2024-2025

CCBC

SCHOOL OF
HEALTH PROFESSIONS

SHP ADMISSION PACKET
VETERINARY TECHNOLOGY

SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP
2024-2025
Essex Campus

School of Health Professions (SHP)
Program Application Checklist 2024-2025

1. **Apply to CCBC**
   ☐ Complete the free CCBC application: [Apply to CCBC](#)

2. **Submit**
   ☐ Submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: [Next Steps](#)

3. **Complete**
   ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC (ccbcmd.edu)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review
   ☐ Review the Admission packet for your program

5. **Meet**
   ☐ Meet with a Health Professions Academic Advisor [Meet with an Advisor (ccbcmd.edu)](#)

6. **Take**
   ☐ If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

7. **Apply**
   ☐ Access SHP CAS: [SHP CAS Login.](#) Dental Hygiene - [DH CAS Login](#)
   ☐ Complete each quadrant of the SHP CAS or DH CAS application

   ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications

☐ Submit the application with the non-refundable application fee by the program deadline

For assistance:

- Click the blue question mark in the top right corner of each page of the SHP CAS application

- Email shpseat@ccbcmd.edu

- Contact your Health Professions Academic Advisor

- Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. **Check**
   ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. **Monitor**
   ☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. **Confirm**
    ☐ Log into your *myCCBC* account then review your *SIMON Degree* Audit to confirm transcripts from other institutions have been received and evaluated

11. **Be Notified**

    ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

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This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html
3. https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html
4. Meet with an Advisor (ccbcmd.edu) https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html
5. https://www.atitesting.com/teas
6. https://shp.liaisoncas.com/applicant-ux/#/login
7. https://dhcas.liaisoncas.com/applicant-ux/#/login
8. https://id.quicklaunch.io/CCBC

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VETERINARY TECHNOLOGY

Welcome

Thank you for your interest in the Veterinary Technology Program at the Essex Campus of The Community College of Baltimore County.

The Veterinary Technology Program is designed to be completed in five continuous semesters. Admission to this program is competitive and may include an interview with the program staff. Please carefully review the information contained within this guide to ensure you have completed all steps required for admission consideration.

I wish you the best with submission of your admission application.

Sincerely,

Carol M. Schwartz, VMD
Program Director

Program Description

The Veterinary Technology Program begins in the fall semester. All prerequisites must be satisfied prior to starting in the Program, ideally by the end of the spring semester when the application is due. Veterinary technicians are vital members of the veterinary profession. The five-semester Veterinary Technology Program provides students with the foundation and skill set necessary to pursue a career as a veterinary technician in private practice, specialty practice, emergency, large animal, veterinary teaching hospitals, zoo/wildlife, labs, research, shelters, etc. Emphasis is on companion animals, with exposure to lab animals, exotic and large animal species.

The program includes didactic and interactive learning as well as clinical experience. An internship of clinical rotations is provided by the program during the second year. The Veterinary Technology Program is a Selective Admissions process and admission to the program is highly competitive. A minimum grade of C is required in all program prerequisites, but the most competitive students will have shown mastery in their coursework with B or better grades and commitment to the veterinary profession through volunteer and/or paid employment in the veterinary field.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

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Accreditation

The Veterinary Technology Program is accredited by the American Veterinary Medical Association/Committee on Veterinary Technician Education and Activities (AVMA/CVTEA) AVMA website: www.avma.org.

Admissions Deadline

April 15th for a Fall start

Required Coursework

All courses must be completed prior to the beginning of the program. Students can be in progress with prerequisite courses at the time of application. Rarely, are students permitted to complete a prerequisite course during the summer prior to the program start. Students must achieve a grade of "C" or better on all prerequisite courses.

- VETT 106 – Introduction to Veterinary Technology

- BIOL 109 – Human Anatomy and Physiology

- PSYC 101 – Introduction to Psychology or SOCL 101 – Introduction to Sociology

- CSIT 101 – Technology and Information Systems

- ENGL 101 – College Composition I

- MATH 163 – Pre-Calculus I

- CMNS 101 – Fundamentals of Communication

- General Education Elective- Choose an Arts/Humanities or Social/Behavioral course in either category from the list of approved General Education Courses. It must be a Diversity Course.

    o Recommended – PSYC 105: Human Relations in a Culturally Diverse Society, can satisfy the PSYC 101 and Diversity requirement.

Admission Criteria

- A CCBC GPA of 2.00 or higher for any courses completed at CCBC.

- Two professional electronic references are required in your SHP CAS application. Send recommendation requests from the Program Materials quadrant in the CAS application.

