



## **CAVT Catalog**

### **Colorado Academy of Veterinary Technology**

**1017 Cheyenne Meadows Road**

**Colorado Springs, CO 80906**

**Main Office: (719) 219-9636**

**Dr. Rubin—direct line: (719) 432-6384**

**FAX: (719) 302-5577**

**E mail: [dr.sr@coloradovettech.com](mailto:dr.sr@coloradovettech.com)**

**Dr. Rubin--e mail: [steverubindvm@att.net](mailto:steverubindvm@att.net)**

**Website: [www.coloradovettech.com](http://www.coloradovettech.com)**

**Barn Location:**

**Cactus Creek Ranch**

**18550 Midway Ranch Road**

**Pueblo, CO 81001**

**Volume No. 2**

**December 2009**

- **Application for Accreditation has been made to the American Veterinary Medical Association (AVMA).**
- **The Colorado Academy of Veterinary Technology has been awarded candidacy for Accreditation status by the Council on Occupational Education (COE).**
- **Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.**
- **Contact information for the Colorado Department of Higher Education, Private Occupational School Board, AVMA, and COE may be found in this catalog.**

## Contents

Colorado Academy of Veterinary Technology.....	1
Accreditation.....	5
Programs and Courses Offered .....	5
Internship.....	7
Facilities.....	14
Entrance Requirements .....	15
Transfer Credits .....	15
Postponement of Start Date .....	15
AVMA Required Task List.....	17
Student Complaints .....	18
Refund Policy.....	19
Refund Table .....	19

## **Introduction to the Colorado Academy of Veterinary Technology**

The **Colorado Academy of Veterinary Technology** ("CAVT") offers intimate classroom settings for ideal learning. CAVT offers state of the art technology for student training as well as highly qualified, enthusiastic instructors. Students usually work while at the CAVT—help is given whenever possible to help locate work in veterinary medicine. We offer extensive lecture and laboratory training in all phases of veterinary technology including anesthesia, pharmacology, large animal handling, and microbiology. Students also have ample opportunities to learn in clinical settings both here at school and with outside clinics in the local area.

CAVT strives to instill outstanding professional work habits in all our graduates. This means giving students the knowledge and confidence to perform in a variety of veterinary working environments.

While a resident at the CAVT, students are intensively prepared for the Veterinary Technology National Exam ("VTNE") and also learn how to become "Champion Veterinary Technicians". A Champion Veterinary Technician is a compassionate, knowledgeable team member with outstanding professional work habits.

## **History**

CAVT offered its first classes in September 2007. Since then, CAVT has grown and now offers its classes and laboratories in the same building as the Animal Hospital of Colorado Springs. CAVT also maintains a barn classroom at the Cactus Creek Ranch, located at 18550 Midway Ranch Road in Pueblo Colorado.

## **Vision, Mission and Core Values**

**Vision:** The CAVT intends on graduating **Champion Credentialed Veterinary Technicians**, having the skills, aptitude, attitude, and work ethic to enter into the veterinary community with pride and confidence in their veterinary technology skills and education. These are individuals with exceptional professional habits. Champion Veterinary Technicians are proactive, lifelong learners with a capacity to enlarge and expand their skills as they progress through their careers.

**Mission:** Educate **Champion Credentialed Veterinary Technicians**; individuals with exceptional professional, personal habits and skills.

## **Core Values:**

All students will be imbued with the importance of:

- Compassion
- Honesty
- Intellectual curiosity
- Outstanding work habits

## **Goals of the CAVT:**

- To educate compassionate providers of medical care
- To educate students that embrace lifelong learning in our profession
- To assist all students in developing outstanding professional habits as medical providers
- To emphasize to all students the value of compassion, honesty, hard work, and intellectual curiosity

## **Faculty Members**

### **Dr. Steve Rubin, D.V.M., Site Director and Instructor**

Dr. Rubin received his D.V.M. from the Colorado State University College of Veterinary Medicine and Biomedical Sciences in May 1999. He received his B.A. in History and Political Science from the Cornell University College of Arts and Sciences, May 1982.

