

PIEDMONT TECHNICAL COLLEGE

Veterinary Technology

Student Handbook

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Introduction

Congratulations! You have chosen an exciting and challenging career in Veterinary Technology. The Piedmont Technical College Veterinary Technology Program will prepare you for a career as a credentialed veterinary technician by helping you develop the technical skills and knowledge base required to be successful in this field.

To help you get oriented and become acquainted with the College and Program, we have prepared this manual and hope it will ease some of your anxieties about this new adventure. And that is exactly how we hope you will view this journey; as an adventure. There will be many people to help you along the way. The journey through the profession of veterinary medicine is a challenging one and will require a lot of hard work. We will probably cry a few tears (it is at times a sad profession), we will laugh and smile (it can be a very funny profession); we will work hard and play hard. But, most of all we will have FUN. Our hope is that as a team we will learn respect for each other and the patients we care for.

You are entering the field of veterinary medicine at an exciting time, when changes are rapidly occurring in the field and there is a greater need for technicians than there is supply.

We hope you will accept the challenge to become a skilled and compassionate veterinary technician committed to a lifetime of learning and excellence!

The Role of the Veterinary Technician

Veterinary Technicians are educated by AVMA accredited schools and receive a high-quality education. They must pass a credentialing exam and most states require a state exam to become licensed to practice.

The Veterinary Technician works under the supervision of the veterinarian as a support team member. The credentialed technician facilitates and executes procedures prescribed by the veterinarian.

As a critical member of the veterinary team, the primary responsibility of the veterinary technician is to provide quality patient care to animals. Veterinary Technicians accomplish this in a myriad of ways. They provide nursing care, serve as laboratory technicians, radiology technicians, anesthetists, surgical technicians and client educators.

There are many specialized areas in which the veterinary technician can pursue their interests. Many technicians choose to work in research institutions, zoos, industry, pharmaceutical companies, military and the list goes on. Upon graduation from an AVMA-accredited veterinary technology program, veterinary technicians can specialize in one of sixteen veterinary technician specialties (academies):

- Dentistry
- Anesthesia and Analgesia
- Internal Medicine
- Emergency and Critical Care
- Behavior
- Zoological Medicine
- Equine Nursing
- Surgery
- Clinical Practice
- Nutrition
- Clinical Pathology
- Dermatology
- Laboratory Animal
- Ophthalmology
- Physical Rehabilitation
- Diagnostic Imaging

The role of the veterinary technician is becoming more complex and sophisticated. Pet owners are expecting a higher quality of medicine than ever before. This means the veterinary technician must have greater skills and veterinarians are becoming more dependent on these professionals.

While a veterinary technician can assist in performing a wide variety of tasks, they cannot diagnose, prognose, prescribe, perform surgery, or engage in any activity prohibited by a state's Veterinary Practice Act.

As a student in the Veterinary Technology Program, you will explore many of these career options and roles. You will be able to speak to other technicians and professionals of various fields and ask them questions about their jobs and roles as veterinary technicians. Finally, keep your options open. You may discover an area of veterinary medicine you had never considered!

Employment Opportunities/Job Placement

Employment Opportunities in Veterinary Technology

According to The United States Labor Department, Bureau of Labor Statistics Veterinary Technicians and Technologists are in high demand. It estimates a need for an additional 24,100 employees or a 20% increase by the year 2031 (much faster than average).

Positions for graduate veterinary technicians are many and varied. The demand for credentialed veterinary technicians exceeds the supply. Because of the specialized training veterinary technicians receive there is much diversity in various employment areas. The graduate may seek employment in areas such as private practice, clinical medicine, academic institutions, emergency medicine, laboratory animal medicine, biological research, food inspection, wildlife rehabilitation, humane societies/shelters, zoological medicine, pharmaceutical sales, and government agencies.

The earning potential as a graduate depends greatly upon the career path chosen, type of practice and geographic location. National mean salary ranges are from \$24,960 to \$68,110 (2021 median pay was \$38,250 per year or \$18.39 per hour) and increasing yearly as the importance of credentialed technicians are realized. In South Carolina, the mean annual wage for veterinary technologists and technicians is \$38,230. Presently, need exceeds availability of credentialed technicians.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Veterinary Technologists and Technicians, on the Internet at <https://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm> (visited March 17, 2022).

Job Placement

As the veterinary technology program receives inquiries from employers seeking to employ veterinary technicians, we will maintain a file of these requests in the Office area on the Newberry campus. These requests come from the entire United States and will be available for students to evaluate. Job placements for veterinary technician graduates from other schools are generally 80% - 100%. It is expected that our graduates will have a 100% placement rate.

Work Policy:

Because of the rigorous curriculum of the Veterinary Technology Program, it is recommended that students not have employment while taking classes.

Program Overview

Piedmont Technical College began offering Veterinary Technology as part of its curriculum in the Fall of 2007. A total of 77 credit hours will be required in order to complete requirements for an Associate's Degree in Veterinary Technology and be eligible to sit for the VTNE and state licensing board.

The Program must be accredited by the AVMA (American Veterinary Medical Association) Committee on Veterinary Technician Education and Activities (CVTEA). Accreditation is a lengthy process to insure that Piedmont Technical College meets standards set forth by the AVMA in providing the highest quality veterinary medical education. Piedmont Technical College received provisional (initial) accreditation from the AVMA effective December 8, 2008. Piedmont Technical College received full accreditation from the AVMA effective October 4, 2013.

CVTEA's mission is to shape the future of veterinary medicine by promoting the profession of veterinary technology through education, leadership, quality, integrity and collegiality. Through CVTEA accreditation of programs the public is informed of institutions that provide quality education for veterinary technicians and therefore benefit graduates by increasing their prospects of employment.

Objectives Set Forth by the CVTEA Accreditation of Programs

1. To recognize veterinary technician training programs that are fully capable of graduating acceptable assistants for veterinarians and to assist in the development of such programs.
2. To study all matters pertaining to activities of veterinary technicians, and to advise the Board of Directors concerning the implementation of AVMA policy concerning such matters.

There are currently a total of 224 accredited veterinary technology programs within the United States with 28 colleges/universities offering 4 year degrees and 10 schools offering distance learning programs.

