

**DELGADO COMMUNITY COLLEGE  
ALLIED HEALTH DIVISION  
Office of Admissions**

615 City Park Avenue  
Building 4, Room 313  
New Orleans, LA 70119  
Phone: (504)-671-6201 Fax: (504)-483-4609

Thank you for your interest in the **Veterinary Assistant Program**.

**YOUR ADMISSIONS PACKET CONTAINS:**

- 1- Application
- 1 - Recommendation Form
- 1-Physical Standards/Acknowledgement
- 1-Narrative

**APPLICATION PACKET "POSTMARK" DEADLINE  
July 1  
(For Class Beginning – AUGUST)**

**\_\_\_ Jefferson Campus only**

**APPLICATION INSTRUCTIONS**

In order to ensure optimum accuracy, we request that you carefully complete the form. Failure to properly complete the form will significantly delay or prevent the processing of your application

- √ Please use a blue or black ballpoint pen.
- √ Be sure to date and sign your application.
- √ An incomplete or illegible application will be returned.
- √ Print in plain **CAPITAL** letters.

## RECOMMENDATION OF APPLICANT FORMS

Distribute the Recommendation of Applicant Forms to the appropriate individuals accompanied by a self-addressed, stamped recommendation return envelope. When the recommendations are returned to you, **DO NOT OPEN** – envelopes with broken seals will **NOT** be reviewed. Please only include professional references (not family members or friends). Please note recommendation letters are only good for the current application year and must be renewed each year for repeat applicants.

## PHYSICAL STANDARDS ACKNOWLEDGEMENT

A copy of the Program's minimum physical requirements has been included. Applicants should review the requirements and sign and submit the acknowledgement form with the application packet. Any questions regarding this should be directed to the Program Director, Jennifer Limon EdD, RVT at (504)- 671-6782 or [jlimon@dcc.edu](mailto:jlimon@dcc.edu).

## RETURN TO THE OFFICE OF ALLIED HEALTH ADMISSIONS

- Completed **APPLICATION**.
- Sealed, Signed envelope(s) containing **official TRANSCRIPTS** from every College or University other than Delgado (please note unofficial are acceptable for initial review of application, however official would need to be submitted prior to starting the Program).
- 1 Professional **Recommendation** forms in sealed, signed envelope
- Personal Narrative
- Acknowledgment of Physical Requirements

**RETURN ALL OF THE ABOVE IN A LARGE ENVELOPE TO THE FOLLOWING ADDRESS:**

**DELGADO COMMUNITY COLLEGE  
ALLIED HEALTH DIVISION  
OFFICE OF ADMISSIONS  
615 City Park Avenue, Building 4, Room 313  
New Orleans, LA 70119**

**NOTE 1:** If you have any questions after reviewing the self-managed application, Please contact the Allied Health Admissions Office – 504-671-6201. If you are missing any part of your application you will receive an email, so please check it regularly.

**NOTE 2:** Questions regarding curriculum, academic schedules or special circumstances should be directed to the Program Director, Jennifer Limon EdD, RVT at (504)-671-6782 or e-mail [jlimon@dcc.edu](mailto:jlimon@dcc.edu)

Dear Applicant:

I would like to thank you for your interest in applying to the Veterinary Assistant Program here at Delgado Community College. This packet contains specific information about the Program. Our Program is applying for approval by the National Association of Veterinary Technicians (NAVTA) which means our graduates will be able to sit for a certification exam to become a certified Veterinary Assistant (CVA). The Program will consist of 20 credit hours (2 semesters) and graduates will receive a Certificate of Technical Studies (CTS). The Program will accept application for the first class starting in August 2020 and will accept up to 20 students. The application deadline is July 1. Pre-requisites include VETT101 and VETT103 (offered each semester online) and students must be finished with any remedial coursework to be eligible. Additionally 1 professional letter of recommendation, a narrative, and written questions along with an application will be required for consideration for acceptance into the Program. A Veterinary Assistant is an important part of the healthcare team completing skills such as assisting Veterinarians and Veterinary Technicians, performing lab tests, restraining and performing animal husbandry duties, assisting with radiographs, and give oral medications. This Program provides an opportunity to acquire skills to enter the workforce quickly and make an impact working in the veterinary community. Job growth is very positive for Veterinary Assistants with the US Department of Labor indicating a 19% job growth until 2028 and the median income being \$27,000 in the US versus \$35,000 for Veterinary Technicians in the US. Many of the courses will include online coursework and students attend classes 1-2 days a week while still being able to work. An externship will be required in the second semester as well.

**Students are eligible to apply for admission to the Veterinary Assistant Program who:**

- Possess a high school diploma or equivalent.
- Possess a cumulative grade point average (GPA) of at least 2.0 in all college courses, including all colleges attended. Grade reports from Delgado may not reflect this information.
- Have a love of animals and a willingness to work hard.
- Submit one professional letter of recommendation (no friends or family and must be resubmitted with each application packet)
- Have or will have completed the Required Pre-requisite courses for the Program by the end of the summer semester.
- Completion of any required remedial general education courses

**Applicants with College Credits older than 10 years should contact the Allied Health Admissions Office for advising at (504)-671-6201.**

**Meeting minimum requirements does not guarantee admission in to the Program.** Delgado Community College is an open admission college; however, acceptance into the Veterinary Assistant Program is by selection only. **There will be approximately 20 students accepted into the Program annually.** Be sure to read all information

contained in this application packet carefully. In this way, you will be able to ensure that your application is complete. **Applications must be completed and received in the Allied Health Admissions Office by the set deadline of July 1.** If any items are missing when the application and other required materials are returned, that application will not be considered in the Selection Process.

### **Selection Process:**

Selection into the Veterinary Assistant Program is based on evaluation by the Program Selection Committee of the following criteria for each applicant:

- A cumulative Grade Point Average (GPA) of 2.0 or better in all college courses, including all colleges attended.
- Completion of Required Pre-requisite Courses with a grade of “C” or better.
- Written narrative returned with the application.
- Receipt of one professional reference.
- **Attendance at a “Mandatory Candidate Orientation”.** All applicants are required to attend the mandatory candidate orientation scheduled in July in the Veterinary Technology Classroom (Room A3 Jefferson campus) at 5200 Blair Dr Metairie, La 70001. Please bring a snack or light lunch and wear professional clothing. Additionally you may wish to bring a pen/pencil and paper. Please check the website or with Dr. Limon a month before orientation to confirm the date.

### **Program Costs:**

Please note a drug test and background check will be required upon acceptance into the Program, as well a uniform, AVA exam, and a few textbooks.

Various financial assistance options are available to students. Information on scholarships, loans and grants may be obtained through the college’s Office of Financial Aid. Their telephone number is: (504)-671-5022.

### **Mandatory Orientation:**

I look forward to meeting all of you personally at the mandatory Candidate Orientation after the May 1<sup>st</sup> deadline. If you have any questions or concerns, please do not hesitate to contact me at (504)-671-6782, or by email at [jlimon@dcc.edu](mailto:jlimon@dcc.edu).

Sincerely,

Jennifer Limon EdD, RVT  
Program Director/Professor  
Delgado Community College  
Veterinary Technology/Assistant  
5200 Blair Dr Room A3D  
Metairie, La 70001  
504 671 6782  
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