

**Great Falls College
Montana State University
Veterinary Technician
Associate of Applied Science**



**Student Application Packet
Spring 2025**

(Application is subject to change year to year)



Dear Prospective Veterinary Technician Student,

I am thrilled you are interested in the Veterinary Technician Associate of Applied Science (AAS) position at Great Falls College, Montana State University. This is the second step in your journey towards becoming an integral member of the veterinary healthcare team. I became a credentialed veterinary technician in 2016 after graduating from a veterinary technology program in 2015 and have found the field of veterinary medicine to be very rewarding.

This program offers a unique opportunity to gain practical skills and knowledge that will serve as the foundation for a rewarding career as a veterinary technician. Whether you aspire to work in general practice, emergency care, or a specialty clinic, this program will equip you with the skills and confidence needed to excel in this dynamic field. From learning how to handle and restrain animals safely to mastering essential clinical tasks such as administering medications and performing diagnostic tests, you will acquire a comprehensive understanding of the responsibilities within a veterinary technician role.

The Veterinary Technician AAS program has a limited enrollment capacity. Twenty-four (24) students are enrolled in each intake. Students will be selected for the program based on a competitive, points-based system from the pool of completed applications submitted by the application priority deadline.

This packet contains information about the profession, the program, and application materials. Please read the materials carefully.

For additional information, answers to specific questions, or to set up an appointment, please contact Admissions at (406) 268-3700 or the Veterinary Technician Program Director, Annie Bryan, at (406) 771- 5155.

Sincerely,

A handwritten signature in black ink that reads "Annie Bryan". The signature is written in a cursive, flowing style.

Annie Bryan, LVT
Veterinary Technician Program Director
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405
(406) 771-5155
annie.bryan@gfcmsu.edu

Great Falls College Montana State University
Associate of Applied Science (AAS) Degree in Veterinary Technician

Brief Job Description:

Licensed veterinary technicians (LVTs) play a vital role in veterinary practices, working closely with veterinarians, veterinary assistants, and other healthcare team members to provide high-quality animal care (NAVTA 2023). Some key responsibilities include assisting in surgeries, administering anesthesia, collecting lab samples, performing diagnostic tests, and educating clients on animal care. LVTs must maintain a strong understanding of animal anatomy, medical conditions, and pharmacology, allowing them to anticipate the needs of veterinarians in a fast-paced clinical environment.

According to the Bureau of Labor Statistics (<https://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>), employment of veterinary technologists and technicians is expected to grow 20% from 2022 to 2032, much faster than the average for all occupations, as pet ownership increases and veterinary practices expand their services. The rising demand for preventive care and advanced medical treatment for animals will continue to drive the need for skilled veterinary technicians.

In Montana, the average hourly pay for a licensed veterinary technician is approximately \$18.23 per hour (NAVTA). The following information is based on data from the Bureau of Labor Statistics (<https://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>):

- **Mean hourly wage:** \$18.23
- **Mean annual wage:** \$37,920

Additional pay is available through overtime, shift differentials, and Veterinary Technician Specialty (VTS) certifications in areas like anesthesia, dentistry, or emergency care. LVTs can work in various settings, including small animal clinics, large animal hospitals, emergency clinics, research facilities, and zoos. With a few years of experience, LVTs may also pursue leadership roles or specialized career paths within veterinary medicine.

Degree Description:

This program will prepare students to successfully become credentialed as veterinary technicians. Graduates, under the supervision of veterinarians, laboratory animal specialists, and zoological professionals, are prepared to provide patient management, care, clinical procedures assistance, and owner communication. Includes instruction in animal nursing care, animal health and nutrition, animal handling, clinical pathology, radiology, anesthesiology, dental prophylaxis, surgical assisting, clinical laboratory procedures, office administration skills, patient and owner management, and applicable standards and regulations.