Competencies/Skills

As part of your curriculum in the Veterinary Technology Program at Piedmont Technical College you will be required to master a set of skills as set forth by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA). The skills/tasks evaluate the student's motor, critical thinking and clinical skills. Students will be charged a fee in the cost of tuition to utilize an online program through Trajecsys that will keep track of completed essential skills for the Veterinary Technology Program. All skills will be completed prior to graduation. The student is responsible for keeping track of the skills they lack throughout their academic career. The student is also responsible for acquiring signatures and dates of completion from on-campus instructors and off-campus preceptorship supervisors.

Students who are unsuccessful in the program, and readmit in a semester other than the one the Trajecsys program is assigned a fee for, will be responsible for covering the expense of using Trajecsys by paying the company directly using the contact the program director supplies to the student.

Skills categories:

1. Office and Hospital Procedures, Client Relations, and Communication
 - a. Management
 - b. Communication
 - c. Laws and Ethics
2. Pharmacy and Pharmacology
 - a. Administration
 - b. Dispensing
3. Nursing
 - a. Patient Assessment
 - b. Patient Care
4. Anesthesia
 - a. Patient Management
 - b. Equipment/facility Management
5. Surgical Nursing
 - a. Patient Management
 - b. Procedural Management
6. Laboratory Procedures
 - a. Specimen Management
 - b. Specimen Analysis
7. Imaging
8. Laboratory Animal Procedures
9. Avian, Exotic, & Small Mammals Procedures

Dress Policy

Students are required to dress appropriately in uniform attire (scrubs) for lab work or clinical externship work. Uniform attire will be required to present a professional appearance both on and off campus.

Small Animal Lab and Clinical Externship:

- The student must wear scrubs (any style and color) as assigned by the Veterinary Technology Department
- Scrubs are to be clean and neat
- The student must wear a Piedmont Technical College ID badge during laboratory sessions, off campus events, and externship sites
- The student should wear tennis shoes or other appropriate footwear. Open-toe and open-heel shoes will not be allowed. Socks are to be worn.

Large Animal Laboratory and Clinical Externships:

In addition to approved scrubs as listed above:

- The student must wear short sleeve navy coveralls
- The student must have rubber boots or leather boots. **Tennis shoes will not be allowed when working with large animals.**

Other Expectations of Professionalism and Safety Related Issues:

- Jewelry should not be worn, especially dangling earrings, loose necklaces etc. Such jewelry allows for nails and teeth to become entrapped causing injury to both handler and animal. This includes body piercing jewelry.
- Students with long hair must wear the hair contained and away from the face; caps or hats may be worn in large animal settings.
- Finger nails should be clean and maintained at a short length. No artificial nails.
- Tattoos must be covered.
- Perfume, cologne, and heavy fragrances should not be worn. Some animals react to fragrances and clients may find them offensive.

Following are a list of items that the student should own or have access to:

- | | |
|--|----------------|
| 1. Stethoscope | (price varies) |
| 2. Wrist watch with a second hand | (price varies) |
| 3. Scrubs (at least one set in navy) | (price varies) |
| 4. Coveralls (navy) (VAC#108AR) | \$39.00 |
| 5. Piedmont Technical College ID badge | |
| 6. Name tag with magnet fastener (VAC#21300) | \$10.00 |
| 7. Rubber or leather work boots | (price varies) |

****Note:** Items in **BOLD** are required for the third semester laboratory. All other items should be acquired before the start of classes.

****Note:** Coveralls, boots, and other required supplies for clinical and laboratory may be purchased anywhere or through VAC online or by calling:

VAC (Veterinary Apparel Company)
Toll Free: (800) 922-1456
www.veterinaryapparel.com

Note: On item #6 When placing your order, you must first pick your badge, the color (white) and the engraving (black) and add it to your 'shopping' bag. During checkout you will see a column to the right for special instructions optional, that is where you can tell them to use a smaller font so it will all fit.

Line 1: PiedmontTechnicalCollege
Line 2: Your First and Last Name

Under Special Instructions, state that the first line font can be smaller to fit on one line, but should not be abbreviated.

Note: The one set of navy scrubs needs to be embroidered with the PTC Healthcare student logo in white. The following companies are set up with the proper logo for vet tech students and will embroider any scrubs for you free of charge.

ScrubTrendz - Columbia, SC
Read's Uniforms - Greenwood, SC
Emerald Ink and Stitches - Greenwood, SC
Safe Industries - Easley, SC
BJ Graphix - Newberry, SC

- **Due to circumstances beyond our control cost and pricing may change without advance notice. All efforts will be made to inform students in advance of the start of the semester.**

National Association of Veterinary Technicians in America (NAVTA)

NAVTA is a professional organization that supports the Veterinary Technician profession through education and professional activities. It has been responsible for the written code of ethics, the veterinary technician oath and portions of the model practice act.

Students are required to participate in SCNAVTA (Veterinary Technology Club) activities, meetings, and events. Participating in club activities is an important part of your curriculum. The club serves as a means of networking and providing community service and education and as such provides you with opportunity to develop as a veterinary technician.

Through the student chapter of NAVTA (SCNAVTA) the student will work to promote community projects and fundraisers. Members may attend seminars and sponsor activities.

Officers are elected to serve as President, Vice President, Secretary, and Treasurer. Not only is the “Vet Tech” club a great way to support each other and the community but, it is a great way to have loads of fun, do a little hard work and it looks good on the resume!

NAVTA and SCNAVTA support Veterinary Technicians by recognizing a week in October as National Vet Tech Week.

Other benefits include

- A subscription to *The NAVTA Journal*, a quarterly journal with scientific CE articles, and news about other NAVTA chapters in the US.
- National Veterinary Technician Week promotional materials.
- The opportunity for networking with your peers
- Materials for promoting the profession, such as posters, brochures, and slide presentation.
- Job search
- And much, much, more!