### **Diana Vonholdt, C.V.T., Instructor**

Ms. Vonholdt received her Associate's Degree in Applied Science in Veterinary Technology from the Community College of Southern Nevada, Las Vegas in May 2005. She received her Master's Degree in Counseling and Human Services from the University of Colorado, Colorado Springs in December 1990. Her B.S. in English was awarded from the University of Wisconsin in December 1976.

### **Amy Horst, Instructor**

Ms. Horst will be awarded her B.S. in Biology from Biola University in May 2010.

## Accreditation

The CAVT has been granted Candidacy by the Council on Occupational Education (COE). This is an agency recognized by the United States Department of Education. Inquiries may be made with COE by calling: (800) 917-2081. The Council's mailing address: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA, 30346. They may be located on the web at: [www.council.org](http://www.council.org)

The CAVT has applied for accreditation from the American Veterinary Medical Association. Inquiries may be made to the Committee on Veterinary Technician Education and Activities (CVTEA<sup>®</sup>) by calling: (847) 925-8070. Mailing address for CVTEA<sup>®</sup>: 1931 N. Meacham Road, Suite 100, Schaumburg, IL, 60173-4360. They may be found on the web at: [avma.org](http://avma.org)

The CAVT is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools. They may be contacted at: (303) 866-4184. Their address is: CO Dept. of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, CO, 80202. They are located on the web at: [higher.ed.colorado.gov/DPOS/students](http://higher.ed.colorado.gov/DPOS/students)

## Programs and Courses Offered

**Degree offered: Associate's Degree in Applied Science in Veterinary Technology**

**Veterinary Technician Program:** 1253 Hours

(this includes 853 hours of classroom and laboratory instruction and 400 hours of internship)

**Occupational Objective:** To enable graduates of the CAVT to acquire an entry-level position as a veterinary technician. Veterinary technicians have extensive clinical responsibilities as medical professionals. However, they may *not* perform any of the following functions:  
1) prescribe medications; 2) perform surgery, or; 3) diagnose.

**Certification/Credential:** Upon graduation, students may sit for the Veterinary Technician National Exam once the CAVT has been accredited by the AVMA.

### Course Summary:<sup>1</sup>

#### General Education

COURSE NAME	CLOCK HOURS
Algebra and Applied Mathematics	30
Biology	30
Chemistry Fundamentals	30
Medical Terminology and Technical Writing I	30
Medical Terminology and Technical Writing II	28

---

<sup>1</sup> Please note: CAVT reserves the right to change its curriculum both in content and in sequence in order to accommodate both students and governing accrediting authorities.

Anatomy and Physiology I	60
Anatomy and Physiology II	60
Animal Behavior	9
English Composition and Public Speaking	30
Medical Mathematics	60

### **Veterinary Science**

COURSE NAME	CLOCK HOURS
Pharmacology	30
Virology/Immunology	9
Microbiology	18
Infectious Disease and Zoonoses/preventative medicine	21
Genetics/Theriogenology/Neonatal Care	21
Virology/Immunology	9

### **Clinical Science I**

COURSE	CLOCK HOURS
Exotic Animal Medicine and Husbandry/Nutrition/Anatomy and Physiology	12
Restraint and Handling	3
Introduction to Laboratory Animal Medicine	12
Necropsy Techniques	3
Anesthesia	30

### **Clinical Science II**

COURSE	CLOCK HOURS
Principals of Nutrition	9
Parasitology	21
Clinical Chemistry/Serology	15
Hematology and Urinalysis	15

### **Clinical Science III**

COURSE	CLOCK HOURS
Surgical Nursing	30
Radiology and Diagnostic Imaging	30

## **Clinical Science IV**

COURSE	CLOCK HOURS
Pathology and Response to Disease	12
Emergency and Critical Care Nursing	30
Wound Management	9
Fluid Therapy and Transfusion Principals	9

