10:30 am
12/12/11	01/09/12	M-F 10:00 – 10:30 am

2011

January 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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 Class Start Dates – Small Animal Technician (20-week session)

 Dates school closed

Instructor Office Hours:
M – F, 12pm – 2pm

Call: (239) 592-1219

All dates and times are tentative.