    ▪ One must be from a credentialed veterinary technician (RVT, CVT, LVT), preferred, or veterinarian (DVM or VMD) with whom the applicant is currently working. This can be

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paid employment and/or volunteer work (e.g. MDSPCA, BARCS, etc.) and must be directly observed and evaluated. This should not be a provider/client relationship.

- The second one can be from a credentialed veterinary technician, veterinarian, professor or current employer.

- The applicant must have a minimum of 24 hours work or volunteer time to demonstrate commitment to the veterinary field and the ability to successfully function within it. This experience can indicate future success in the program. Shadowing a credentialed veterinary technician or veterinarian for a day does not fulfill the requirement. Breeding or showing animals does not fulfill the requirement unless the applicant is actively involved with a 4H, farm animal program. A

  structured internship experience (e.g. Vet Assistant Program, other) does fulfill the requirement. The student will complete the Documentation of Observation Hours form, found at the end of the Admission Packet and upload it to the SHP CAS application in the Program Materials quadrant, under the Documents tab.

- Write a short biographical sketch including your qualifications and interest in Veterinary Technology as your prospective career. Submitted as a question response within the application, found in the Program Materials quadrant.

- Interviews, if conducted, are scheduled over a 2-3 day period, either the last week in May or the first or second week of June. Selected applicants must be available over this time period; no exceptions will be made.

- Per industry standards, applicants to the Veterinary Technology program must be 18 and have received a GED or HS diploma before starting program courses. VETT 106 is not included in this age or education requirement.

- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the "How to submit your final transcript" section of the Apply Now webpage at: https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html. It is strongly recommended that SHP applicants speak specifically with a Health Profession Pathways Advisor early in the application process to review courses required for admission and graduation.

Transfer of Credit

Beginning with the Fall 2023 semester, CCBC updated its general education transfer process following the MD Transfer with Success Act. The CCBC degree audit, DegreeWorks is displaying transfer courses according to the new rules. When submitting transcripts to CCBC, complete the Transfer Evaluation Request form, found at this link under Next Steps.

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https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html.

Veterinary Assistant to Veterinary Technology Credit Articulation

Applicants who successfully complete the entire CCBC Veterinary Assistant program in Continuing Education (4 courses) are eligible to sit for the departmental exam for VETT 106. Students who receive a satisfactory score on the exam may substitute the exam score for VETT 106 and the grade earned on the departmental exam is used in the application evaluation for admission. For more information, contact CEHealth@ccbcmd.edu.

Applicants who successfully complete the entire CCBC Veterinary Assistant program in Continuing Education (4 courses) and choose to not take the departmental exam or do not pass the departmental exam will be awarded additional points for their Veterinary Technology Program applications but must take the VETT 106 prerequisite course for admission.

Applicants who have completed a NAVTA-approved Veterinary Assistant program and pass the NAVTA exam, are awarded 2 credits for VETT 106 evaluation for admission.

Applicants who have completed Veterinary Assistant programs other than at CCBC or NAVTA-approved programs, may take the CCBC Veterinary Assistant departmental exam to earn 2 credits for VETT 106 and the grade earned on the departmental exam is used in the application evaluation. For more information, contact **CEHealth@ccbcmd.edu**

Students who successfully complete the Veterinary Assistant program may use their clinical hours to meet the 24-hour contact requirement for the Veterinary Technology application.

For more information about any of these options, contact the School of Health Professions Admissions Office at shpseat@ccbcmd.edu.

Steps for Admission

1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply

2. Participate in assessment testing, if necessary.

3. If transferring to CCBC, the applicant must submit transcripts to CCBC and submit a transfer evaluation form found near the bottom of the webpage - https://www.ccbcmd.edu/resourcesfor-students/student-records-and-transcripts

4. Complete prerequisite courses as necessary.

5. Once you have your CCBC Student ID number, log into https://shp.liaisoncas.com/applicantux/#/login and apply to the **CCBC SHP VET TECH** program

by the application deadline. The **nonrefundable** $50 application fee is due at time of submission.

    a. If you need assistance with the program application, you can watch the video in the application or, watch instructional videos on YouTube.

    b. You can watch our YouTube video showing an application walkthrough at https://www.youtube.com/watch?v=EFM3cn1ZV5s

6. Submit (transcripts) or upload (CPR card, license, etc.) all documents to the SHP CAS by application deadline.

7. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS **and** to the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center **and** to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying to only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts. Include CCBC if you have taken classes there.

2. Click **ORDER** under each school you have listed.

3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying to.

    a. ***To Send an Electronic Transcript***

        i. Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.

ii. You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3.

Copy and paste the number in the space on the e-transcript service page.

iii. Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

b. ***To Send a Paper Copy Using the US Postal Service***

i. You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', chose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.

ii. Provide the Registrar with the following items:

a. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CAS ID number on the transcript before mailing it.

b. Give the Registrar this mailing address:

SHP CAS Transcript Processing Center
PO Box 9134
Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to Verify that Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS AND CCBC)

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1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.

2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

Admission Response

Admissions decisions are emailed to applicants approximately 6 to 8 weeks after the application deadline.

Technical Standards

All applicants must meet the physical and emotional standards that are required by the AVMA and Committee on Veterinary Technician Education. All applicants must possess the ability to kneel, bend, stoop, and reach in all directions to handle animals and equipment. Applicants must have the manual dexterity to perform tasks, and the ability to restrain, lift and carry animals weighing up to 50 pounds. Applicants must be able to hear the alerting sounds of equipment, verbal commands of the veterinarian or veterinary technician, recognize animals that are in distress, and be able to respond quickly if needed. The ability to integrate and process information, complete math calculations and conversions, and communicate effectively (written and verbal) is essential. Read, sign and upload the Veterinary Technology Technical skills signature page that is at the end of this packet.

Post Admission

If offered a seat in the program, you will receive program information over the summer. Orientations for the School of Health Professions and the Veterinary Technology program are scheduled in late summer. Attendance at orientations is mandatory.

Applicants should be aware that the following items will be required to progress in the clinical/practicum components of the program. Further information will be provided by the program director.

- Proof of a recent physical examination with current immunizations, including COVID-19

- Proof of current health insurance

- Criminal background investigation

- Pre-exposure rabies vaccination during the first fall semester of the program

- Drug screening

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Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics and furthering my knowledge and competence through a commitment to lifelong learning.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathway Advisor** only. For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443-840-3816 or visit the Student Services

Center room 102. The hours, addresses, and phone numbers for all sites can be found by calling 443840-2222 or online at http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contactan-Academic-Advisor.aspx.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu

Other Resources include:

Success Navigators https://www.ccbcmd.edu/About-CCBC/Administrative-Offices/Enrollment-andStudent-Services/College-Life/College-and-Community-Outreach-Services.aspx

Financial Aid https://www.ccbcmd.edu/costs-and-paying-for-college/help-paying-for-college/get-started

Connie Hayek, Coordinator, Student Retention, School of Health Professions Chayek@ccbcmd.edu.

Estimate of Program Expenses

CCBC Veterinary Technology Program
Estimated Costs (Fall 2025)

Lab Fees - VETT 113, VETT 114, VETT 202, VETT 203, VETT 204, VETT 222, VETT 223, VETT 274	$2,495.00 is the total of all lab fees. (fees are assessed as each lab course is registered for in consecutive semesters)
Rabies Vaccinations – Series of pre-exposure injections administered by a medical doctor. First semester of the first year.	~ $800.00
Required Equipment	
Laptop computer	Price dependent on choice
Scrubs (ordered through program second semester of first year)	~ $65.00
Coveralls (Optional)	~$40.00
Required Resources	
Textbooks	~ $1,500.00 Prices vary depending upon supplier: bookstore, online source, other. CCBC Bookstore is competitive
Student Processing CastleBranch (Background Check/Drug Screening/Medical Documents)	~ $96.00
MDVTA Student Dues	~ $15.00 a year
VetBloom/Visiocare/VTNE Pocket Prep/ Other educational resources	~ $300.00

Please visit Costs & Paying for College on the CCBC website to see the breakdown of Tuition and Fees, http://www.ccbcmd.edu/costs-and-paying-for-college.aspx .

Financial aid information is available at http://www.ccbcmd.edu/Costs-and-Paying-for-College/HelpPaying-for-College.aspx .

Prices are subject to change.

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Community College of Baltimore County

School of Health Professions Veterinary Technology Program
Documentation of Observation Hours

Work experience can indicate future success in the Veterinary Technology Program. Current work in the field is required, paid or volunteer. Shadowing a credentialed veterinary technician or veterinarian for a day does not fulfill the requirement. Breeding or showing animals does not fulfill the requirement, unless the applicant is actively involved with a 4H farm animal program. A structured internship or volunteer experience with an animal welfare agency, does fulfill the requirement, i.e. BARCS, Maryland SPCA, or volunteer work in a shelter/rescue, zoo, etc. Hours accrued during internship in a Vet Assistant program also meet the requirement. This form must be uploaded to the SHP CAS application to document a minimum of 24 hours employment, paid and/or volunteer, in a veterinary setting. One supervisor must be a credentialed veterinary technician, preferred, or veterinarian. The form should be uploaded in the Program Materials quadrant of the SHP CAS application, in the Documents tab.

Print Applicant Name: _____

CCBC Student ID Number: _____

Employer #1

Employer Name (Veterinary Facility): _____

Start Date: _____

End Date: _____

Hours worked per week: _____

Weeks worked: _____

Total # hours worked: _____

(hours/week) X # weeks

Print Name and Title of Supervisor: _____

Signature of Supervisor: _____

Supervisor Email: _____
Supervisor Phone: _____

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Employer #2

Employer Name (Veterinary Facility): _____

Start Date: _____

End Date: _____

Hours worked per week: _____

Weeks worked: _____

Total # hours worked: _____

(hours/week) X # weeks

Print Name and Title of Supervisor: _____

Signature of Supervisor: _____

Supervisor Email: _____

Supervisor Phone: _____

Employer #3

Employer Name (Veterinary Facility): _____

Start Date: _____

End Date: _____

Hours worked per week: _____

Weeks worked: _____

Total # hours worked: _____

(hours/week) X # weeks

Print Name and Title of Supervisor: _____

Signature of Supervisor: _____

Supervisor Email: _____

Supervisor Phone: _____

Veterinary Technology Technical Skills

The primary goal of the Veterinary Technology program is to prepare qualified graduates for employment in veterinary practices.

The accrediting agency for the Veterinary Technology Program, American Veterinary Medical Association (AVMA), mandates that students be informed of essential functions necessary to perform activities related to the major and the practice of veterinary technology.

Following is a listing of the types of skills usually required for job performance:

1. Physical Requirements

a. Ability to push, pull, lift, and restrain 50 pounds
b. Ability to stand on 2 feet for extended periods of time
c. Ability to walk long distances on hilly terrain without assistance
d. Able to push a gurney or other transportation device without injury to self, patient, or others
e. Assist patients in moving and transferring from floor to table and back without injury to self, patient, or others
f. Accurately draw up sterile fluids and other solutions without contaminating the syringe, needle, or solution
g. Be dexterous and able to administer fluids and medications, or draw blood from a patient without injury to self, patient, or others

Adequate eyesight to:
a. Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet
b. See numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a veterinary technologist
c. Perform microscope work and accurately identify small objects, samples, or tissues
d. Adequately determine color variations of samples and equipment

Sufficient Hearing to:
a. Respond to patient's verbal cues
b. Communicate with other personnel involved in the care of the patient
c. Initiate timely responses to audible alarms and signals

2. Working Conditions

a. Most work will take place in an air-conditioned environment with frequent exposure to loud noises.
b. Large animal work takes place outdoors in varying weather conditions
c. There is high risk exposure for animal bites and scratches
d. There is a minimal exposure risk to zoonotic diseases and x-ray radiation
e. There is a moderate exposure risk to biohazardous materials and waste anesthetic gases

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 f. Sterile environments that require specific attire to be worn

3. Interpersonal Skills

 a. Ability to work in a professional manner with clients of all ages, races, creeds, and physical condition

 b. Interact with other members of the health care team in a polite, professional manner

 c. Communicate in a professional manner in all formats – written, oral, non-verbal, and electronic

 d. Effectively and accurately acquire and convey information utilizing an appropriate communication mode

4. Intellectual Ability and Emotional Stability

 a. Exercise independent judgement and avoid distraction in the technical performance of various procedures

 b. Solve medical mathematical problems quickly and accurately

 c. Work under time constraints

 d. Work calmly and efficiently in stressful situations

 e. Recognize emergency situations and take appropriate actions

 f. Understand the stages of grief and grief counseling

VETERINARY TECHNOLOGY ACKNOWLEDEMENT FORM

I have received a copy of the "Technical Standards" for the Community College of Baltimore County's (CCBC) Veterinary Technology Program. I have read these "Standards", understand them to the best of my ability, and believe I will be capable of meeting them.

The college does not discriminate on the basis of age, race, color, national origin, sex or handicap in its education programs or with regard to employment. The college further ensures that the applicant to the Veterinary Technology Program will not be discriminated against on the basis of past or current health problems or handicap provided that neither endangers the well-being of a patient or fellow student or hinders the applicant's ability to perform the functions required of a veterinary technician.

Inquiries regarding Equal Opportunity and Title IX may be directed to CCBC College, Office of Student Conduct, 7201 Rossville Blvd., Baltimore, MD 21237

_____   _____

    (Signature)   (Date)

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