Veterinary Technician AAS Curriculum Outcomes:

GRADUATES ARE PREPARED TO:

- Manage business functions of a veterinary office including communicating professionally and upholding the veterinary technology professional ethical codes.
- Administer prescribed drugs to patients and explain prescribed drugs to clients
- Perform patient assessment techniques on a variety of animals
- Demonstrate husbandry, nutrition, therapeutic and dentistry techniques to variety of animals
- Manage and maintain patients and equipment in all phases of anesthesia
- Perform the role of surgical assistant for surgery on an animal
- Perform proper laboratory procedures

- Produce diagnostic radiographic images
- Demonstrate proper care for lab animals
- Apply proper care for exotic and small animal procedures

Blended Education Information:

Blended education is defined as a formal educational process in which the majority of synchronous or asynchronous instruction occurs when the student and instructor are not in the same place via correspondence study, audio, video, or other computer technologies. Laboratory and clinical courses will be held at approved veterinary partner facilities and may require you to travel.

Veterinary Technician AAS Curriculum

Program Prerequisite Courses- Required before formal acceptance

The following courses must be completed prior to admission into the Veterinary Technician Program. All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Course #	Course Title	Credits
Prerequisite Semester - Fall		
BIOB 101	Discovery Biology with lab ⁺	4
COMX 115 OR SOC1 101 OR PSYX 100	Introduction to Interpersonal Communication+ OR Introduction to Sociology+ OR Intro to Psychology+	3
M 105	OR any CORE math course ^{+, **} <u>M 140 (preferred)</u> <i>Although students may choose any core math course, M 140 College Math for Healthcare is strongly recommended as it will provide sufficient base knowledge to function as a veterinary technician. Students may take the Accuplacer test to determine if they can place in M 140 without taking any prerequisite courses. Students who do not take M 140 College Math for Healthcare may struggle to pass courses requiring specific medical calculations.</i>	3-4
VET 101	Veterinary Medical Terminology ⁺	2
VET 111	Veterinary Nursing I ⁺	2
VET 141	Veterinary Office Procedures I ⁺	2
VET 143	Veterinary Office Procedures II ^{+,**}	2
<i>A Certificate of Applied Science is awarded in Veterinary Office when a student successfully completes all 1st semester courses outlined above with a "C" or better.</i>		
CTS Total Credits		18 - 19

* Indicates prerequisites or corequisite is needed

** Placement in course(s) is determined by placement assessment

+ A grade of C (not C-) or above is required for graduation.

Program Course Requirements After Formal Acceptance

Once enrolled in Veterinary Technician program, a minimum of a grade of C (not a C-) in all courses is required to continue in the program. The courses listed below are required in the program of study for the Associate of Applied Science degree in Veterinary Technician. The courses are offered at GFC MSU in the following sequence:

Course #	Course Title	Credits
1st Semester - Spring		
VET 113	Veterinary Nursing II ⁺ *	2
VET 115	Veterinary Nursing Clinical I ⁺ *	1
VET 131	Veterinary Pharmacology I ⁺ *	2
VET 151	Veterinary Anesthesia & Surgical Nursing I ⁺ *	2
VET 161	Veterinary Diagnostic Imaging I ⁺ *	2
VET 171	Veterinary Pathology & Laboratory Procedures I ⁺ *	2
VET 201	Veterinary Anatomy & Physiology ⁺ *	2
WRIT 101 OR WRIT 121	WRIT 101 College Writing I OR any CORE writing course ⁺ , **	3
<i>A Certificate of Technical Studies is awarded in Veterinary Assistant when a student successfully completes all 1st semester, 2nd semester, and summer semester courses outlined above with a "C" or better.</i>		
2nd Semester - Summer		
VET 163	Veterinary Diagnostic Imaging II ⁺ *	2
VET 173	Veterinary Pathology & Laboratory Procedures II ⁺ *	2
VET 203	Veterinary Anatomy & Physiology ⁺ *	2
3rd Semester - Fall		
VET 121	Animal Diseases I ⁺ *	3
VET 213	Veterinary Nursing III ⁺ *	2
VET 215	Veterinary Nursing Clinical II ⁺ *	1
VET 231	Veterinary Pharmacology II ⁺ *	2
VET 241	Laboratory & Exotic Animals ⁺ *	2
VET 251	Veterinary Anesthesia & Surgical Nursing II ⁺ *	2
VET 261	Veterinary Diagnostic Imaging III ⁺ *	2
VET 221	Animal Diseases II ⁺ *	3
4th Semester - Spring		
VET 233	Veterinary Pharmacology III ⁺ *	2
VET 253	Veterinary Anesthesia & Surgical Nursing III ⁺ *	2
VET 255	Veterinary Anesthesia & Surgical Nursing Clinical ⁺ *	1
VET 271	Veterinary Pathology & Laboratory Procedures III ⁺ *	2
VET 275	Veterinary Pathology & Laboratory Procedures Clinical ⁺ *	1
VET 280	Large Animal Nursing ⁺ *	2
VET 284	Large Animal Nursing Clinical ⁺ *	1
VET 288	Veterinary Technician National Examination Review ⁺ *	1
<i>An Associates of Applied Sciences degree is awarded in Veterinary Technician when a student successfully completes all 1st semester, 2nd semester, and summer semester courses outlined above with a "C" or better.</i>		
Total Program Credits		69-70

