



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
Olympia, Washington 98504

VETERINARY BOARD OF GOVERNORS
MEETING AGENDA

Date: May 5, 2022
Time: 1:00 p.m.

Webinar Information: **Webinar:** [Click here to join the meeting](#)
Phone: (564) 999-2000
Phone Conference ID: 881 202 709#

Contact: Lorelei Walker, Program Manager
(360) 236-4947
loralei.walker@doh.wa.gov

In accordance with the Open Public Meetings Act, notices were mailed electronically to individuals who requested notification of meetings of the Veterinary Board of Governors.

Smoking is prohibited at this meeting. This meeting is fragrance free. We ask that you please refrain from applying perfume, hairspray, cologne or aftershave prior to your visit. Your cooperation is appreciated.

This meeting is accessible to persons with disabilities. Special aids and services can be made available upon advanced request. Advance request for special aids and services must be made no later than one week before the meeting. If you would like general information about this meeting, please call the program at 360-236-4947. If you need assistance with special needs and services, you may leave a message with that request at 1-800-525-0127 or, if calling from outside Washington State 360-236-4052. TDD may also be accessed by calling the TDD relay service at 1-800-833-6388. If you need assistance due to a speech disability, Speech-to-Speech provides human voicers for people with difficulty being understood. The Washington Speech-to-Speech toll free access number is 1-877-833-6341.

Order of Agenda

1:00 p.m. Call to Order and Introductions – Kim Morgan, LVT, Chair

1. **Veterinary Technician Apprenticeship Program Proposal**

SkillSource, the North Central Workforce Development Board (NCWDB) and Cascade Veterinary Clinic (CVC) have provided the board finalized program materials for their veterinary technician apprenticeship program. The board will discuss materials, ask for stakeholder input, and decide whether to support, oppose, or remain neutral on the finalized program. SkillSource/NCWDB/CVC need to submit materials to the Washington State Apprenticeship and Training Council no later than June 6th for review and approval at their July 20th meeting.

1:00 – Board Introduction to the Topic and Overview of Meeting (up to 20 minutes)

- Reiteration of information and position shared at last year's September and October meeting

- Overview of stakeholder responses to previous program proposal and materials

1:20 – Open Floor for Stakeholders and Program Proponents (40 minutes – time to be shared equally between groups)

- Open floor (up to 20 min.) for stakeholders to provide comments and ask questions.
- Open floor (up to 20 min.) for program proponents to provide information and answer questions.

2:00 – Board Discussion, Remaining Questions, and Next Steps (Up to 1 hour)

- **Decision:** Support/Endorse, Oppose, or Remain Neutral

3:00 p.m.

2. Adjourn

Mission Statement: The mission of the Veterinary Board is to protect the public and animals' health and safety, and to promote the welfare of the state by regulating the competency and quality of healthcare providers.

1. **Veterinary Technician Apprenticeship Program**

SkillSource, the North Central Workforce Development Board (NCWDB) and Cascade Veterinary Clinic (CVC) have provided the board finalized program materials for their veterinary technician apprenticeship program. The board will discuss materials, ask for stakeholder input, and decide whether to support the finalized program. SkillSource/NCWDB/CVC need to submit materials to the Washington State Apprenticeship and Training Council no later than June 6th for review and approval at their July 20th meeting.

New:

Updated Documents from SkillSource/NCWDB/Cascade Veterinary Clinic

- Draft Cascade Veterinary Clinics apprenticeship standards
- Draft Related Supplemental Instruction for the LVT and the Veterinary Assistant apprenticeship programs
- Candidate textbooks - informational.

Informational Documents

- Washington State Nursing Commission's LTC LPN Apprenticeship - Virtual Summit
- Royal College of Veterinary Surgeons (RCVS) vocational pathway to veterinary nurse registration in the UK

Summary of veterinary board work with the SkillSource/NCWDB and CVC:

- **Oct 15th 2021 Special meeting** – The chair summarized what was shared at the September 13th meeting, then opened the floor to stakeholders. Several stakeholders spoke about issues with the program proposal related to appropriate oversight and accountability, teachers who are veterinarians and not also credentialed educators, and variety of other concerns that a program of this nature is not able to demonstrate it meets national standards. The outstanding concern is that without going through the AVMA's CVTEA accreditation, the program cannot show that it has all the program components in place to ensure the program produces competent and successful LVTs.

A couple of attendees spoke in support of apprenticeship programs and provided information about oversight, other health professions going this route, and that this is a proven methodology for producing competent workers in some demanding and challenging professions with robust and difficult curriculum. Supporters spoke of increased opportunities in rural areas and for students who could not otherwise afford the education.

Program proponents summarized their efforts over the past several years to develop an apprenticeship program for the Cascade Veterinary Clinics. They believe apprenticeships are a proven training and educational model that can be highly successful in the veterinary setting. As a private clinic group, they are not eligible to apply for AVMA accreditation, and don't believe that accreditation is necessary for them to develop a successful program. They feel they have developed a very robust and thorough program that represents an innovative solution to the critical shortage of LVTs in the state. They are open to a cost-effect approach to partner with an accredited institution to make the program work.