## **Clinical Science V**

COURSE	CLOCK HOURS
Small Animal Husbandry and Neonatal care	60

## **Clinical Science VI**

COURSE	CLOCK HOURS
Dentistry	21
Cytology	12
Sanitation	3
Large Animal and Food Animal Nutrition/Feeding/Husbandry/Anatomy and Physiology	24

## **Internship**

Students are required to participate in an internship totaling 400 hours. Each student will coordinate their internship with the CAVT Internship Coordinator. Special attention will be given to pairing the student with a veterinary hospital, meeting both AVMA requirements and fulfilling a student's passion. During the internship, a mentor(s) within the hospital will be identified. As the internship progresses, the student, mentor and CAVT coordinator will review the competency checklist, ensuring essential tasks have been accurately performed. Internships may be extended beyond the quarter to enable the student to work or complete other tasks such as studying for boards. However, internships should be completed within 18 months of inception. Students must request formal extensions of their internship completion dates from CAVT.

## **Course Details**

### **Algebra and Applied Mathematics**

Algebra is the basic component when calculating doses in veterinary medicine. This course is designed to prepare students to execute word problems required for medical pharmacological

calculations. Students will learn fractions, percentages, decimals, ratios, and linear equations. Students will also be introduced to basic word problems.

### **Chemistry Fundamentals**

An introductory survey course designed for students to learn the basic principles and facts of chemistry, practical aspects of chemistry, and clinical chemistry. Essential concepts will include dynamics of pH, ionic dynamics, and properties of gases and fluids.

### **Biology**

Basic Biology class will cover cellular function and structure, genetics, cell metabolism, and evolution. Species variation, physiology and methods of science through investigative experiences will be taught. Laboratories will include live specimens, introduction to basic laboratory techniques, and dissection.

### **English Composition and Public Speaking**

In all careers, ability to communicate will decide level of success. During this class students will compose articles, term papers and give presentations. The fear of public speaking is known to be higher than flying and insect bites. Students will begin to overcome the fear and excel in the veterinary community. Professionalism in composure and in oral and written communication will be emphasized.

### **Animal Behavior**

Basic principles of animal behavior. The veterinary technician must be enabled to recognize signs of aggression, fear, and submission in various species. Emphasis will be placed on canine, feline, and equine subjects.

### **Medical Mathematics**

Review of mathematical problems encountered in clinical pharmacology to include weight conversions, volume, concentration, and proper dosing. Medical Math is incorporated into many of the courses, allowing students to get a strong understanding of mathematic problems they will use in veterinary medicine on a daily basis.

### **Medical Terminology and Technical Writing**

Students learn how medical terms are formed by roots, suffixes, and prefixes. Basic medical knowledge is taught in the context of terminology including principals of anatomy and

physiology, veterinary cardiology, dermatology, pathology, and other areas. Students also learn to incorporate these terms in written medical records and other routine medical documents.

### **Anatomy and Physiology**

Students will review the anatomy of various companion animals, exotics, large animals and food animals. Each species' normal values will be highlighted. General definitions, systems and skeleton specie variations will be discussed in depth. Physiology aspects will describe the mechanisms and steps of how the body and its various components function.

### **Pharmacology**

Students will be introduced to drugs used in veterinary medicine such as emetics, anesthetics, antimicrobials, parasiticides, and therapeutic fluids. The differences between generic names, trade names, and chemical names are identified. Dosing, formulating, reading prescriptions, filling prescriptions, and dispensing are discussed. Abbreviations, inventory maintenance, sedatives and tranquilizers are outlined. Medical Math is emphasized, including weight conversions, concentrations and milligrams. Administration of medications is demonstrated and performed by the student.

### **Virology and Immunology**

Principals of the viral life cycle as well as introduction to various viral disease states. Principles of vaccination including vaccine types and administration.

### **Microbiology**

Students will collect samples, identify microorganisms based on morphology and gram stain characteristics, identify the function and characteristics of different agar plates, grow pathogens and understand drug sensitivities.

