



Catalog

Program Curriculum

California Registered Veterinary Technician, Alternate Route Program

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Can be mailed or e-mailed upon request*

*Veterinary Allied Staff Education
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VETERINARY ALLIED STAFF EDUCATION MISSION

Veterinary Allied Staff Education (VASE) seeks to educate those individuals who have already completed two years of practical experience and who now need the lecture portion of their education to qualify to sit for the RVT licensing exam. VASE provides a venue that is convenient, economical and expedient, and addresses California's shortage of Registered Veterinary Technicians.

VASE OBJECTIVES SERVING THE VETERINARY PROFESSION

VASE provides veterinarians who have dedicated unlicensed staff a place for such staff to complete the State of California's educational requirements for licensing in a convenient and economical venue.

VASE provides knowledge of veterinary medicine and the rationale for many of the procedures done in veterinary clinics/hospitals that veterinary technicians can apply to their job tasks. VASE clearly outlines Registered Veterinarian Technicians' job tasks and how to carry them out.

The VASE program seeks to provide education to students who:

1. Wish to participate in the Alternate Route Program
2. Who have two years or more of full time practical experience in Veterinary Hospitals
3. Who want to complete the requirements to qualify to sit for the RVT exam

Information regarding student records are retained for five years after certificate of completion is issued to student.

ADMISSION POLICY

In order for admission into this program the applicant must have already completed or will have completed 4,416 hours of work experience prior to the completion date of the class in which they are enrolling.

We are unable to accept for transfer any previous credits earned and we are not entered into articulation or transfer agreement with any other college or university.

This program accepts students from foreign countries who are here legally. All classes are conducted in English, students must have a working knowledge of the English language. We do not provide any visa services.

FEE SCHEDULE AND REFUND POLICY

The cost of the course, including a non-refundable \$100 registration fee, is \$5000.00. Payments may be made by either cash, check, or credit card and payment in full shall be

due and payable prior to the completion of the course. Should payment not be made in full by the end date all credentials will be held by Veterinary Allied Staff Education, LLC until payment is made in full. An Interest rate will accrue on the unpaid balance.

Registration Fee: \$100.00 (will hold seat for class)** Tuition: \$4,900.00 (Payable in full or by installments)*

**A minimum payment of \$1500.00 is due prior to the start date in order to begin the program.

Tuition covers all of the course fees and handout materials. Required and recommended textbooks are available online at www.Amazon.com.

*The registration fee of \$100 is nonrefundable and must be paid when submitting the application. The balance shall be paid in accordance with an agreement reached between the student and VASE at the time of enrollment or the first class meeting. Tuition is interest free until the date of completion of the program in which the student is enrolled. An interest rate of 7% will accrue on any remaining balance after the date of completion.

With being a short program we are unable to offer any of Government financial aid.

Tuition Refund Policy Upon Cancellation Prior to First Day of Instruction pursuant to CEC §94822 and §94931 (i)

VASE, without penalty or obligation, shall refund 100 percent of the amount paid for course charges, less the application fee of one hundred dollars (\$100), if notice of cancellation is **made prior to or on the first day of instruction.**

The student may reapply for the next Alternate Route, RVT Program without an additional registration fee. This is a one-time only consideration.

Tuition Refund Policy for Students who have Completed 60 percent or less of the Course of Instruction (CEC §94820, §94823, §94931.1(d) and §94931(i))

Refunds will be made as a percentage of the amount paid to the time attended minus non-refundable application fee. This refund policy is for those students who have completed 60 percent of the course or less. Students who have completed 61 percent or more of the course are not eligible for a refund.

The total hours for the program are 306. The cost of the program is four thousand dollars (\$5000.00). Calculated according to CEC 94820 and 94931, this equates to \$16.34 per hour. Therefore, if a student attends 48% of the course the refund would be, cost of the program (\$5000.00) less their obligation (48% of 306 hours x \$16.34 + 100.00 non-refundable deposit).

Example:

48% of 306 hours = 146.88 hours x \$16.34 = 2432.70 + \$100.00 = 2532.70

Total cost of program \$5000.00 – students obligation \$2532.70 = student refund of \$2467.30.

Students who have not attended the first week of class will be dropped from the program and be given a refund at a prorated scale of the tuition, except for the non-refundable registration fee.