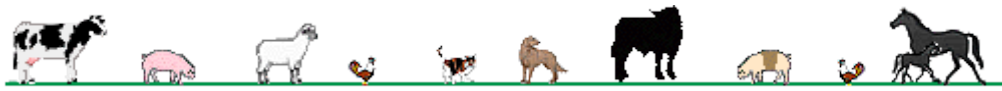
Explore the NAVTA website at: <http://www.navta.net>

Code of Ethics

The National Association of Veterinary Technicians in America (NAVTA) has established the following 11 point code of ethics to help provide guidelines by which Veterinary Technicians carry-out their jobs.

Veterinary Technicians shall:

1. Aid society and animals by providing excellent care and services for animals.
2. Prevent and relieve the suffering of animals with competence and compassion.
3. Remain competent through commitment to life-long learning.
4. Promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
5. Collaborate with other members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Protect confidential information provided by clients, unless required by law or to protect public health.
7. Assume accountability for individual professional actions and judgments.
8. Safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
10. Uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team.
11. Represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.



Veterinary Technician 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.



Goals of the Veterinary Technology Program

- To provide a level of instruction that will produce quality veterinary technicians prepared to demonstrate their critical thinking and technical skills with professionalism in the field of veterinary medicine
- To provide opportunities for students to achieve their potential and become leaders of their profession and contribute positively to the veterinary profession and the community
- To instill a sense of compassion and care for animals and humans
- To prepare the student to successfully take the *Veterinary Technician National Examination (VTNE)* and state licensing examination to become credentialed.
- Encourage life-long learning and career advancement through continuing education opportunities

Professional Conduct

As members of the professional community students should demonstrate a positive attitude and courtesy when interacting with peers, and other professionals. Listed below are standards that should be aspired to:

- Support team effectiveness
- Acknowledge and learn from mistakes
- Avoid gossip
- Take initiative
- Take responsibility for your actions
- Accept constructive criticism
- Be receptive to new ideas
- Develop self esteem
- Establish and practice standards of excellence
- Respect others as peers and professionals
- Practice safe quality patient care
- Practice Veterinary Technician code of ethics

Admissions/Enrollment Policies and Procedures

Students applying to the Veterinary Technology Program at Piedmont Technical College must meet general admissions requirements and Veterinary Technology Program requirements.

General Admission Requirements:

All applicants for admission must meet the following minimum requirements:

1. Possess a high school diploma, GED or acceptable scores on the college's placement test or on the SAT or ACT
2. Complete the college placement test to assess skills in reading, English and mathematics and demonstrate the ability to benefit from formal education.

Steps in Applying for the veterinary technology program:

1. Apply for Admission
 - a. On line application
 - b. Admissions Office on the Greenwood Campus
 - c. Any County Campus
2. Apply for Financial Aid
3. Submit Transcripts
4. Complete or Exempt Placement Testing
5. Attend Advisement/Registration
6. Apply for Admission to Vet Tech Program
7. Schedule Veterinary Technology Classes
8. Orientation
9. Access Campus Online Services
10. Purchase Textbooks, Supplies

For Your Information . . .

Purchasing Textbooks

Textbooks may be purchased through the campus bookstore or on-line through the college. Campus bookstore hours for the Newberry campus varies each semester but will be posted throughout the campus. If you prefer to use another on-line source to purchase textbooks your instructor will supply you with the ISBN. If you choose to purchase textbooks through a source other than the campus bookstore it will be your responsibility to purchase books well in advance of scheduled classes.

Transportation

Students are required to provide their own transportation to all clinical externship, preceptorship, off campus seminars, sponsored events and off campus laboratory classes.

Pinning Ceremony

Students who have completed their degree requirements for an Associate Degree in Veterinary Technology will be invited to attend a special pinning ceremony just for you! Family may be invited to share in your hard earned accomplishment. This Pinning Ceremony will be held once per year for all graduates in that year, usually during the same week as the Piedmont Technical College Graduation Commencement Exercises held on Greenwood's Lex Walters Campus.

Staying Connected

PTC offers ways of staying connected for those students who are taking courses off of the main campus. While it is important to remain connected to the main campus, it is not always convenient.

Some ways to connect:

PTC Pathway:

PTC Pathway provides students access to courses, email accounts, and the ability to view personal information such as grades, financial aid status, registration information and much more....

Library Services:

The Library and its learning resource centers house more than 33,000 books and audiovisual items. For information that may not be available at the resource center the college's library can be accessed using the following email address: (<http://www.ptc.edu/library>). Courier Service to deliver available resources from the main campus is also available. Interlibrary loan requests can be made as well. The Newberry County Resource Center has library staff members to help you with your needs.

Newberry campus Library number:
803-768-8167

Library Hours:Monday – Thursday
8:00 am – 7:30 pm

Externship Policy

In order for students to practice clinical skills each student will participate in an externship rotation during each of the last three semesters of the program. Students will be responsible for seeking out a practice in which they would like to perform an externship. Externships will be assigned upon approval of the Program Director.

Externships are generally non-paid. Externships are opportunities for students to apply learned skills prior to graduation and are not intended to supplement financial income. When choosing an externship site, select one that is diverse to give a variety of experiences.

Externships are graded and course objectives must be met to receive a passing grade.

Externship/Preceptorship sites are required to fill out “Externship/Preceptorship Site Agreement” forms. The student will be responsible for seeing that these forms are filled out by the DVM at the site chosen. Externship sites should be sought out well in advance of scheduled time for attendance (previous semester) and all paperwork submitted to the Program Director. There may be a possibility that the clinical site may not meet facility standards and an alternative site may need to be located.

Clinical site visits will be made by a faculty member of the Veterinary Technology Program to ensure the site meets facility standards and that the student is performing the essential skills as outlined in the CVTEA skills list.

Transportation to clinical externship/preceptor sites will be the responsibility of the student. You are expected to be at your clinical sites just as you would a “paying” job.

Dress code for externship/preceptorship sites will be navy blue scrubs, closed-toed shoes, and name tag (or at discretion of clinical site).

The student may not have visitors or guests during clinical externship/preceptorship assignments. This includes friends, family, or children.

The clinical affiliate reserves the right to ask any student to leave the site for failure to comply with clinic policies, including attendance, tardies, or unprofessional behavior.