### **Infectious Disease and Zoonoses/preventative medicine**

Zoonotic diseases, treatments, laboratory diagnostics and veterinary technician involvement in human health issues are discussed. Zoonoses are a significant cause of human disability, hospitalization, death and high economic cost. Veterinary Technicians play a role in identifying and client communication. Infectious diseases commonly encountered in veterinary medicine. Physical exam findings, laboratory findings, pathophysiology, relevant pharmacology and treatment are all reviewed.

### **Genetics/Theriogenology/Neonatal Care**

Theriogenology is the branch of veterinary medicine concerned with reproduction, including the physiology and pathology of male and female reproductive systems and the clinical practice of veterinary obstetrics. Principals of genetics including inheritance and prediction of inherited characteristics.

### **Pharmacology**

Principals of veterinary pharmacology including principals of dispensing, pharmacologic dynamics, and review of medical mathematics and preparation of prescriptions. Identification of various drugs by class and mechanism. Physiology of common pharmacologic agents.

### **Exotic Animal Medicine and Husbandry/Nutrition/Anatomy and Physiology**

Husbandry, nutrition, and anatomy and physiology of various exotic species including rodents, lagomorphs, avians, and reptiles.

### **Introduction to Laboratory Animal Medicine**

Introduction to the husbandry, nutrition, and anatomy and physiology of various laboratory animal species.

### **Necropsy Techniques**

Principals of veterinary necropsy including pertinent terminology and laboratory techniques for preservation of tissues for pathologic examination.

### **Anesthesia**

Students are taught the use of anesthetic drugs, anesthesia machines, plains of anesthesia, monitoring, inventory, maintenance, and proper dosing. Essential habits to ensure patient and workplace safety is emphasized.

### **Restraint and Handling**

Students are taught the safe handling and restraint of various species. Special attention is paid to handling and restraint of dogs and cats.

### **Principals of Nutrition**

Physiology of nutrition and review of nutritional requirements of healthy and hospitalized patients. Review of medical mathematics required to calculate nutritional support of ill patients.

## **Parasitology**

The study of internal and external parasites in companion animals as well as, large, and food animal species. Identification of common internal and external parasites. Treatment of parasites and client education is emphasized

## **Clinical Chemistry and Serology**

Principals of sample collection, biochemical assays, assessment of organ function, immunologic and serologic tests, and methods to maintain accuracy of laboratory test results.

## **Hematology and Urinalysis**

Basic laboratory skills required for completion of hematology and urinalysis tests are taught. Veterinary technicians play a vital role in properly diagnosing diseases within veterinary hospital laboratories. Emphasis is placed on reading complete blood cell counts, including morphology, blood chemistries, urine sediments, and maintenance of equipment.

## **Surgical Nursing**

Support of the veterinary surgeon by the veterinary technician. Skills taught include wrapping of surgical packs, preparation of surgical instruments, sterile technique, and identification of surgical instruments and equipment. Principals of surgical assisting are taught.

## **Radiology and Diagnostic Imaging**

Principals required for the production of diagnostic radiographic films and digital images. Proper techniques for film handling. Restraint and positioning of patients for radiographic studies. Important safety principals are taught.

## **Pathology and Response to Disease**

Concepts of tissue injury and repair. Mechanisms of the immune response. The physiologic basis for vaccination and hypersensitivity reactions.

## **Emergency and Critical Care Nursing**

Students learn principals of critical care nursing, including fluid therapy, triage, critical care nursing, and instrumentation. Implications of emergency patient presentations are considered.

### **Fluid Therapy and Transfusion Principals**

Types of fluids encountered in veterinary medicine. Principals of fluid administration. Blood typing and blood transfusion principles. Components of whole blood. Preparation of blood components, storage, and transfusion principals.

### **Small Animal Husbandry and Neonatal care**

Introduction to the physical examination of small animals. Basic principles of drug and fluid administration, techniques of venipuncture and blood collection, electrocardiography, intubation, male and female catheterization, cystocentesis, and bladder expression. Students are introduced to nursing care of neonates immediately after birth and through the first period of vaccination.

### **Dentistry**

Anatomy of the oral cavity. Pathologic disease processes of the teeth and gingiva. Principles of dental radiography. Students learn procedures for dental procedures for dogs and cats.