The board asked the proponents some clarifying questions and there was discussion about how the LVT apprenticeship program works in Colorado. The program partners with the community college and has AVMA accreditation. The program is still about 6 months out from its revised program documents, so the board is going to put a hold on this agenda item until there is more information for the board to review, discuss and understand. The subcommittee will meet as needed, and once the subcommittee has updates, it will bring this topic to the next available public board meeting.

- **September 2021 meeting** – Information was shared about background of the proposal and why the board has taken its current position of endorsing further development of the program so that it meets national educational standards. The chair recapped major areas of concern that the board has heard previously, and the board's response and thoughts on those concerns that has led them to supporting continued development.
- **June 2021 meeting** - Program proponents provided an update that they are in the process of realigning the OJT and RSI to align with CVTEA standards. The program is still 9-12 months from being in final draft form. Stakeholders reiterated some of their concerns, such as missing educational resources to support the program, and the ability to fund and sustain the program. Stakeholders would like to see the program go through AVMA's CVTEA accreditation process. The board approved a motion to schedule a special meeting in October, and to involve L&I and the AVMA in the discussion.
- **May 2021 special meeting of the board** - The apprenticeship program provided a presentation about the program, standards, and supplemental instruction. Board members asked questions, then opened to public comment. There was a lengthy discussion between the board, program proponents, and concerned members of the veterinary community. The board approved an action to "endorse further development of the program" for the Washington State Apprenticeship and Training Council (WSATC) to consider review of program documents. The board will compile information about the WSATC process, the board's legal authorities to approval an apprenticeship program, a cross-walk between CVTEA and apprenticeship program standards, summary of board actions to date, addressed concerns, and outstanding concerns.
- **March 2021 meeting** - The board reviewed an additional letter of concern from NAVTA, as well as a draft letter of support from the board to the WTECB that was written after the board reviewed updated program materials and before stakeholder outreach. The volume of comments that

need to be discussed prompted the board to plan a special meeting on this topic prior to the June business meeting.

- **December 2020 meeting** - The board reviewed letters of concern from LVT program directors, WSAVT, and WSVMA and discussed themes of the concerns. Apprenticeship program staff expressed ongoing willingness to adjust curriculum to meet concerns about standards. The board determined that more in-depth discussion would be needed at the March meeting. The board will hold off on a rulemaking proposal until concerns are discussed in more detail.
- **September 2020 meeting** - The subcommittee provided the board an update based on the August 2020 meeting. The board also review information about the requirements of the Washington Workforce Training & Education Coordinating Board (WTECB), which is the accrediting board for the program. The program exceeds WTECB requirements. The board expressed support for the program and the desire to send a letter of support to the WTECB and consider rulemaking to add the option for apprenticeship educational programs. Before taking up rulemaking to allow apprenticeships as a qualifying educational pathway, the board asked LVT board member Kim Morgan to reach out to community college program directors.
- **August 2020 subcommittee meeting** - The subcommittee reviewed and supported the updated standards and curriculum. Veterinary technician requirements for exam eligibility were reviewed to see if existing rules permit the board to approve this program, or if the board would need to do rulemaking to add an additional qualifying pathway to licensure. It is feasible that the board could approve it through existing rules, but doing rulemaking for clarity and transparency would be a good option.
- **June 2020 meeting** - Apprenticeship program staff presented its education and training program proposal with the board at its June 2020 meeting. The board formed a subcommittee to continue work with apprenticeship program staff. The subcommittee met and asked apprenticeship program staff to adjust program standards and curriculum to be more robust.
- **March 2020 meeting** - Apprenticeship program staff first connected with the board about the shortage of veterinary technicians in January 2020 and discussed this issue with the board at its March 2020 meeting.

From: [Joseph Hauth](#)
To: [Walker, Lorelei M \(DOH\)](#)
Cc: [Santiago, Jennifer D \(DOH\)](#); [Adams, Susan \(ESD Partner\)](#)
Subject: LVT and Veterinary Apprentice draft standards and related supplemental instruction
Date: Wednesday, March 2, 2022 5:34:56 PM
Attachments: [Apprenticeship RSI Plan Review F100-520-000LVT022122.pdf](#)
[Apprenticeship RSI Plan Review F100-520-000VetAsst022122.pdf](#)
[Draft CVC Registered Vet Tech Standards 030222.pdf](#)
[Candidate Textbooks.pdf](#)

External Email

Hello Lorelei,

Please see attached for review at the March 21st VBOG Meeting:

- Draft Cascade Veterinary Clinics apprenticeship standards
- Draft Related Supplemental Instruction for the LVT and the Veterinary Assistant apprenticeship programs
- Candidate textbooks - informational.

With approval of the VBOG at the March 21 meeting, we will submit the standards, RSI plans and supporting documentation and forms to the Washington State Apprenticeship and Training Council no later than June 6 for review at their July 20 meeting.

Please contact either Susan Adams or me with any questions.