Professional Liability Insurance

All students are required to carry professional liability insurance by the State of South Carolina. This insurance covers the person only in the clinical area while in the student role. Liability protection is obtained through PTC and the cost will be assessed as part of tuition fees each semester.

Veterinary Technology Clinical Attendance Policy

Because of the unique nature of the clinical experience and to prepare students for employment, the faculty and students will adhere to the following clinical attendance policy.

The student is expected to be dependable and prompt at all times. The student will be assigned a work schedule by the supervisor at the practice. The supervisor may set up the work schedule at his/her discretion. If hours are missed, the supervisor may allow the student to make up the hours on another day. In addition, students agree to abide by the clinic’s policies, including policy on dress code. The student is expected to be punctual, respectful, and open minded and receptive to the learning experience.

If there is an emergency and the student is unable to make it to their site, they **MUST** contact the preceptorship site supervisor **and** the veterinary technology program Director **immediately**. Hours lost as a result are required to be made up at the convenience of the site supervisor.

Tardies and early departures are not professional attributes. The clinical site supervisor may discuss this with the student first and then the program director may be contacted if the student is repeatedly late or leaves early. Students should also be aware that punctuality is also part of the clinical site's evaluation and could result in a lower grade.

GRADING POLICY

The Veterinary Technology faculty will adhere to the Piedmont Technical College grading system as found in the College catalog.

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	below 60

A student must maintain a “B” in all VET courses and must maintain a cumulative 2.0 GPA to maintain satisfactory progress in the program.

Mid-term Grading:

At midpoint in the semester grades will be assigned by your instructor. These grades are given according to the following scale and indicate your performance. If you have an “M” or “U” at mid-term please consult with your instructor so that we may find ways to help you improve your academic progress.

S	=	Satisfactory
M	=	Marginal
U	=	Unsatisfactory
W	=	Withdrawal

If you are receiving state or federal financial aid, you have certain rights and responsibilities to maintain satisfactory grades or your financial aid may be cancelled.

A student who receives a failing grade in a course for failure to meet objectives related to essential skills assignments, professional responsibility, personal or patient safety or professional behavior may be refused continued admission in the program at the discretion of the Program Director and the approval of the Divisional Dean.

Web-based Assignment Policy

Web-based assignments are dependent on meeting D2L Brightspace system compatibility requirements and reliable internet connection. Wireless connections are not reliable and therefore are not recommended. It is the responsibility of the student to maintain connectivity during the web-based assignment. Faculty are not responsible should a loss of internet connectivity occur. If internet connectivity is lost during an assignment, get back on as soon as you can. Time will not be added, but you can continue until time runs out. It is the student's responsibility to reconnect within the session time and complete the assignment. If you are unable to reestablish connectivity, your session will time out and the assignment will be scored at the point at which you disconnected.

Any technical difficulties in D2L Brightspace must be reported through the D2L Technical Support Link: <http://enduser.desire2learn.com/user/support.asp?org=Piedmont%2520Technical%2520College&>. Following the report, a help desk ticket confirmation will be emailed to the student. A copy of the ticket confirmation must be immediately forwarded to the course instructor. Do not use the synchronous chat feature online as this will not provide a ticket confirmation. Technical difficulties that impact a student's performance during any web-based assignment will be dealt with on an individual basis. Consult the course syllabus for specific policies.

Test/Exam Policy

It is strongly recommended that all personal items be left in the student's personal vehicle. PTC is not liable for any items left outside of the classroom.

While taking all tests/exams students **MUST**:

- Put all non-required items away during tests, quizzes, or practicals. Required items, such as stethoscopes, calculators, wristwatch vary by course, and will be discussed with course information at the start of each semester. If a student is found with other items not allowed during tests/exams, the student will be required to immediately submit their test/exam. Only the completed questions when submitted will be graded and any unanswered questions will be counted as incorrect.
- Cell phone/electronic device use is prohibited when students are taking tests/exams. At the time a student is found with a cell phone/electronic device during tests/exams, the student will be required to immediately submit their test/exam. Only the completed questions when submitted will be graded and any unanswered questions will be counted as incorrect.
- Once a test/exam/practical has been started, students will not be allowed to leave or enter the room for any reason;
- Make-up tests/exams may not be the same test/exam, format, or number of questions as test/exam given in class. It is the responsibility of the student to remember test/exam dates and take all test/exams as scheduled or contact the instructor if a make-up exam needs to be scheduled.
- If a student fails to report to a scheduled make-up test/exam, a zero will be recorded for that test/exam and no further make-up will be scheduled.
- Those students testing in the TLC/library must adhere to the start time as specified by the instructor or they will not be allowed to test that day. Students must arrive at the TLC/library before the scheduled test start time.
- For students in the classroom or the TLC/library, follow the instructor's directions for starting and stopping the test/exam or any special directions for alternate format questions;
- If scratch paper is requested, it will be given out by the instructor;
 - Write name on the scratch paper;
 - Keep answers covered at all times;
 - Raise hands to be acknowledged by the instructor if a question arises;
 - Keep eyes on your own test/exam;
 - Refrain from talking to peers and remain quiet throughout the examination period;
 - Return the scratch paper to the instructor before leaving the room. Failure to return the scratch paper may result in disciplinary action covered under the college academic misconduct policy;
 - All unanswered questions will be counted as incorrect.

Quiz Policy

- A scheduled or unscheduled quiz may be given on any class day and may cover previous lecture material or may be on the topic of the day.
- Only students in their seats at the announcement of the quiz will be allowed to take the quiz.
- If student is unable to take a quiz for any reason, a “0” will be given.
- Missed quizzes will not be made up and a grade of “0” will be recorded

Assignment Policy

- Assignments are due by the designated due date;
- If instructor is unavailable when an assignment is due the student must have the assignment dated, timed, and initialed by an available faculty or staff member prior to submission.
- E-mailed or screenshots of assignments are NOT acceptable.
- Late assignments will not be accepted
- Missed assignments due to absences will not be accepted
- Failure to follow the assignment policy will result in the student receiving a grade of “0”
- Consult the course syllabus for specific policies.