The Institution shall pay or credit refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which student’s withdrawal has been determined.

Students Right to Cancel

Notice of cancelation may be made at any time either by calling the VASE office at 888-499-8273 or in writing which should be mailed to: VASE, PO Box 278, Dixon, CA 95620.

Schedule of Tuition and Fees

Tuition (Total cost application fee & payments included)	\$5000.00
Application Fee*	\$ 100.00
Initial payment**	\$1500.00
Student Tuition Recovery Fund fee*** (0.50 X \$1000.00)	\$ 0.00

*This is a non-refundable deposit that must accompany the enrollment for at the time of submission. This deposit becomes part of the students tuition once they begin the program.

**A total of \$1500.00 is required to be paid prior to the start date of the program the student is enrolled in order to begin that class.

***The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Veterinary Allied Staff Education has no pending petition in bankruptcy. Veterinary Allied Staff Education is not operating as a debtor in possession. Veterinary Allied Staff Education has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Loan Obligation

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

VASE Courses

Veterinary Allied Staff Education, LLC (VASE) offers courses that meet the educational requirements, under the California Alternate Route, to sit for the California Registered Veterinary Technician (RVT) exam. The course has been accepted by the California Veterinary Medical Board (VMB)

We are registered with the State of California Bureau for Private Postsecondary Education. Registration means that we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with its registration form.

This is a certificate program only, we do not offer any type of degree.

Registered Veterinary Technician Alternate Route Program

The courses are designed to educate individuals in the basic concepts and principals of veterinary medicine and to prepare them to take the state licensing exam for registered veterinary technicians. The courses are designed to offer working assistants or unlicensed technicians a means to fulfill the educational requirements to take the California Registered Veterinary Technician Licensing Exam. This license is for the State of California only. The applicants must have two years of documented experience as a veterinary assistant (4416 hours) with a California licensed veterinarian within a five year period.

The instruction in the program will prepare the student for license requirements by combining subjects and teaching specific principles deemed necessary by the Veterinary Medical Board Registered Veterinary Technician Committee. Students will be able to focus on material they need to work as a technician in a small or large animal hospital.

There will be no general education courses required prior to entering the program. This is not a degree granting program. A certificate of completion will be awarded to the candidates who successfully complete the courses. The program will afford students the opportunity to continue working while they gain the education they need to be licensed in their field.

Attendance and Dismissal Policy

Student's attendance will be monitored and recorded. If Veterinary Allied Staff Education feels a student is starting to miss an abundance of classes the student will be

contacted and the situation will be discussed. At that point the student may be put on probation and if the absences continue they could be dismissed from the program.

*A student may request a leave of absence and have a one time transfer in to proceeding program.

Student Grievances

If a student has any issue they feel the need to discuss they may either call the program toll free at 888-499-8273, send an e-mail to info@vetstaff-edu.com, or send a letter to VASE PO Box 278, Dixon, CA 95620.

All matters will be handled privately.

DIRECTORS

Alberto V. Aldrete, DVM

Dr. Aldrete, prior to attending UC Davis School of Veterinary Medicine, was a Veterinary Assistant for 13 years. He received his Doctor of Veterinary Medicine in 1974. Dr. Aldrete completed an Equine Surgical Residency from 1979 to 1982 at UCD. His private practices have included both large and small animal medicine and surgery. Most recently, Dr Aldrete has had a small animal surgical referral practice. Dr. Aldrete taught at Western Career College for 13 years and was a program advisor for 10 years. Dr. Aldrete also served two terms on the Veterinary Medical Board and was board chair for one year. Dr. Aldrete has worked on the Registered Veterinary Technician Committee as a subject matter expert.

Alex Henderson, RVT

Mr. Henderson was a veterinary assistant from 1960 to 1970. He graduated from UC Davis with a BS in Animal Science. He completed one additional year of educational classes to become a credentialed instructor in 1975. From 1975 to 1996, he taught and was a program director for the Registered Veterinary Technician (RVT) program at Western Career College

THE VASE PROGRAM

The program is done all online from your own computer at our website www.vetstaff-edu.com. It is a lecture hall setting and does run live. No laboratory set up is needed for the lecture portion of the Alternate Route Program. Courses are taught at night to allow all of the working unregistered technicians/veterinary assistants to participate in the program while maintaining their jobs. Classes are held Monday through Thursday for a 17 week period. Classroom size is no more than 50 students with two sessions per year, classes begin January and August of each year. Students are encouraged to use the resource center found in the student log in area while they are attending this program. The resource center contains supplemental and review material helpful to students.