* Indicates prerequisites or corequisite is needed

** Placement in course(s) is determined by placement assessment

+ A grade of C (not C-) or above is required for graduation.

Information Regarding Transferable Courses:

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://prodmyinfo.montan.edu/pls/gfagent/hwzkxfer.p_selstate

All transfer work must be from an [appropriately accredited institution](#), and all veterinary-specific work must be from a Committee on Veterinary Technician Education and Activities (CVTEA)- accredited institutions only. If you have additional questions about the transferability of courses, send a written request for evaluation of your prior transcript to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation. Send to:

Registrar's Office
Great Falls College MSU
2100 16th Ave South
Great Falls, MT 59405

Student Health Insurance:

Veterinary Technician students are required to carry medical health insurance prior to entering the clinical setting. Health insurance is available through the college for students who do not have other health insurance. Students will be financially responsible for their health care if they become ill or are injured in the clinical setting.

All Great Falls College students enrolled for six (6) or more credits are required to have health insurance. For students without coverage, Great Falls College offers a program developed especially for students by Blue Cross/Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Please contact Student Central at (406) 771-4324 or visit <http://students.gfcmsu.edu/insurance.html> for more information.

Good Academic Standing

Good Academic Standing means students are not on *academic probation/warning* or *academic probation/warning continued* or *academic suspension*. The Registrar's Office verifies academic standing. A student with Good Academic Standing has a cumulative GPA of greater or equal to 2.0 at Great Falls College MSU.

Admission to Great Falls College MSU Veterinary Technician AAS Program:

The Veterinary Technician AAS admissions committee will review completed application packets after **October 25, 2024**. Applications will **ONLY** be received via a completed DocuSign application packet. Once submitted electronically via DocuSign, a copy will be sent to the following:

Veterinary Technician AAS Admissions Committee
Health Sciences Division
Great Falls College Montana State University
2100 16th Avenue South
Great Falls, MT 59405

Note: Applications will be time and date-stamped upon receipt. Based on the points-based admissions criteria, the twenty-four (24) applicants with the highest scores will be accepted into the program. Only complete applications will be considered.

Equal Opportunity Policy:

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. The College's Equal Opportunity Officer is the Executive Director of Student Services, 2100 16th Avenue S., Great Falls, MT 59405. Phone: (406) 771-4300.

Statement about Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodation of their disabilities. Instructors must receive an official letter from the Office of Academic Success and Accessibility in order to provide accommodation. If you believe you have a disability requiring accommodation, please contact the Director of Academic Success and Accessibility or call 406-771-4311 to schedule an appointment. <http://students.gfcmsu.edu/disabilityservices/index.html>

Application Scoring:

- Only students in Good Academic Standing will be eligible for program acceptance.
- For applicants who have taken courses multiple times, the most recent verifiable grade will be used for scoring/GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office, and grade points will be calculated using the current catalog criteria, which includes +/- weighing. Plus, or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2.0
(B)	=	3.0			
- For students who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs, the credits will be accepted; however, there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentage ranking.
- For students who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4, or 5; however, there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages of ranking.
- For students who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.

Veterinary Technician AAS Application and Enrollment Process

(Please follow this checklist to be sure you complete all steps in the process.)

1. ADMISSION TO GREAT FALLS COLLEGE MSU VETERINARY TECHNICIAN AAS PROGRAM

- Veterinary Office CTS:** Applicants must be able to show successful completion of all the courses in the Certificate of Technical Studies in Veterinary Office to be accepted into the Veterinary Technician AAS program.
- All applicants must be in good academic standing**, which means they are not on *academic probation/warning OR, academic probation/warning continued, OR academic suspension*. Good academic standing will be verified by the Registrar, and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the Registrar's or Admissions Office to confirm that they are in good academic standing.
- Apply to the program** by October 25, 2024.
 - Use this packet and **submit pages 9 through 12**, which include:
 - Application packet and checkoff sheet (page 9)
 - Application evaluation form (page 10)
 - Acknowledgement form (page 11-12)
- Be admitted to the Veterinary Technician AAS Program.**
 - Admitted students will receive notification via email by December 6, 2024 from the Veterinary Technician Program Director.