Study Tips

- Be punctual for class
- Prepare for each class in advance by reading assignments
- Use time management skills
- Practice organizational skills
- Choose a quiet place to study without distractions
- Consider forming peer study groups
- If you are having difficulty in a class seek guidance from your instructor or advisor
- Take advantage of tutoring programs on campus
- Keep a calendar of reading assignments, class assignments, exams, etc.
- Keep up with reading and writing assignments
- Utilize library resources

Test-Taking Tips

- Be sure you know what material the test will cover
- Eat a meal before the test
- Take practice tests
- Get a good night's sleep
- Read the test questions **completely** before answering
- Arrive early for the test
- Assume a positive attitude
- Don't cram for tests
- Don't stay up late at night (or the wee hours of the AM) studying

Tutoring

If a student feels they are having difficulty with the material being presented a tutor can be provided without cost to the student. It is recommended that students having difficulty consult with their instructor before the student becomes overwhelmed.

Students may wish to set up peer study groups.

Readmission Policy

Students enrolled in any program who do not progress in the curriculum sequence for any reason (academic or personal), must seek readmission in order to repeat a course or progress to another clinical course. Eligibility for readmission is based on meeting the criteria below, and **course and space availability**.

A student must:

1. Complete and submit the Readmission Application available online within the established timeframe at <https://www.ptc.edu/nursinghealth-science-readmission>
2. Must be in good academic standing with the college;
3. Have no more than one prior unsuccessful attempt in a Health Care Division program semester. Readmission is limited to two attempts per program. Any student who has used the maximum (2) allowable attempts may be granted one additional Health Care program attempt after a minimum of 5 years from the last Health Care program semester. (**with exception to the nursing program*). An unsuccessful attempt is defined as receiving a C, D, F, U or W in a Health Care Division program semester;
4. ***For nursing only, be able to complete the ADN program within 36 months or the PN or Transition program within 24 months of the initial admission date to the program.*** Students who are eligible for readmission but cannot complete the specific program within the time limits allowed for the program must re-apply for the beginning of the program. Re-entry at the **beginning of a program does not negate previous attempts in a program**
5. For Health Science programs, be able to readmit upon space availability at the time of the next semester the course is offered.
6. *Any student desiring readmission to the any Health Care Program may be required to demonstrate competency and remediation in all classes completed.*
7. Meet the following additional conditions of eligibility:
 - a. Updated Castle Branch health requirements according to current criteria, proof of current CPR certification and hospital orientation;
 - b. Maintain professional malpractice insurance issued through the College;
 - c. Submit to a new background check and drug screening if the student has been out for one entire semester or longer.

Transfer Students:

- The Department Head of Nursing will review each case individually in consultation with the respective program faculty and with the College Registrar.
- Transfer students should have no more than two attempts in a previous nursing program and be in good academic standing with the previous college.
- *Any student desiring readmission to the any Health Care Program may be required to demonstrate competency and remediation in all classes completed.*

** The ADN, PN, and Transition programs are considered one program. If a student has two attempts in any of the three listed, they CANNOT readmit into another nursing program but can readmit into a different Health Care Program other than nursing for one additional attempt.*

Current BLS/CPR Provider completion card is not required for Veterinary Technology Program.

** Documentation of yearly Hospital Orientation through Care Learning is not required for Veterinary Technology Program.*

Validation of Competencies for Readmission to the Veterinary Technology Program

Prior to readmission the student will be required to do one or more of the following means of validation as deemed necessary by the Program Director. This is a general guideline and the student may be advised to take other course work or attend remediation labs at the discretion of the Program Director. The ultimate goal is to help the student achieve success in the program during their second attempt.

If unsuccessful in validating competencies of previous course work, (through passing of competency exams and/or passing of procedure evaluations) the student would not be able to be readmitted.

First semester*

- If unsuccessful in VET 101
 - Appointment with Program Director
 - Pass competency exam for VET 103 and 105 or audit and pass VET 103 and 105
 - Pass competency exam and perform selected procedure evaluations from VET 104 or audit and pass VET 104
 - Re-take VET 101

- If unsuccessful in VET 103
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 101 and 104 or audit and pass VET 101 and 104
 - Pass competency exam for VET 105 or audit and pass VET 105
 - Re-take VET 103

- If unsuccessful in VET 104
 - Appointment with Program Director
 - Pass competency exam for VET 103 and 105 or audit and pass VET 103 and 105
 - Pass competency exam and perform selected procedure evaluations from VET 101 or audit and pass VET 101
 - Re-take VET 104

- If unsuccessful in VET 105
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 101 and 104 or audit and pass VET 101 and 104
 - Pass competency exam for VET 103 or audit and pass VET 103
 - Re-take VET 105

***Any student who is unsuccessful in the first semester, must re-submit an application to the VET program during the program application process in May.**

Second semester

- If unsuccessful in VET 109
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 150 or audit and pass VET 150
 - Pass competency exam for VET 140 and 117 or audit and pass VET 140 and 117
 - Re-take VET 109

- If unsuccessful in VET 140
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 150 and 109 or audit and pass VET 150 and 109
 - Pass competency exam for VET 117 or audit and pass VET 117
 - Re-take VET 140

- If unsuccessful in VET 150
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 109 or audit and pass VET 109
 - Pass competency exam for VET 140 and 117 or audit and pass VET 140 and 117
 - Re-take VET 150

- If unsuccessful in VET 117
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 109 and 150 or audit and pass VET 109 and 150
 - Pass competency exam for VET 140 or audit and pass VET 140
 - Re-take VET 117

Third semester

- If unsuccessful in VET 207
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 215 or audit and pass VET 215
 - Pass competency exam for VET 240 or audit and pass VET 240
 - Re-take VET 207

- If unsuccessful in VET 215
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 207 or audit and pass VET 207
 - Pass competency exam for VET 240 or audit and pass VET 240
 - Re-take VET 215

- If unsuccessful in VET 180
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 207 and 215 or audit and pass VET 207 and 215
 - Pass competency exam for VET 240 or audit and pass VET 240
 - Re-take VET 180

- If unsuccessful in VET 240
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 207 and 215 or audit and pass VET 207 and 215
 - Re-take VET 240

Fourth semester

- If unsuccessful in VET 160
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 152 and 260 or audit and pass VET 152 and 260
 - Re-take VET 160