Classes are 4.5 credit hours in length for a total of 18 credit hours per week. The standard of 15 credit hours equal to one semester is used. Course duration is 17 weeks for a total of 306 credit hours, equal to 20.4 semester units and fulfills the state requirement for the Alternate Route Program. With this program you earn a certificate of completion.

Veterinary Allied Staff Education does not award any credit for experiential learning, These credits are monitored by the California Veterinary Medical Board.

Veterinary Allied Staff Education is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

At this time this program is not accredited by any governing agency. We are approved by the California Veterinary Medical Board, this allows our students to be eligible to sit for both the Veterinary Technician National Exam and the California State Exam.

Any questions or problems a student may have concerning this institution that have not been satisfactorily answered or resolved by the institution should be directed to the Department of Consumer Affairs, Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number 888-370-7589 or by fax 916-263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment form agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

STUDENT SERVICES

This is an online course. Instruction is given using your computer and logging into a server, so you will need high speed internet access and either speakers or headphones in order to attend this program.

Students are encouraged to use the resource center. This center contains helpful supplemental and review material.

We also offer all of our students additional one on one review sessions throughout the program should the student feel the need to more help.

With the State requirement of 4,416 hours of work experience prior to taking the exam, students in this program are already working in the field. Since this requirement means students are already working in the field, we do not offer any placement assistance.

With this program being held online this program is non-residential and we do not offer any housing assistance.

Veterinary Allied Staff Education retains all student records in a secured location with access limited to the two program Directors and the Business Administrator. Records will be retained for a period of 7 (seven) years.

This program does not offer distance learning.

Notice concerning transferability of Credits and Credentials earned at our institution

The transferability of credits you earn at Veterinary Allied Staff Education (VASE) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in VASE is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending VASE to determine if your certificate will transfer

CURRICULUM

Session I – Orientation and Math – 18 hours

This course focuses on topics that are directly relevant to the field of veterinary medicine. Basic math, the metric system, conversions, dosage calculations and dilution problems are addressed. General introduction to chemistry and biology are discussed.

- a. Metric system
- b. Conversions
- c. Dosage calculations
- d. Dilutions

Session II – Chemistry – 27 hours

This course focuses on topics that are directly relevant to the field of veterinary medicine. Such courses provide a basic general introduction to chemistry and biology, basic math, the metric system, conversions, dosage calculations and dilution problems.

- a. General introduction to Chemistry
- b. Elements
- c. Compounds
- d. Chemical Equations
- e. Ph problems
- f. Chemical Reactions

Session III – Biology – 27 hours

This course focuses on topics that are directly relevant to the field of veterinary medicine. Such courses will include general biology and introduction to anatomy and physiology of organ systems as they apply to Registered Veterinary Technicians (RVT).

- a. Introduction biology
- b. Cells
- c. Tissue
- d. Organs
- e. Organ systems
- f. Metabolic cycles

Session IV – Anatomy and Physiology – 18 hours

This course focuses on topics that are directly relevant to the field of veterinary medicine in anatomy and physiology of organ systems as they apply to RVTs.

Session V – Veterinary Nursing – 18 hours

This course incorporates anesthesiology and anesthesia techniques; including equipment and equipment care and maintenance, types of anesthesia and basic cardiopulmonary resuscitation (CPR).

Session VI – Casting, Splinting, Bandaging and Suturing – 18 hours

This course covers casting, splinting and bandaging types and materials, different applications and uses. The suturing segment focuses on different suture materials, patterns and instrumentation. This session includes open reduction of fractures and tissue handling for suturing and surgical assistance training.

Session VII – Laboratory Theory – 12 hours

Students learn the theory behind some of the most common laboratory procedures in veterinary clinics. Students learn about hematology, cytology and histology. Class discussion topics include infectious disease testing, cultures, urine and fecal testing.