2. INTENT TO ENROLL

- Return the Intent to Enroll form** by the date listed in your program acceptance materials.
- Meet (virtually)** with the Veterinary Technician Program Director
 - This meeting will cover information about and expectations for the program and will be scheduled by the Veterinary Technician Director

Great Falls College Montana State University

Veterinary Technician AAS

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

MAILING ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Cell) _____

E-MAIL ADDRESS _____

Great Falls College STUDENT ID NUMBER: _____

Check-off List:

v	Item
	Application Packet Cover & Check-off sheet (<i>page 9</i>)
	Complete Admissions File to Great Falls College MSU. This is for transfer students. <u>(If you are already attending Great Falls College MSU, you are already admitted.)</u> A completed admissions file includes a completed application, copies of high school/GED/HiSET transcripts or diplomas, submitting official college transcripts verifying transfer coursework, immunizations. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete. <ul style="list-style-type: none">• (Send official transcripts to GFC MSU Registrar) – do not include in program application packet
	Certificate of Technical Studies in Veterinary Office Applicants must be able to show successful completion of all the courses in the Certificate of Technical Studies in Veterinary Office with a minimum grade of C (not C-) or higher to be accepted into the Veterinary Technician AAS program.
	In Good Academic Standing All students must be in good academic standing, which means they are not on academic probation/warning OR, academic probation/warning continued, OR academic suspension. Good academic standing will be verified by the Registrar, and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the Registrar's or admissions office to confirm that they are in good academic standing.
	Veterinary Technician AAS Acknowledgment form (<i>pages 11-12</i>)
	Cumulative prerequisite GPA of 2.5 or higher

Great Falls College Montana State University

VETERINARY TECHNICIAN AAS APPLICATION EVALUATION FORM

Applicant Name: _____ **GFC MSU ID:** _____

Please summarize your course work by completing the table below, with official transcripts on file with the Registrar if courses were taken at another institution. Science courses must be completed within 5 years (2019) of applying for the Veterinary Technician Program and must include a lab component; other courses must be completed within 15 years (2009) of applying for the Veterinary Technician Program. All courses must be successfully passed with a "C" or better; the program will not accept "C-."

Prerequisite Course Number	Course Title	Institution where course was completed (or in progress)	Year course completed (or in progress)	Grade	Grade Value (on page 7-8)	Point Value (weight given to subject)	Total Points (grade x point value)
VET 101	Veterinary Medical Terminology					4	
VET 111	Veterinary Nursing I					4	
VET 141	Veterinary Office Procedures I					4	
VET 143	Veterinary Office Procedures II					4	
Select only one of these MUS Core math options:	M 105 or higher math OR					1	
	M 140 College Math for Healthcare					2	
BIOB 101	Discovery Biology with lab					2	
COMX 115 OR SOCI 101 OR PSYX 100	Introduction to Interpersonal Communication OR Introduction to Sociology OR Intro to Psychology					1	
Prerequisite Points Subtotal: _____							
Additional Points: (recommended to have done prior to beginning program, but not REQUIRED):							
WRIT 101 OR 121	College Writing I or Intro to Technical Writing					1	
Additional Points Subtotal: _____							
PREVIOUS DEGREE (Maximum of 5 points - points awarded for one degree only)							
Verification required –official transcript with degree posted must be on file with Registrar.							
List where & when: _____							
Bachelors degree in Science/Veterinary/Animal/Agricultural Field						5	
Bachelors degree in Unrelated Field						3	
Associate Degree in Science/Veterinary/Animal/Agricultural Field						3	
Associate Degree in Unrelated Field						2	
Certificate in Accredited Science/Veterinary/Animal/Agricultural Field						1	
TOTAL POINTS (93 maximum points):							

In case of a tie, the tie-breaking criteria will go to the highest cumulative prerequisite GPA.