- If unsuccessful in VET 181
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 160, 152, and 260 or audit and pass VET 160, 152, and 260
 - Re-take VET 181

- If unsuccessful in VET 152
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 160 and 260 or audit and pass VET 160 and 260
 - Re-take VET 152

- If unsuccessful in VET 260
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 160 and 152 or audit and pass VET 160 and 152
 - Re-take VET 260

Fifth semester

- If unsuccessful in VET 170
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 250 and 270 or audit and pass VET 250 and 270
 - Pass competency exam for VET 280 and 201 or audit and pass VET 280 and 201
 - Re-take VET 170

- If unsuccessful in VET 201
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 250 and 270 or audit and pass VET 250 and 270
 - Pass competency exam for VET 280 or audit and pass VET 280
 - Re-take VET 201

- If unsuccessful in VET 250
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 270 or audit and pass VET 270
 - Pass competency exam for VET 280 and 201 or audit and pass VET 280 and 201
 - Re-take VET 250

- If unsuccessful in VET 270
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 250 or audit and pass VET 250
 - Pass competency exam for VET 280 and 201 or audit and pass VET 280 and 201
 - Re-take VET 270

- If unsuccessful in VET 280
 - Appointment with Program Director
 - Pass competency exam and perform selected procedure evaluations from VET 250 and 270 or audit and pass VET 250 and 270
 - Pass competency exam for VET 201 or audit and pass VET 201
 - Re-take VET 280

Health Science Readmission Agreement

Second Attempt

I understand that my current admission into the _____ curriculum at Piedmont Technical College constitutes my second attempt in the program. I also understand that if I am not successful in this attempt, I will not be allowed readmission into the _____ curriculum.

Student

P Number

Advisor

Date

Instructional Use of Animals

Animals used in the Piedmont Technical College Veterinary Technology Program will be provided by the **Newberry County Animal Care and Control (NCACC)** facility of Newberry County. The animals used for student instruction will be selected by the program director or a faculty member of the Veterinary Technology Program. Before being released for our use in the program they will go through a 10 day quarantine period and behavior assessment. Every attempt is made to insure these animals are safe for student use. However, due to the inherently unpredictable behavior of animals, there is always an element of assumed risk when working with animals. Therefore, each student will be asked to sign a waiver of liability. Shelter animals historically come with their own unique set of behavioral and medical issues. Students will experience cases that will provide learning opportunities closely reflecting those that will be seen in the “real world” of clinical practice.

Animals will be housed on the Newberry County campus facility. They will remain on campus for one week (Monday – Thursday). While housed on campus these animals may undergo testing, treatment and surgery. It will be the student’s responsibility to serve on kennel rotations to care for these animals while on campus. Kennel rotations will be assigned by a faculty member and the assigned schedule will be maintained for the duration of the semester. It is important that students be on time and present for all kennel rotations. Students will be assigned in groups. No student should ever be in the facility alone or without faculty supervision.

Animals will be rotated in and out of the facility each week. Students will have the opportunity to work with a variety of breeds and personalities of dogs and cats during their curriculum.

Animals coming through the facility may be adopted by contacting the Newberry County Animal Care and Control.

Kennel rotation will generally take about 1 hour per shift. The following is an *example* of a kennel rotation schedule. There will be two (2) shifts Monday through Thursday:

Monday:	Check-In	11:00 am - 12:00 noon
	Husbandry	4:00 pm - 5:00 pm
Tuesday:	Husbandry	8:00 am - 9:00 am
	Husbandry	4:00 pm - 5:00 pm
Wednesday	Husbandry	8:00 am - 9:00 am
	Husbandry	4:00 pm - 5:00 pm
Thursday	Husbandry	8:00 am – 9:00 am
	Husbandry	4:00 pm – 5:00 pm

There are numerous regulations, policies and guidelines that impact the use and care of animals used in teaching. As a teaching institution housing these animals on campus we must abide by these regulations, policies and guidelines. Standard Operating Procedures for Kennel rotation will be kept in a prominent place in the facility for your reference. You will also receive an orientation before actually working with the animals.

As part of the curriculum you will have a course in Laboratory Animal Medicine and will have an opportunity to learn (probably much more than you care to) about the regulations and the need for such regulations.

As part of your kennel rotation it is important that these shelter animals are treated with respect and compassion. It is an opportunity for students to contribute to the animals’ socialization and give them much needed love and attention. Their contribution is so that you can learn valuable skills.

PIEDMONT TECHNICAL COLLEGE
LABORATORY SAFETY STATEMENT

The laboratory is an exciting place to work and learn if you, the student, are careful. The following safety procedures are important in any lab situation. The purpose of this contract is to remind you that you must assume responsibility for your own safety and for the safety of your classmates.

1. Follow written and verbal directions carefully. Note any special warnings.
2. Familiarize yourself with all the safety equipment in your classroom.
3. Never eat, drink, or chew gum in the laboratory.
4. Never run, roughhouse, or engage in inappropriate behavior of any kind in the lab. Inappropriate behavior will result in loss of laboratory privileges for a specified length of time or expulsion from the laboratory. Loss of lab privileges will result in a lower grade.
5. Accidents do happen. Report any accident, injury, incorrect procedure and/or broken/damaged equipment immediately (even if the accident/problem is minor)!
6. Use extra care when working with heat, open flame, or chemicals.
7. Dress properly: no loose hair, baggy clothes, dangling jewelry, or open-toed shoes.
8. Keep your lab area free of unnecessary materials (such as backpacks and books).
9. Never perform unauthorized experiments. This will result in disciplinary action.
10. Do not return unused chemicals to their original container.
11. Dispose of waste properly per the instructor's directions.
12. Clean your work area, and return equipment to its proper place. Leave lab areas clean and dry. Wash your hands before leaving the laboratory.

Use your common sense, and always ask questions if there is something you don't understand!