### **Cytology**

Students learn techniques required to successfully complete specimen collection including: fine needle biopsies, centesis, solid mass imprinting, scraping, swabs of various body samples, and transtracheal washes and bronchial washes. Students also learn concentration techniques and slide preparation.

### **Sanitation**

Students learn levels of antibiotic resistance and degrees of microbial control, microbial control methods, chemical and physical microbial controls, and quality control.

### **Large Animal and Food Animal Nutrition, Feeding, Husbandry, Anatomy and Physiology**

Large animal physiology, nutritional principles, handling, safety, and husbandry. Special attention is paid to equine and bovine species.

### **Internship**

Students work in a live clinical setting. Students may choose from a variety of small animal settings. Opportunities also exist for large animal, exotic animal, and zoological clinical experiences.

## **School Schedule**

Classes are typically held in three hour blocks. Current time blocks are:

- 10:30 am-1:30 pm
- 2:30 pm-5:30 pm
- 6-9 pm

CAVT is under the quarter system. Four quarters are operated per year. Three weeks of vacation are scheduled between each quarter with the exception of the winter quarter. During the winter quarter, one week of vacation is scheduled for Thanksgiving, and two weeks for Christmas and the New Year.

## **Class Size**

At present, class sizes range from two to twelve students. CAVT will strive to maintain small class sizes in order to give as much individual attention as possible to students as they progress through the program.

## **Tutoring and Special Accommodations**

CAVT offers tutoring to individual students during the regular course of the quarter. CAVT also offers academic accommodations to students if required.

## **Stand Alone Courses and Continuing Education Classes**

CAVT will annually offer Continuing Educations Classes to students and veterinary technicians throughout the state. Classes will be reviewed by the Colorado Association of Certified Veterinary Technicians (CACVT) CE Committee, assuring CE eligibility.

### **Professionalism, Own it**

Throughout a technician's career, professionalism takes on difference appearances and aptitudes. Students will see the evolution of veterinary technology and how professionalism, communication and networking play key roles in success.

### **Veterinary Technician Careers, in general practice and beyond**

For technicians who believe their career is limited to a general veterinary practice, think again! Veterinary technicians will be introduced to career opportunities in government, industry, self-employment, specialties and much more.

### **Digital Radiography and Computer Radiology**

New diagnostic testing offers better patient care and safety for veterinary technicians. As technology improves veterinary technicians will be exposed less, to dangerous x-rays. This is a good thing! Students will learn techniques, development and pros and cons of DR and CR.

#### **Anesthetic Protocols, new cocktails**

Veterinary medicine is always changing. Nowhere is that more prevalent than in anesthetic protocols, cocktails, and drug enforcement. While attending this course, technicians will become aware of the new laws, new combinations and doses.

#### **The LINK**

For years veterinarians, police officers and social workers have been aware of the link between animal abuse and how that can lead to spousal and family abuse. In this intense class, students will see first hand how the two are linked. The veterinary community is now prompted to report cases of animal abuse. By the end of this course, veterinary technicians will understand their role in reporting.

#### **Effective Communication and Communication Styles**

Everyone has to communicate. How successful a person is can be directly related to their ability to effectively communicate and actively listen. Everyone who needs to engage in effective communication will benefit from attending this two hour class.

#### **Veterinary Technician Finances**

Finances are easy to understand and control once technicians become the driver of the money and the money doesn't drive them. In this course students will learn about salaries, basic taxes, budgeting, resources, formulas and more. **Parasitology, Heartworms in cats and dogs**

The scary thing about treating heartworm disease is that it is totally preventable! Educating clients is the key to preventing heartworm disease in cats and dogs.

#### **Pet Health Insurance, 101**

Pet Health Insurance, what it is, how it works, how to help clients decipher insurance lingo and the benefits to pets, owners and the veterinary community.

#### **Laboratory Skills, Degrees of Altitude**

Veterinary Technicians play a vital role in laboratory profitability and maintenance. This course will include advanced studies in laboratory skills. All veterinary technicians have an opportunity to increase laboratory efficiency, quality control and profitability. Creating laboratory incentives may be the first step.