- a. Common laboratory procedures
- b. Hematology, cytology and histology
- c. Testing for infectious diseases, cultures, urine and fecal testing

Session VIII – Veterinary Nursing – 12 hours

This course focuses on dental prophylaxis and extractions, radiology and radiological safety, technique charts, anesthetic induction and monitoring.

- a. Anatomy of the mouth for different species
- b. Dental care
- c. Extractions
- d. Dental prophylaxis

Sessions IX through XII – Radiology – 60 hours

This course includes radiology, radiological safety, technique charts, anesthetic induction and monitoring and basic cardiopulmonary resuscitation (CPR).

- a. Radiography machines
- b. Technique charts and how to use them
- c. Processing equipment
 1. manual
 2. automatic
- d. Related anatomy
- e. Positioning
 1. aids
 2. positioning
 3. radiation safety

Session XIII – Veterinary Nursing and Emergency Medicine – 24 hours

This course incorporates toxicology, infectious diseases and zoonotic diseases that are normally encountered in both small and large hospital settings.

- a. Diseases and disease producing agents
- b. General vaccination protocols and preventive medicine
- c. General animal nursing
- d. Emergency medicine
 - 1. What is emergency medicine
 - 2. Most common emergencies for different species
 - 3. Emergency protocols

Session XIV through XVI – Pharmacology – 54 hours

This course incorporates pharmacology and dosage calculations, including definitions, commonly used drugs in different species and contraindicated drugs.

- a. What is pharmacology?
- b. Commonly used drugs in different species
- c. Common drug reactions
- d. Contraindicated drugs for different species

Session XVII – California Jurisprudence, Hospital Procedures, Animal Behavior and Nutrition and Communications Labs – 18 hours

The course topics cover the California Practice Act, record keeping, inventory and ordering and exam room procedures. Communications issues and marketing concepts are introduced. Students are exposed to legal and ethical issues that occur in a clinical and hospital setting as well as leadership and professional etiquette. Students learn about small, large and exotic animal behavior as it relates to restraint and training. Commercial diets and feeding practices as they apply to different species are discussed. Students participate in a roundtable discussion format that includes role playing. Topics of discussion include client greeting, invoice presentation, emergency situations, client and interoffice conflict and client education.

- a. California jurisprudence
- b. Hospital procedures
- c. Animal behavior and nutrition
- d. Communications lab

REQUIREMENTS FOR RVT CERTIFICATION IN CALIFORNIA

(a) The post-secondary instruction shall consist of a total of 20 semester units, 30 quarter units or 300 hours of instruction to be accumulated in the fundamentals and principals of the following subjects:

RVT State Exam Requirements	VASE PROGRAM COURSE	CLASS HOURS
1) Dental prophylaxis and extractions	Session VIII Session 17	21
2) Anesthetic instrumentation, induction and monitoring	Session V	18
3) Surgical nursing and assisting, including instrumentation, suturing techniques and application of casts and splints	Session VI Session 17	27
4) Radiology and radiation safety	Session IX - XII	60
5) Diseases and nursing of animals, including zoonotic diseases and emergency veterinary care	Session XIII Session XIV – XVI	78
TOTAL RVT Specific Hours		204

(b) These subjects may be contained within other courses or obtained as separate courses.

General Science Courses	VASE PROGRAM COURSE	CLASS HOURS
6) Chemistry	Session II	27
7) Math	Session I	18
8) Biology	Session III	27
9) Microbiology	Session VII	12
10) Anatomy and Physiology	Session IV	18
TOTAL		102
GRAND TOTAL (RVT Specific & General Science)		306

(c) All the instruction in (a) and (b) shall have been completed within five years prior to the date of the examination.

(d) The practical experience shall consist of 36 months (4,680 hours) under the direct supervision of a California licensed veterinarian and shall have been completed within 5 years prior to the examination.

(e) The practical experience in (d) shall have provided the applicant with knowledge, skills and abilities in the areas of communication with clients, patient examinations, emergency procedures, laboratory procedures, diagnostic imaging, surgical assisting, animal nursing, nutrition, dentistry, animal behavior, and pharmacology. The supervising veterinarian(s) shall complete a check list attesting to proficiency in specific areas within the preceding categories.