SAFETIES

1. **A student can be given a safety during their final clinical check off, which will result in failing the check off. They can also be given a safety on a procedure that has already been checked off.**
2. **Students can be given a safety for unacceptable affective behavior at any time in clinic, class, or lab.**
3. **Students receiving three (3) safeties in any one semester will be given an F for that course and withdrawn from the program.**

SAFETY LIST

GENERAL:

1. Failure to check DVM's order.
2. Any procedure done on a patient must be charted properly.
3. ID patient:
 - a. Failure to identify patient
 - b. Failure to recognize any discrepancies
4. Wrong medication/wrong dosage given or charted.
5. Leaving patient unrestrained outside of cage/kennel or leaving anesthetized patient unattended on exam table or opened cage/kennel.
6. Failure to wear proper PPE.
7. Breaking sterile technique and continuing procedure.
8. Improper disposal of needles/sharps.
9. Cell phone usage anywhere in PTC building- including kennel
10. Smoking on PTC campus (including parking lot). There is also a \$25 fine for smoking on any PTC property.

OXYGEN USE:

1. Failure to utilize a handcart or anesthesia stand to move oxygen tank.
2. Using any source of flame within area where oxygen source is present.

RADIOLOGY:

1. Failure to wear proper PPE.
2. Failure to perform radiography without monitoring device.

PHARMACEUTICALS:

1. Failure to report spillage or loss of medication to faculty.
2. Failure to chart drug in controlled drug log.
3. Wrong medication/wrong dosage given or charted.

UNACCEPTABLE AFFECTIVE BEHAVIORS

1. **ADAPTABILITY:** Consider the students' ability to adjust behavior due to organizational changes such as scheduling, reassessing priorities to accommodate changes in workload, and making the transition from task to task or from one clinical area to another.

Ex. Rebels against change, can't complete assignments under changed conditions.
2. **PRODUCTIVITY:** Consider speed, organization, and content of product.

Ex. Instructions must always be repeated, seldom completes assigned tasks in acceptable length of time.
3. **DEPENDABILITY:** Consider the degree to which the student is able to follow through and assume responsibility for actions.

Ex. Does not follow through or follow steps of procedure per Clinical and/or Hospital protocol.
4. **INITIATIVE:** Consider the student's resourcefulness in applying themselves to assigned tasks and daily work and seeking additional responsibilities.

Ex. Does not do assigned work and avoids additional responsibilities.
5. **DISCRETION:** Consider the student's ability to be cautious and appropriate in communicating concerning the patient.

Ex. Shows no apparent concern toward patient's rights or needs, generally fails to respect professional confidentiality (gossips freely about clinical experiences).
6. **ACTION UNDER STRESS:** Consider the student's ability to perform required duties with accuracy and maintain organization under stressful conditions,

Ex. Unable to perform required duties under stress.
7. **CRITICISM:** consider the degree to which the student is able to hear, listen to, and evaluate feedback about self and activities in a positive way without defense or excess embarrassment.

Ex. Unable to hear, listen, and evaluate feedback about self and activities without displaying negative attitude, tries to put the blame on others.
8. **PROFESSIONALISM:** Consider the students' ability to get along with other students, instructors, faculty personnel, and patients/clients of varied background.

Examples:

- Does not wear appropriate neat uniform.
- Does not keep up a professional appearance.
- Makes no effort to communicate or cooperate with others.
- Consistently shows disrespect towards others.

Revisions to Hospital Orientation for Veterinary Technology Program

1. Use rear entrance of kennel only when walking dogs! Front entrance is for emergency use only.
2. Students should use main lobby entrance only. No door propping allowed.
3. No food or drink allowed in any part of hospital, classroom, kennel, or administrative office area. Food and drink may be stored in refrigerator/freezer in administrative office area but must be taken to student lounge located beside main lobby.
4. Computer/printer in administrative office area is for faculty/staff only. Students may use computers in library.
5. Computer in hospital area is for hospital procedures only- Veterinary software invoices, digital dental radiography software, etc.
6. All cabinets in hospital area have locking mechanism that requires you to open the right cabinet first and then release the inner latch to open the left cabinet. Do not try to force cabinet doors open.

Cell Phones and Computer Use:

It is inappropriate for students to answer cell phone calls during any class, clinical or laboratory activity, in the college library, or in any college office. Students who refuse to abide by this policy will be subject to the sanctions of the South Carolina Student Code of Conduct.

It is the policy of Piedmont Technical College to allow students to use the computer resources for educational purposes or for conducting college business, such as registration or processing financial aid applications. Students who use the computer resources for any other activity deemed to be inappropriate will be asked to suspend such activity. Continued inappropriate use may lead to disciplinary action according to the South Carolina Student Code of Conduct.

All instructors, as well as administrators, have express authority for general supervision of student conduct. The Vice President for Student Development and the Associate Dean of Students Services will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System. This Student Code of Conduct can be found on page 41-46 of your student handbook for the college.

Cell phone use is prohibited during classes, laboratories, or clinicals. During quizzes, practicals, and examinations, all cell phones will be placed on silent at the top of the student's desk area until the student completes the exam. Any use of cell phones, tablets, recording devices, etc. during an examination will be considered academic dishonesty and may result in a failing grade and disciplinary action. Desire 2 Learn will be used for communication between the instructor and students. Lecture notes will be posted in D2L, as well as news pertaining to class. The student is responsible for downloading this information prior to class. E-mail in D2L should also be checked daily.



**PROGRAM POLICY REGARDING PREGNANCY
OF VETERINARY TECHNOLOGY STUDENTS**

If a student becomes pregnant or suspects a pregnancy she should notify the Program Director immediately. At that time, the student will be advised of potential risks involved in remaining in the laboratories and clinical courses. The student may elect to take a leave of absence or to continue in the Program. If the student elects to continue without leave, the following measures will be instituted:

1. The student may not participate in the use of portable radiology equipment in large animal lab exercises or in an externship experience during the first trimester. The National Council on Radiation Protection recommends special precautions are taken to limit exposure during the first trimester of gestation, as studies indicate that the embryo/fetus is more sensitive to ionizing radiation during this period. Voluntary participation in performing radiographs using proper personal protective equipment is permitted during the last 6 months of pregnancy.
2. The student may only participate in laboratories involving inhalant anesthesia if scavengers are being used during administration of anesthetic gases.
3. The student may not participate in cleaning of the cat ward unless she has had a positive Toxoplasmosis titer.
4. The student will be asked to sign a form stating that she has been informed of the potential risks to the fetus of ionizing radiation, waste anesthetic gases, and Toxoplasmosis.