Great Falls College Montana State University

Veterinary Technician AAS Acknowledgments Form (page 1 of 2)

Students who wish to apply to the Veterinary Technician AAS program must be aware of program expectations and possible occupational risks and hazards listed below.

Veterinary Technician AAS Program Expectations:

Initial	Requirement
	<p>Health Science Division Policy Student Background Checks: Great Falls College does not require background checks. However, to promote patient safety and decrease institutional liability, many veterinary partners require students to have cleared a background check and/or drug screening before they permit the student in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.</p> <ul style="list-style-type: none"> • Background checks and drug screenings are done at the student's expense. Students whose background checks reveal a finding will be evaluated individually to determine whether they are eligible for clinical placement and state licensure for their respective degree programs. • Students must go through Verified Credentials Background Screening for their background check, which is completed once the student is accepted into the Veterinary Technician Program.
	<p>Approved Veterinary Partner: Applicants accepted into the Veterinary Technician AAS program must perform laboratory and clinical courses at an approved veterinary facility to gain experience. This will provide the student with the hands-on clinical experience and oversight required for completion of the Veterinary Technician AAS degree. Ideally, an approved veterinary partner facility will be in the student's location. If the student is unable to complete all the necessary skills at their local veterinary partner facility, they will be required to travel to other approved veterinary partner facilities where the remaining skills can be completed. Students will work with Program Director for facility approvals.</p>
	<p>Rabies Immunization: The Centers for Disease Control and Prevention recommends that people who work directly with animals that could have rabies receive a 2-dose pre-exposure prophylaxis (PrEP) with titer once every three years. Students will need to choose one of the following:</p> <ol style="list-style-type: none"> 1) Receive a 2-dose rabies PrEP at the student's expense. 2) Provide rabies vaccination documentation for all mammals, except rodents and rabbits, that the student comes into contact with. Documentation of rabies vaccination includes the date of initial vaccination and booster vaccinations, as well as holding/observation dates for all animals that have been exposed to rabies or that have an unknown vaccination history, including student-sourced animals.
	<p>Student Health Insurance: Veterinary Technician students are required to carry medical health insurance prior to entering the clinical setting.</p>
	<p>Program Expenses: Veterinary Technician students should begin planning early for financial aid or other arrangements to meet their educational needs. See the Great Falls College catalog for specific information at https://catalog.gfcmsu.edu/academic-programs/veterinary-technician-aas/#estimatedcosttext. In addition to regular college tuition and fees, students must purchase textbooks/workbooks and fund any necessary transportation and lodging costs. In addition, students may need to attend labs and/or clinicals in other communities to provide the level of competency required by the program.</p>

Acknowledgments Form (page 2 of 2)

Veterinary Technician: Occupational risks, hazards, and exposure to:

Initial	Occupational risks, hazards, and exposures:
	Animal-Related Injuries: Veterinary technicians frequently handle animals, which may lead to bites, scratches, or other injuries, especially when dealing with frightened or aggressive animals.
	Chemical Exposure: Veterinary technicians work with various chemicals such as cleaning agents, disinfectants, anesthetic gases, and medications, which may pose risks such as chemical burns, respiratory issues, or toxic exposures if not appropriately handled.
	Physical Strain: The nature of the job often requires lifting, restraining, and maneuvering animals, which can lead to musculoskeletal injuries such as strains, sprains, or back injuries.
	Zoonotic Diseases: Veterinary technicians are at risk of contracting zoonotic diseases. Zoonotic diseases can be transmitted from animals to humans through ways such as bites, scratches, or exposure to bodily fluids.
	Radiation Exposure: Technicians at veterinary practices that offer diagnostic imaging services may be exposed to radiation from X-rays, which can pose health risks if proper safety protocols are not followed.
	Needlestick Injuries: Handling needles and syringes during procedures or administering medications puts veterinary technicians at risk of injury, which may lead to infections or exposure to bloodborne pathogens.
	Psychological Stress: Dealing with distressed or terminally ill animals, as well as difficult clients, can lead to emotional stress and burnout among veterinary technicians.

I have read and fully understand that if accepted into the Veterinary Technician AAS program, I may be exposed to occupational risks and hazards, as outlined in the aforementioned program requirements on pages 1 and 2 of the Acknowledgement Form.

Name (print)

Great Falls College Student ID number

Signature

Date