#### **Pharmacology, New Drugs on the Shelf**

Primarily a review of dog and cat drugs that are new to the market. Both trade and drug name, interaction with commonly used drugs, and contraindications of use.

## **Facilities**

The school is located at 1017 Cheyenne Meadows Road, 80906. The school may be viewed on Google Maps. CAVT maintains a computerized library as well as a traditional library, audio visual system, full IDEXX laboratory, minor surgical facilities, and pharmacy. CAVT is also located in the same building as the Animal Hospital of Colorado Springs (AHCS). Students have ample opportunity to participate in clinical activities at AHCS as part of the general curriculum.

## **Entrance Requirements**

The Academy does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or high school equivalency diploma (GED) to be accepted for enrollment. All incoming students must be at least 18 years of age.

All applicants must provide the following:

- Fully completed application form.
- One letter of reference mailed directly to the CAVT administrative office by the referring individual.
- Official high school transcripts, diploma, or GED certificate mailed directly to the CAVT administrative office.
- Official post-secondary school transcripts, if existing, mailed directly to the CAVT administrative office.
- A personal interview, usually accomplished of the CAVT facility.

## **Transfer Credits**

CAVT will consider awarding transfer credit from accredited post secondary institutions for applicable courses for which a grade of "C" or better is achieved.

## **Enrollment Dates**

Applicants may seek enrollment at the beginning of any of the four quarters of the school year. Generally entrance dates are at the beginning of January, March, July and October.

## **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **Placement Assistance**

CAVT offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **Progress Policy**

Students must maintain an overall GPA of 2.0 (equivalent to a grade of "C"). Students whose grade point average falls below 2.0 will be placed on academic probation for the remainder of the quarter, and the following academic quarter. During the probation period students must raise their overall grade point average to at least 2.0.

Any student whose grade point average is not at least 2.0 at the end of an academic probation period may be terminated from the program. Termination shall be at the Site Director's discretion after a full review of the student's record with the student. The student shall have full notice of all deliberations with regard to any decisions regarding academic probation and termination. The Site Director has final authority and shall notify the student of the final decision.

It is the policy of CAVT that all graduating students be in the best possible position to pass the Veterinary Technician National Exam (VTNE). It is for this reason that students are not allowed to carry grade point averages below 2.0 beyond the probationary period.

## **Attendance Requirements**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 70% is required. Instructors may request your withdrawal from a course or program if absences exceed 30%. Students are responsible for all course material presented at each and every class session and laboratory. Students are often required to review missed material with a student tutor. Missed quizzes may result in a grade of zero.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Further details about the attendance policy are contained in the Student Guide.

## **Grading System**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Less than 60%

Any student receiving a grade of less than "C" will be required to retake the individual course for which that grade was received. Students will receive grade reports at the end of each quarter.

## **AVMA Required Task List**

Students will perform tasks as outlined on a competency checklist, as set forth by the AVMA. The list will be utilized in classes and while on an internship. Completion of duties ensures practical knowledge and experience of entry level concepts into veterinary hospitals. Students will work closely with assigned mentors within the veterinary hospital and internship coordinator to ensure competency levels have been met.

## **Student Guide**

A student guide is made available to all accepted students in residency. The guide contains, but is at no time limited to: student grievance procedures, disciplinary procedures, suggestion procedures, testing and homework policies, confidentiality policies, honor code outline, facilities maintenance responsibilities, tuition requirements, class and laboratory policies and procedures, and internship policies.

## **Student Conduct**

Students are required to follow all rules and regulations promulgated by CAVT. This includes, but is not limited to:

- Dress code in clinics
- Conduct code in clinics
- Prohibition of theft and destruction of school property
- Possession of illegal drugs or weapons while on school property
- Failure to follow rules for exams or homework

- Violation of the Student Honor Code
- Disruption of classes or laboratories by inappropriate or unauthorized conduct

Students receive written notice of all rules and regulations during their residency with CAVT. CAVT reserves the right to change its rules and regulations as needed. All rules and regulations are published in the "Student Guide," which is available to all resident students.

## **Dress Code**

Appropriate dress is a requirement for all students and staff. Entering students should beware that a classroom dress code is in effect. While in the classroom, students must wear professional attire and no open toed shoes.

Any student performing clinical tasks or laboratories must wear scrubs. School scrubs are available for purchase at cost through the main office.

## **Professional Organizations**

All students and faculty are encouraged to be members of, and actively participate, in local and state veterinary organizations. The Colorado Academy of Veterinary Technology is proud to host a Student Chapter of the National Association of Veterinary Technicians in America. The Charter Chapter was established in January of 2009.

Instructors and Directors are encouraged to become active members of the Colorado Association of Certified Veterinary Technicians, Colorado Veterinary Medical Association, American Veterinary Medical Association, National Association of Veterinary Technicians, Association of Veterinary Technician Educators, and Veterinary Hospital Managers Association. Through networking and participation, everyone has benefited from belonging to their professional organizations.

## **Student Dismissal**

Violation of rules and regulations promulgated by CAVT will result in disciplinary action. Failure of any student to abide by rules and regulations promulgated by CAVT, or failure to correct action sited as part of a disciplinary action taken by CAVT against any student may result in dismissal from CAVT. Refunds, if applicable, will be made. Reapplication to CAVT may be made if allowed by CAVT as part of determinations made during any disciplinary action.

## **Student Complaints**

Student complaints should be brought to the attention of the School Director to attempt resolution. *A suggestion box is made available for all suggestions and any grievances.* The Site Director and students are to follow the grievance procedures as outlined in the Student Guide. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint with the Colorado Division of Private Occupational Schools at

**highered.colorado.gov/dpos** or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

## Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

### Refund Table

<b>Student is entitled to upon withdrawal/termination:</b>	<b><i>Refund</i></b>
Within first 10% of program *	90% less cancellation charge
After 10% but within first 25% of program *	75% less cancellation charge
After 25% but within first 50% of program *	50% less cancellation charge
After 50% but within first 75% of program *	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

\* Dependent upon year and dates started. CAVT operates on a quarter system.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Cancellation charge: if after starting the program any student wishes to withdraw or is asked to withdraw from the program, a \$250.00 cancellation fee may be charged.

## **Tuition**

Full time tuition is \$14,375 per year. Full time students may complete the program in 24 months. Financial aid and scholarship information may be obtained by calling the CAVT main office at: (719) 219-9636.

## **Student Fees**

Students should plan on the following fees in addition to any tuition expenses:

1. Laboratory fees: \$45.00 per year
2. Notes (provided in class): \$40.00 per year
3. Radiation badge: \$75.00. This fee is assessed once.
4. School uniform: \$26.00 per set. At least one clean set should be available at all times.
5. Books: \$200.00 per year

## **Preparation for the Veterinary Technician National Exam**

After graduation, students will take the Veterinary Technician National Exam (VTNE) in order to qualify to apply to their state of choice for credentials as a Certified Veterinary Technician (CVT), Licensed Veterinary Technician (LVT), or Registered Veterinary Technician (RVT). Each state offers its own credentials and may have additional requirements in addition to passage of the VTNE. Students will need to inquire with their state of choice to learn about individual state requirements.

# **Colorado Academy of Veterinary Technology**

## **Acknowledgement of Receipt-Confidentiality of Copyright**

I have received a copy of Colorado Academy of Veterinary Technology’s Catalog. I understand that I am to become familiar with its contents, as it outlines my responsibilities and the school’s guidelines, policies and procedures for its students. I also acknowledge that I have received a copy of the Student Guide and am familiar with the requirements contained within it.

The current version of the catalog supersedes all previous versions and all previously issued policies, guidelines, or procedures, both written and unwritten.

**Colorado Academy of Veterinary Technology** offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. I have received, read, and understand the details of the CAVT catalog:

\_\_\_\_\_

**Student Signature** **Date**

\_\_\_\_\_

**Director/Administrator Signature** **Date**