ACKNOWLEDGMENT:

My signature below indicates that I have read and understand the program's pregnancy policy. If I should become pregnant or suspect that I am pregnant while a Vet Tech student at Piedmont Technical College, I have been counseled to confide in my Program Director to help ensure the health and safety of my unborn child.

Name

Signature

Date



**Veterinary Technology Program
PREGNANCY RELEASE**

I have been advised of the effects of radiation, waste anesthetic gases, and Toxoplasmosis on the human embryo and fetus and understand that they have been found to be risks.

I have been given the option of taking a leave of absence from the Veterinary Technology Program. I have elected voluntarily to continue in the Program during the duration of my pregnancy.

I agree to adhere to all the pregnancy safety measures described in the current Program Orientation Handbook.

I understand that I am responsible for completing all requirements for graduation of the Veterinary Technology Program.

I have been given an opportunity to ask questions about this release form.

Student Name: _____

Student Signature: _____

Date: _____

Miscellaneous Policies

Patient Comes First Policy

There may be times when situations do not follow the expected plan. For example, a surgical procedure takes longer than expected, or the patient takes it's time recovering from anesthesia. The student may need to stay beyond the scheduled laboratory to recover a patient.

Clean it UP! Policy

If there is a mess, *Clean it up*. During all laboratory sessions, everyone is responsible for cleanup. No one leaves until the laboratory facility is clean.

The cleanup policy is most important in the kennel area between rotations.

Learning Opportunity Policy:

There are times when the shelter may have a special case that presents a learning opportunity for the student. In these unique cases students may be asked to stay beyond a scheduled class or laboratory.



PTC Vet Tech Program

Aggressive Animal Policy

All animals acquired from the Newberry County Animal Care and Control (NCACC) facility are quarantined at their facility for a minimum of ten days for monitoring of health or behavioral abnormalities. No animals with known history of aggression will be allowed at the PTC facility. However, if an animal shows signs of aggression towards other animals, it will be handled by PTC faculty or in direct supervision of PTC faculty member by a student. It will be handled away from other animals whenever possible to reduce the likelihood of aggression. If an animal shows signs of aggression towards humans, it will be handled only by PTC faculty members and the NCACC staff will be contacted.



PTC Vet Tech Program

Personal Injury Policy

All PTC VET tech students, faculty, or other personnel will report any injury (including animal-inflicted wounds) to the Program Director as soon as possible. First aid will be performed by trained PTC Vet Tech faculty and medical attention (depending on the severity of the injury) will be acquired. An Accident Report will be filed through Public Safety for all events requiring off-campus medical attention.

The following are excerpts from PTC institutional directive 4-8-1010.5.

Procedures

A. Incident Reporting

1. All incidents involving personal injury or damage to equipment are reported immediately to the supervisor or instructor and also to the Campus Police and Security Department.
2. The Campus Police and Security Officer on duty investigates each incident and files the appropriate report with the Campus Police and Security Office. Reports of incidents involving injuries require the completion of injury reports. Completed injury reports are forwarded electronically to the Human Resources Office. A follow-up report is sent to the supervisor of the injured. All incidents involving missing and/or damaged equipment are documented on equipment report. Completed equipment reports are forwarded electronically to the Facilities Management Department and Inventory Manager.
3. When a student is involved in an incident that causes physical injury, a Personal Injury Report is completed and filed with the Human Resources Office. A copy is retained in the Campus Police and Security Office. The injured student is informed to bring all physician statements to the Human Resources Office.

B. Injury Reporting

All employees are responsible for complying with the following procedures for reporting and recording injuries and occupational illnesses:

1. Students and Work-Study Students
 - a. Students are instructed to report any illness or injury immediately to their instructor or supervisor and to the Campus Police and Security. Campus Police and Security electronically delivers a copy of the form to be completed to the appropriate departments for their documentation.
 - b. The appropriate injury report should be obtained from and completed by the Campus Police and Security Office or the County Campus Director or designee prior to seeking medical attention. When the urgency of the situation precludes obtaining completion of the forms prior to treatment, the student must report to the Campus Police and Security Office as soon as he/she is able. A report to the insurance carrier is made in each case requiring medical attention before any claim is paid.

c. Campus Police and Security Office completes an injury or incident report and sends a copy electronically to Human Resources and the appropriate department.

Note from Campus Police and Security: The faculty at PTC campus locations other than the main Greenwood campus must call security at 864-941-8000 to report incident and/or injuries at their location. The report must be completed and sent to the officer indicated during the initial phone call. These reports must not be sent to public safety email address.

C. Insurance

1. Student Health and Accident Insurance is administered by the Human Resources Office. All full time students are covered by this plan. Details on coverage and instructions for filing a claim can be obtained from the Human Resources Office.
 - a. All full-time and part-time students are covered by accident insurance.
 - b. This insurance is provided by Piedmont Technical College. Coverage is limited to coverage of injuries or occupational health incidents received while on the campus of Piedmont Technical College, engaged in Piedmont Technical College (off campus) activities, or while engaged in traveling to or from a place of residence to Piedmont Technical College.
 - c. Accidents should be reported to the Human Resources Office; all claims must be processed by this office.
 - d. The Human Resources Office is available to provide assistance in resolving problems regarding medical insurance.
2. Tort Liability Policy
 - a. Liability for students working as an apprentice, or similar programs while on the premises of private companies are included in this coverage.
 - b. The tort liability policy is underwritten by the State of South Carolina.
 - c. Medical Professional Liability covers actions of students while training in a medical/clinical setting.

Student Information Sheet

Please print clearly!

Date: _____ Program: _____

Name: _____

PTC P#: _____

Name you wish to be called by: _____

Address: _____

Telephone Number(s): Home (____) _____

Work (____) _____

Cell (____) _____

Emergency Contact:

Name: _____ Phone: _____

Relationship: _____

Employed? Yes _____ No _____

If yes, the number of hours you work per week: _____

Medical Problems: _____

Comments: