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An Equal Opportunity
Employer

January 24, 2017

Dear Prospective Student,

The Butte County Regional Occupational Program is pleased that you are interested in enrolling in the ROP Certified Veterinary Assistant program. An application and interview process is used to select students. Applications will be accepted until 4:30 pm, June 1, 2017.

To apply, you must mail or deliver an application packet including the electronically prepared application (hand written applications will not be accepted), verification of high school graduation or equivalent, Personal Characteristics and Requirements of the Job and an optional Reference Letter to the ROP Office by the deadline (faxed, emailed and late applications will not be considered). It is imperative that you include your email address as ROP correspondence will be conducted by email.

ROP's objective is to train students in occupational areas where they will be employable. Certain employers maintain strict hiring standards requiring background checks and drug screening. Therefore, it is important that applicants discuss potential employment barriers with the ROP Coordinator prior to applying for a class.

Be sure to read the attached information sheet because it has essential information pertaining to the program. If you have any questions or concerns, please do not hesitate to call the ROP office at 530-879-7462.

Sincerely,

Sandy Walburn
Curriculum & Instruction Coordinator



Butte County Regional Occupational Program

PROGRAM INFORMATION SHEET 2017-2018



CERTIFIED VETERINARY ASSISTANT

Program Description

This program provides entry-level skills for people interested in a career as a veterinary assistant, animal caretaker or kennel attendant. The class combines lecture, laboratory and community classroom experiences in the areas of animal behavior, anatomy, sanitation, nutrition, disease, laboratory work and various animal hospital tasks.

Program Objective

This program is designed to prepare people with the necessary manipulative skills, technical knowledge and related information for entry-level employment as a veterinary assistant, animal caretaker or kennel attendant. Students successfully completing the course may earn 6 units toward the Veterinary Technician program at Yuba College and are eligible to sit for the California Veterinary Medical Association (CVMA) Certified Veterinary Assistant exam.

Schedule

Location: ROP Adult Center, 2491 Carmichael Drive, Suite 200, Chico
Dates of class: September 28, 2017 to April 20, 2018
Schedule: Monday-Friday, 7:45 am to 12:45 pm
Schedule may vary during community classroom (clinical) training

Prerequisites

High school diploma or equivalent

Suggested Prerequisites

Science course or related industry experience

Estimated Cost

- Program Fee: \$2,350 (includes registration, text, workbook, classroom materials, study supplies, exam fee)
- Variable Expenses: up to \$90 (uniform)

Application Process

Applications are available online at rop.bcoe.org

Applications will be accepted from January 24, 2017 through 4:30 pm on June 1, 2017

Interview notification will be made by June 8, 2017

Interviews will be by appointment on July 11 & 12, 2017

Acceptance notification will be made by July 14, 2017

Program fee is due August 29, 2017

Work Experience: Include paid and volunteer experience. Please attach a separate sheet if necessary. Related experience may not be a requirement for admission; however, we seek individuals who are motivated and understand the employment conditions of the occupation.

Employer or Organization Address and Telephone Number	Job Description	Dates of Employment	Reason for Leaving (if applicable)

How did you find out about ROP?

- Former Student (Name) _____
 Employer
 Counselor
 Agency (Name) _____
 Internet
 Other _____

I declare that the information and documents submitted in conjunction with this application are true and correct to the best of my knowledge and that I composed my personal statement by myself. I acknowledge that it is my responsibility to notify ROP of any subsequent changes regarding information provided. I understand that obtaining a license or certification may require a background check.

Signature of Applicant

Date

Butte County ROP does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.

APPLICATIONS MUST BE MAILED OR DELIVERED TO:

REGIONAL OCCUPATIONAL PROGRAM
2491 Carmichael Dr. Suite 500
Chico, CA 95928

Applications must be RECEIVED by 4:30 pm, June 1, 2017



Personal Statement: Please answer the following questions limiting your answers to the space provided.

(1) Why do you wish to take this ROP class?

(2) What personal qualities will you bring to this profession?

(3) Describe how you have participated on a team.

(4) Why did you leave your last job or school?

(5) What are your hobbies and interests?

(6) List all the reasons you find acceptable for absences from work and school.

(7) Give an example of a recent goal you set and achieved.

(8) List any questions you have about the class.



**REGIONAL OCCUPATIONAL PROGRAM
CERTIFIED VETERINARY ASSISTANT
Personal Characteristics & Requirements
2017-2018**



Thank you for your interest in the Butte County ROP Certified Veterinary Assistant program. It is important that you know some information about this program and occupation prior to starting. Class begins September 28, 2017 and meets Monday through Friday from 7:45am to 12:45 pm at 2491 Carmichael Drive, Suite 200, Chico, CA, 95928. In January, students begin their community classroom (clinical) placements. Your schedule will vary at that point.

Veterinary Assisting is a very physical job, requiring assistants to: regularly lift objects and animals weighing up to 40 pounds, walk and stand for long periods of time (up to 8 hours), bend, kneel, stoop, squat and reach overhead. Veterinary Assistants are required to hold and restrain active animals.

- Ability to compile information
- Ability to work with tools, instruments or equipment
- Ability to learn and understand procedures
- Use words and numbers to keep accurate records
- Finger dexterity
- Ability to coordinate hands and eyes
- Physical ability to lift heavy objects (up to 40 lbs.)
- Heavy work - including lifting and handling all types and sizes of animals
- Evaluate situations based on experience
- Move from one task to another using a variety of skills
- Work with a wide variety of animal owners
- Genuine interest and liking of animals
- Above average ability to check accuracy of work
- Ability to see how things fit together to form a whole
- Make visual comparisons

Job May Include Exposure To

- Aggressive, wild frightened or nervous animals that may bite, scratch or kick
- Strong animal odors, medical preparations, disinfectants and skin disorders (Poison oak)
- Blood, infectious discharges

ROP students are required to wear uniforms and appropriate safety apparel and meet industry/business standard grooming requirements including, nail, hair, makeup, hygiene, body-odor, tattoo and piercing. The ROP dress code prohibits visible tattoos and facial piercing. Students may not miss more than three scheduled class/ internship days and must complete all program hours.

I understand and can perform the essential functions of a Veterinary Assistant.

Signature

Date