Thanks Lorelei,
Joe

Joseph Hauth
josephh@skillsource.org
(206) 465-2342 (cell)

For L&I Staff Use Only

L&I Apprenticeship Consultant

L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name Cascade Veterinary Clinics	
Occupation Licensed Veterinary Technician (LVT)	
Term/OJT Hours 6,000 hours	Total RSI Hours 760
Training Provider Wenatchee Valley College, Cascade Veterinary Clinics	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the “competent instructor” as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair *and* Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date	<input type="checkbox"/> Secretary	Date
Print Name:		Print Name:	
Signature:		Signature:	

Training Provider Signature

Approved By (Print Name):	Title:
Signature of the Training Provider:	
Date:	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Cascade Veterinary Clinics	Occupational Objective Licensed Veterinary Technician
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: English 101	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Wenatchee Valley College	
Description of element/course: Develops college-level reading, writing and critical thinking abilities. Develops writing skills by focusing on strategies and techniques to develop, organize and articulate ideas effectively, including the use of documented source material. Emphasizes writing process. Students must earn a minimum grade of "C" (2.0) or better in this course to progress to a 200-level composition course. Prerequisites: appropriate assessment scores in language usage and reading or a grade of "C" or higher in ENGL 097 or a grade of "B-" or higher in ABE 019 or a grade of "B" or higher in the Bridge-to-College English Language Arts course or a grade of "3" or higher on the Smarter Balanced exam. Keyboard/word-processing skills recommended.	

Element/Course: Biology 100	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Wenatchee Valley College	
Description of element/course: Covers the basic biological principles and processes for the non-science major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.	

Element/Course: Chemistry 121	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Wenatchee Valley College	
Description of element/course: Inorganic chemistry for allied health students or for individuals needing a general science transfer credit. Includes laboratory. Prerequisites: MATH 097 or MATH 099 or MATH 100A or equivalent or appropriate assessment score.	

Element/Course: Communications 101	Planned Hours: 50
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Wenatchee Valley College	
Description of element/course: Introduction to the history, theory and practice of human communication. Development of effective communication skills for use in a variety of contexts, including, but not limited to: intrapersonal, interpersonal, intercultural, small group, relationships, workplace/organizational settings and new technology.	

Element/Course: Introduction to Veterinary Technology	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will review the responsibilities and activities of Veterinary Technicians in the areas of animal health, medical ethics, legal boundaries of veterinary team members, communication with clients, and effective membership in the veterinary medical team.	

Element/Course: Veterinary Anatomy and Physiology	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is a systems approach to animal anatomy and physiology, with emphasis on practical function and application. Comparative anatomy and physiology of common species will be presented.	

Element/Course: Veterinary Medical Terminology	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will provide a systems approach to understanding the basic foundation of the language of veterinary medicine. Students will learn to recognize, understand, and use common components of terms, allowing dissection of words for comprehension and structuring of words for use.	

Element/Course: Animal Care Lab I	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the first Veterinary Technology lab course in animal care, including restraint, feeding and physical examination of animals, and cleanliness of the kennel facility. Protocols follow guidelines and requirements specified by veterinarians and regulatory agencies.	

Element/Course: Veterinary Medical Dosages	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Application of practical math needed to learn dosage and calculation of medicines used in veterinary medicine. Students will be exposed to prescription abbreviations, routes of drug administration, the metric system, drug labels, types of drug preparations, and the equipment used to measure doses.	

Element/Course: Veterinary Clinical Practices	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is the initial theoretical course for veterinary technician nursing skills. The course includes basic animal behavior and restraint, physical examination techniques, basic and therapeutic grooming, bandaging and wound care, and guidelines for medical records.	

Element/Course: Veterinary Safety and OSHA	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: The components of an effective safety management program will be explored in accordance with state and federal employee safety regulations relating to veterinary medicine.	

Element/Course: Veterinary Surgical Nursing	Planned Hours: 20
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Development of veterinary surgical assistant skills will be covered including surgical preparations and assisting, aseptic technique, care and use of surgical instrumentation and equipment, plus maintenance of the surgical suite.	

Element/Course: Small Animal Nutrition	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is an introductory course for students accepted in the Veterinary Technology program providing identification and function of nutrients, understanding pet food labels, and applications for wellness and life stage for dogs and cats. The course is conducted via an asynchronous, web-based format.	

Element/Course: Exotic Animal Medicine and Handling	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will provide students with handling techniques as well as basic medical treatment and care of exotic animal species. It will be focused on proper husbandry, nutrition, restraint and handling of exotic animals.	

Element/Course: Animal Care Lab II	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the second Veterinary Technology lab course in animal care and is a continuation of Animal Care I. Activities include restraint, feeding and physical examination of animals and cleanliness of the kennel facility. Protocols follow guidelines and requirements specified by veterinarians and regulatory agencies.	

Element/Course: Large Animal and Equine Medical	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the theoretical course for livestock and equine nursing skills, including humane and safe restraint techniques. Evaluation of the animal's physical status and therapeutic techniques will be discussed, including administering medication orally and parenterally, venipuncture, bandaging and prepping for various procedures.	

Element/Course: Parasitology and Clinical Pathology	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the first clinical laboratory theoretical course. The main focus of the course is animal parasites, but introductory urinalysis topics are also included.	

Element/Course: Clinical Practices II	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the second theoretical course in veterinary technician nursing skills including injections, intravenous catheter (IVC) placement, blood collection, advanced enteral techniques, urinary catheter placement and cystocentesis. Fluid therapy, care of recumbent and geriatric patients, physical rehabilitation and neonatal care are also discussed.	

Element/Course: Small Animal Therapeutic Nutrition	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is a continuation of the introductory course of animal nutrition, for students accepted into the Veterinary Technology program. The course will provide applications of nutrition in disease management in dogs and cats.	

Element/Course: Radiology	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course provides theoretical application of veterinary radiographic imaging to include image production, radiation protection, film processing, radiographic analysis, quality assurance, patient positioning, contrast media studies, and alternative methods of imaging.	

Element/Course: Animal Care Lab III	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the third Veterinary Technology lab course in animal care and is a continuation of Animal Care II. Activities include restraint, feeding and physical examination of animals, and cleanliness of the kennel facility. Protocols follow guidelines and requirements specified by veterinarians and regulatory agencies.	

Element/Course: Veterinary Hematology	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This clinical laboratory theory course focuses on veterinary hematology. Topics include functions of blood, types of blood cells, the coagulation system, and species differences in hematology. Blood transfusion and blood parasites are also included.	

Element/Course: Sterile Techniques	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This laboratory course provides opportunities to develop skills as a sterile surgical assistant in the veterinary surgical setting. Topics include surgical assisting, patient preparations, aseptic technique, plus care and use of patient monitors.	

Element/Course: Laboratory Principles	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Students will gain an understanding of a variety of laboratory tests commonly used in veterinary practice. Principles of cytologic identification will be discussed.	

Element/Course: Anesthesia	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Students will receive training in the use and monitoring of general and local anesthesia. Pain management techniques, anesthetic agents, and variations between animal species will be included.	

Element/Course: Public Health	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will cover potential risks of zoonotic disease exposure and transmission from animals, and principles and procedures to minimize the risks. Also included will be the technician's role in the One Health Initiative, recognition and prevention of endemic, emerging, and shared zoonotic diseases and occupational health hazards, with an emphasis on client education.	

Element/Course: Animal Diseases & Microbiology	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is an overview of animal diseases and microbiology including concepts of pathology. Common diseases of multiple animal species will be discussed including dental diseases. Technician assessments and interventions using the Veterinary Technician Practice Model will be incorporated.	

Element/Course: Dental Procedures	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will teach the students how to record and chart dental's, Dental anatomy, Prophy's, common dental procedures, dental blocks, and dental extractions.	

Element/Course: Pharmacology for Veterinary Technicians	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Summary of general types and groups of drugs as well as the proper preparation of medication and vaccines. Students will be able to explain drug medications and to differentiate between normal and abnormal responses of animals to medications. Students will calculate dosages for common medications of large and small animals.	

Element/Course: Surgery Lab	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Students will learn and perform anesthesia and monitoring of such during surgery and other medical procedures. Anesthesia and monitoring equipment use and maintenance will be included.	

Element/Course: Special Topics Seminar	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is a review of current literature and topics important to the practice of veterinary medicine including clinical communications skills. Students will provide formal presentations followed by interactive discussions. Clinical communication skills will be developed utilizing small groups with simulated clients and veterinarian and technician coaches.	

Element/Course: VTNE Prep Course	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinic's	
Description of element/course: This course is designed to help apprentices prepare and study for the Veterinary Technician National Examination (VTNE). Students will review practice materials and address specific topics of concern.	

Additional Training Providers (if necessary)

[Click or tap here to enter text.](#)

Print Name Training Provider

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Title of Training Provider

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APPRENTICESHIP PROGRAM STANDARDS
adopted by

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
LICENSED VETERINARY TECHNICIAN	29-2056.00	6,000 HOURS
VETERINARY ASSISTANT	31-9096.00	2,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "**insert text**" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

Sponsor Introductory Statement (Required):

Cascade Veterinary Clinics comprises three locally owned veterinary clinics located in Wenatchee, East Wenatchee, and Leavenworth. Cascade Veterinary Clinics is focused on building the bond between pets and their owners by providing services such as wellness exams, orthopedic surgeries, holistic alternative medicine, emergency care, and urgent care.

One of our core values is teaching and learning. Our mantra of “Teach, Learn, and Improve” resonates at every level of the organization. Many people no longer view their pets as just pets, but treasured members of the family. There has been an increasing need through the years for Licensed Veterinary Technicians (LVTs) to help support the health and well-being of both the “fur family member” and the client.

Cascade Veterinary Clinics is positioned to recruit and train individuals who are dedicated to the health and patient care of our community’s pets. Due to our broad spectrum of services and over 12 doctors providing progressive healthcare services, we have a staff that embraces our value of teaching that exposes workers to complex and interesting cases that many clinics do not have the opportunity to see. Now more than ever with the economic uncertainty, a paid apprenticeship program allows people the opportunity to make a living without the significant hardship of student debt.

Cascade Veterinary Clinics actively recruits a culturally and economically diverse workforce that represents our region and the clients we serve. We need qualified LVTs to fill these roles. The Cascade Veterinary Clinics LVT Apprenticeship Program would remove many barriers for potential students by providing workers with the education in both on the job and classroom activities, preparing apprentices to successfully undertake the required veterinary technician national examination and Washington state examination. The training and the passing of national and state examinations allows workers to advance into higher-paying careers and management positions, improving the individual’s quality of life and the communities in which they live.

The Veterinary Assistant Apprenticeship Program provides an entry point into apprenticeship with an opportunity to receive career exploration, knowledge and application of skills in a real-world environment which may lead to family-wage careers and educational opportunities.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices

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outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these standards shall be Chelan and Douglas Counties.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

- Age: **At least 17 years old. Exception: 16 years old for applicants currently enrolled in high school or high school equivalent program.**
- Education: Veterinary Assistant: **High School Diploma or equivalent or working toward a High School Diploma or equivalent.**
- Licensed Veterinary Technician: High School Diploma or equivalent. A two year Associate's degree will be accepted in lieu of a High School Diploma / Equivalent.**
- Physical: **Able to perform the duties of the position with or without reasonable accommodations.**
- Testing: **All applicants must complete college administered placement assessment and have a minimum placement result into, or college course completion of, Math 095 or course equivalent or Math Accuplacer Assessment equivalent score to Math 095. Must have passed 2 years of high school English with "C" or better or English Accuplacer Assessment equivalent score.**
- Other: **Must be able to lift up to 35 lbs.**
- Must have reliable transportation.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

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1. Persons desiring to become apprentices under the Cascade Veterinary Clinics Apprenticeship Program's Standards must apply directly with Cascade Veterinarian Clinics. Applicants can be incumbent workers of Cascade Veterinary Clinics, and/or outside hires.
2. Applicants will complete an employment application to Cascade Veterinary Clinics.
3. Applicants may submit a resume for consideration online at: <https://www.cascadevetclinics.com/join-our-team>. Paper applications may be obtained in person at:

Cascade Veterinary Clinics
1201 Walla Walla Street
Wenatchee, WA 98801
(509) 663-0793

4. Applicants must satisfactorily complete Cascade Veterinary Clinics Human Resources screening procedures. The minimum ranking for eligibility will be determined by the HR representative and the hiring manager or hiring committee prior to reviewing applications, as will be the selection criteria before each step in the recruitment process.
5. The Committee will determine when and how many apprentices may enter the apprenticeship program.
6. The Committee will schedule interviews for potential apprenticeship applicants. Each applicant will be asked a series of identical questions by equal members of employer and employee representatives on the Committee.
7. Each committee member will record the applicant's numeric score on a designated score sheet which will be kept on file. The applicant's total score will be recorded and each committee member will sign and date the score sheet. Apprentices will be selected in priority of rank order until the apprenticeship program enrollment limit is attained.
8. Apprentices approved by Cascade Veterinary Clinics and who meet minimum qualifications shall be informed of their obligations under the standards established for the trade. Applicants who are accepted by Cascade Veterinary Clinics shall be formally registered as a Cascade Veterinary Clinics apprentice within 30 days of approval.

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

9. **The Committee will evaluate each applicant's prior experience and work history in order to place the applicant into the program at the proper level of work experience and wage progression.**

EXCEPTIONS:

1. **Apprentices with partial education requirements, working towards meeting appropriate education requirements, per WAC 246-935-060, will have preferred entry.**

B. Equal Employment Opportunity Plan:

Cascade Veterinary Clinics is committed to equal opportunities for all employees and applicants. Employees and applicants to the apprentice program will not be discriminated against by managers, supervisors, coworkers or third parties on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, transgender, national origin, age, physical or mental disability, veteran status, sexual orientation, genetic information or other status protected by applicable federal, state or local laws or by corporate policy.

The Cascade Veterinary Clinics Apprenticeship Program will:

1. **Promote the Cascade Veterinary Clinics Apprenticeship Program through the distribution of program literature and on apprenticeship websites.**
2. **Deliver presentations designed to familiarize youth and other interested persons with apprenticeship opportunities.**
3. **Encourage women, minorities, veterans and persons with disabilities to meet apprenticeship minimum qualifications by connecting them with external training opportunities, classes, employers and agencies that provide support services.**
4. **Encourage minority and women (minority and non-minority) journey-level workers and apprentices to promote the program and serve as recruiters.**
5. **Participate in workshops conducted by employment service agencies, school districts, and community based organizations to increase awareness of apprenticeship opportunities in support of general apprenticeship outreach.**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

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The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

- A. The term of the Licensed Veterinary Technician apprenticeship program will be 6,000 hours of reasonably continuous employment.**
- B. The term of the Veterinary Assistant apprenticeship program will be 2,000 hours of reasonably continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
 - 1. The Initial Probationary Period for the Licensed Veterinary Technician apprenticeship program is 1,000 hours, or one year, whichever occurs first.**
 - 2. The Initial Probationary Period for the Veterinary Assistant apprenticeship program is the first 400 hours of employment as an apprentice.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for

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the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

There shall be no more than one (1) apprentice to every one (1) journey-level worker on the same job site. Journey-level employee is defined as a Licensed Veterinary Technician (LVT) and/or Doctor of Veterinary Medicine (DVM).

APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules [**Note: to be determined following OJT hours assigned**]

Licensed Veterinary Technician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
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1.	0 – 1,600 hours	80%
2.	1,601 – 3,200 hours	85%
3.	3,201 – 4,800 hours	90%
4.	4,801 – 6,000 hours	95%

Veterinary Assistant

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1.	0 – 1,000 hours	90%
2.	1,001 – 2,000 hours	95%

No apprentice shall be paid less than minimum wage.

VII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

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Licensed Veterinary Technician

Approximate Hours/Competency Level

1. **Office & Hospital Procedures, Client Relations & Communication:**
Communication----- 180
 - a) Demonstrate an understanding of interpersonal skills and team dynamics
 - b) Demonstrate telephone etiquette (e.g. through role playing, educational resources, etc.)
 - c) Utilize appropriate interpersonal and public relations skills
 - d) Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)
 - e) Apply crisis intervention/grief management skills with clients

2. **Office & Hospital Procedures, Client Relations & Communication: Law and Ethics** ----- 180
 - a) Interact professionally with clients and fellow staff members
 - b) Demonstrate a commitment to high quality patient care
 - c) Respect and protect the confidentiality of client and patient information

3. **Office & Hospital Procedures, Client Relations & Communication: Management**----- 180
 - a) Create and maintain individual client records, vaccination certificates, and other appropriate forms
 - b) Perform basic filing of medical records, radiographs, lab reports, etc.
 - c) Manage inventory control
 - d) Maintain appropriate disposal protocols for hazardous materials
 - e) Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., radiography, surgery, anesthesia, laboratory, controlled substance)
 - f) Establish and maintain appropriate sanitation and infection control protocols for a veterinary facility, including patient and laboratory area
 - g) Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact
 - h) Handle daily client-based financial transactions
 - i) Recognize and respond to veterinary medical emergencies

4. **Pharmacy & Pharmacology: Administration** ----- 280
 - a) Read and follow veterinarian's pharmacy orders
 - b) Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects
 - c) Demonstrate the ability to accurately record medical information
 - d) Demonstrate the ability to monitor therapeutic responses
 - e) Safely and effectively administer drugs by common parenteral and enteral routes; explain appropriate routes and methods and when used

5. **Pharmacy & Pharmacology: Dispensing** ----- 360

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

- a) Given a drug order, properly prepare medications for dispensing, including performing accurate calculations
 - b) Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug)
 - c) Demonstrate compliance with all federal and state regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)
6. Nursing: Patient Assessment----- 380
- a) Recognize common domestic animal species and breeds
 - b) Describe and use common animal identification methods
 - c) Recognize and assess body language and behaviors (including pain assessment scales) for various animal species
 - d) Demonstrate effective and appropriate humane restraint techniques to include efforts to reduce stress during handling for various animal species
 - e) Obtain a thorough patient history
 - f) Demonstrate the ability to obtain objective patient data
 - g) Prepare diagnostic specimens for shipment
 - h) Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)
7. Nursing: Patient Care----- 380
- a) Environmental conditions: implement sanitation procedures for animal holding and housing areas
 - b) Grooming
 - c) Perform microchip scanning and implantation
 - d) Administer parenteral medications
 - e) Administer enteral medications
 - f) Administer topical medications (including ophthalmic)
 - g) Demonstrate understanding of nursing care of newborns
 - h) Administer enemas
 - i) Collect/evaluate skin scrapings
 - j) Fluid therapy
 - k) Develop understanding of wound management and abscess care
 - l) Perform physical therapy
 - m) Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)
 - n) Gastric intubation (dog or cat)
 - o) Apply and remove bandages and splints
 - p) Remove casts
 - q) Perform critical care
 - r) Apply established emergency protocols (simulation acceptable)
 - s) Perform Comprehensive Oral Health Assessment and Treatment (COHAT) (scaling and polishing) (manual and machine)
 - t) Understand client education regarding home care

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

8. **Anesthesia: Equipment /Facility Management**----- 360
 - a) **Maintain and operate anesthetic delivery and monitoring equipment**

9. **Anesthesia: Patient Management** ----- 600
 - a) **Record and maintain anesthesia records**
 - b) **Calculate dosages of appropriate anesthetic-related drugs**
 - c) **Administer anesthetic-related drugs (injection, endotracheal tube, mask)**
 - d) **Place endotracheal tubes in patients**
 - e) **Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures (e.g., esophageal stethoscope, blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)**
 - f) **Evaluate patient and implement pain management protocols as directed**
 - g) **Recognize and respond appropriately to patients in compromised states**
 - h) **Perform appropriate resuscitation procedures as needed (e.g., calculate and administer appropriate anesthetic antagonists and emergency drugs as directed)**
 - i) **Complete controlled substance log (does not need to be official controlled substance log; mock logs may be utilized)**

10. **Surgical Nursing: Patient Management** ----- 480
 - a) **Properly identify patients and surgical procedures**
 - b) **Patient assessment**
 - c) **Palpate the urinary bladder and express it if needed**
 - d) **Prepare surgical site using appropriate aseptic techniques**
 - e) **Position patient for common procedures**
 - f) **Provide surgical assistance**
 - g) **Coordinate pain management with the anesthesia/surgical team**
 - h) **Provide post-operative care**

11. **Surgical Nursing: Procedural Management**----- 380
 - a) **Prepare surgical instruments and supplies**
 - b) **Prepare gowns, masks, gloves, and drapes**
 - c) **Operate and maintain autoclaves**
 - d) **Sterilize instruments and supplies using appropriate methods**
 - e) **Perform pre-surgical set-up**
 - f) **Identify and know proper use for instruments**
 - g) **Identify common suture materials, types, and sizes**
 - h) **Provide operating room sanitation and care**
 - i) **Maintain proper operating room conduct and asepsis**
 - j) **Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)**

12. **Surgical Nursing: Surgical Nursing** ----- 480
 - a) **Participate in surgeries in these categories: ovariohysterectomy - dog, cat; orchietomy - dog, cat and other common species**

13. **Laboratory Procedures: Specimen Analysis**----- 480

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

- a) Perform urinalysis
- b) Perform CBC to include hemoglobin; packed cell volume; total protein; white cell count; red cell count
- c) Perform blood chemistry tests (BUN, glucose, common enzymes)
- d) Perform serologic test (ELISA, slide/card agglutinations)
- e) Perform parasitologic procedures for external parasites and identify: mites; lice; ticks; fleas; flies
- f) Perform diagnostics procedures for parasites
- g) Identify common parasitic forms
- h) Perform cytologic evaluation
- i) Perform microscopic exam of blood film
- j) Calculate hematologic indices
- k) Perform coagulation tests
- l) Identify blood parasites
- m) Perform necropsy procedures

14. Laboratory Procedures: Specimen Management----- 400

- a) Select and maintain laboratory equipment
- b) Implement quality control measures
- c) Understand how to ensure safety of patients, clients, and staff in the collection and handling of samples
- d) Prepare, label, package, and store specimens for laboratory analysis

15. Imaging----- 480

- a) Appropriately label, file, and store images
- b) Implement and observe recommended radiation safety measures
- c) Implement radiographic quality control measures
- d) Properly utilize radiographic technique charts
- e) Position live animals and produce diagnostic radiographic images (dogs, cats, horses/ponies/donkeys/mules, and birds)
- f) Position live animals or intubated non-preserved specimens, and utilize dental radiographic equipment to produce diagnostic intra-oral full mouth dental radiographic images (dog or cat)
- g) Perform radiographic contrast studies — GI series
- h) Perform on a sedated canine radiographic techniques utilized in screening for canine hip dysplasia
- i) Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation
- j) Use and care of ultrasonography equipment
- k) Use and care of endoscopic equipment

16. Avian, Exotic & Small Mammal Procedures ----- 400

- a) Recognize, understand, and perform restraint techniques of birds, reptiles, amphibians, and ferrets
- b) Demonstrate the ability to perform a physical exam and accurately record results: birds, reptiles, amphibians, and ferrets

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

- c) Perform nail trim (bird, exotic, small mammal)**
- d) Perform injections using appropriate sites**
- e) Perform oral dosing**
- f) Administer drugs or medicaments using appropriate sites and routes**
- g) Understand appropriate sites for intravenous catheter placement**
- h) Understand tube feeding in birds**
- i) Perform laboratory procedures**
- j) Anesthetize birds and exotic animals**
- k) Recognize normal and abnormal behavior patterns**
- l) Explain inadvisability of keeping wildlife as pets**
- m) Collect blood samples**

Total Hours/# of Competency Levels: 6,000

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

Veterinary Assistant

Approximate Hours/Competency Level

1. **Office & Hospital Procedures, Client Relations & Communication:**
Communication----- 70
 - a) Demonstrate an understanding of interpersonal skills and team dynamics
 - b) Demonstrate telephone etiquette (e.g. through role playing, educational resources, etc.)
 - c) Utilize appropriate interpersonal and public relations skills
 - d) Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)
2. **Office & Hospital Procedures, Client Relations & Communication: Law and Ethics** ----- 70
 - a) Interact professionally with clients and fellow staff members
 - b) Demonstrate a commitment to high quality patient care
 - c) Respect and protect the confidentiality of client and patient information
3. **Office & Hospital Procedures, Client Relations & Communication: Management**----- 70
 - a) Create and maintain individual client records, vaccination certificates, and other appropriate forms
 - b) Perform basic filing of medical records, radiographs, lab reports, etc.
 - c) Manage inventory control
 - d) Maintain appropriate disposal protocols for hazardous materials
 - e) Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., radiography, surgery, anesthesia, laboratory, controlled substance)
 - f) Establish and maintain appropriate sanitation and infection control protocols for a veterinary facility, including patient and laboratory area
 - g) Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact
 - h) Handle daily client-based financial transactions
 - i) Recognize and respond to veterinary medical emergencies
4. **Pharmacy & Pharmacology: Administration** ----- 120
 - a) Obtain Veterinary Medication Clerk license, per WAC 246-397
 - b) Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects
 - c) Demonstrate the ability to accurately record medical information
 - d) Demonstrate the ability to monitor therapeutic responses
5. **Pharmacy & Pharmacology: Dispensing** ----- 120
 - a) Given a drug order, properly prepare medications for dispensing, including performing accurate calculations

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- b) Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug)
 - c) Demonstrate compliance with all federal and state regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)
6. Nursing: Patient Assessment----- 120
- a) Recognize common domestic animal species and breeds
 - b) Describe and use common animal identification methods
 - c) Recognize and assess body language and behaviors (including pain assessment scales) for various animal species
 - d) Demonstrate effective and appropriate humane restraint techniques to include efforts to reduce stress during handling for various animal species
 - e) Obtain a thorough patient history
 - f) Demonstrate the ability to obtain objective patient data
 - g) Prepare diagnostic specimens for shipment
 - h) Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)
7. Nursing: Patient Care ----- 260
- a) Environmental conditions: implement sanitation procedures for animal holding and housing areas
 - b) Grooming
 - c) Perform microchip scanning and implantation
 - d) Administer enteral medications
 - e) Administer topical medications
 - f) Demonstrate understanding of nursing care of newborns
 - g) Administer enemas
 - h) Fluid therapy
 - i) Develop understanding of wound management and abscess care
 - j) Perform physical therapy
 - k) Apply established emergency protocols (simulation acceptable)
 - l) Perform dental cleanings (no extractions)
 - m) Understand client education regarding home care
8. Anesthesia: Equipment /Facility Management----- 20
- a) Maintain and operate anesthetic delivery and monitoring equipment
9. Anesthesia: Patient Management ----- 200
- a) Record and maintain anesthesia records
 - b) Calculate dosages of appropriate anesthetic-related drugs
 - c) Administer anesthetics into catheterized veins, IM, SQ or via mask
 - d) Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures (e.g., esophageal stethoscope, blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)
 - e) Evaluate patient and implement pain management protocols as directed

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM STANDARDS

- f) Recognize and respond appropriately to patients in compromised states
 - g) Perform basic CPR
10. Surgical Nursing: Patient Management ----- 180
- a) Properly identify patients and surgical procedures
 - b) Patient assessment
 - c) Palpate the urinary bladder and express it if needed
 - d) Prepare surgical site using appropriate aseptic techniques
 - e) Position patient for common procedures
 - f) Provide surgical assistance
 - g) Coordinate pain management with the anesthesia/surgical team
 - h) Provide post-operative care
11. Surgical Nursing: Procedural Management ----- 140
- a) Prepare surgical instruments and supplies
 - b) Prepare gowns, masks, gloves, and drapes
 - c) Operate and maintain autoclaves
 - d) Sterilize instruments and supplies using appropriate methods
 - e) Perform pre-surgical set-up
 - f) Identify and know proper use for instruments
 - g) Identify common suture materials, types, and sizes
 - h) Provide operating room sanitation and care
 - i) Maintain proper operating room conduct and asepsis
 - j) Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)
12. Surgical Nursing: Surgical Nursing ----- 180
- a) Participate in surgeries in these categories: ovariohysterectomy - dog, cat; orchietomy - dog, cat and other common species
13. Laboratory Procedures: Specimen Management ----- 140
- e) Select and maintain laboratory equipment
 - f) Implement quality control measures
 - g) Understand how to ensure safety of patients, clients, and staff in the collection and handling of samples
 - h) Prepare, label, package, and store specimens for laboratory analysis
14. Imaging ----- 180
- l) Appropriately label, file, and store images
 - m) Implement and observe recommended radiation safety measures
 - n) Implement radiographic quality control measures
 - o) Properly utilize radiographic technique charts
 - p) Position live animals and produce diagnostic radiographic images (dogs, cats, horses/ponies/donkeys/mules, and birds)

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- q) **Position live animals or intubated non-preserved specimens, and utilize dental radiographic equipment to produce diagnostic intra-oral full mouth dental radiographic images (dog or cat)**
- r) **Perform radiographic contrast studies — GI series**
- s) **Perform on a sedated canine radiographic techniques utilized in screening for canine hip dysplasia**
- t) **Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation**
- u) **Use and care of ultrasonography equipment**
- v) **Use and care of endoscopic equipment**

15. Avian, Exotic & Small Mammal Procedures ----- 130

- e) **Recognize, understand, and perform restraint techniques of birds, reptiles, amphibians, and ferrets**
- f) **Demonstrate the ability to perform a physical exam and accurately record results: birds, reptiles, amphibians, and ferrets**
- g) **Perform nail trim (bird, exotic, small mammal)**
- h) **Perform injections using appropriate sites**
- i) **Perform oral dosing**
- j) **Administer drugs or medicaments using appropriate sites and routes**
- k) **Understand appropriate sites for intravenous catheter placement**
- l) **Understand tube feeding in birds**
- m) **Perform laboratory procedures**
- n) **Anesthetize birds and exotic animals**
- o) **Recognize normal and abnormal behavior patterns**
- p) **Explain inadvisability of keeping wildlife as pets**
- q) **Collect blood samples**

Total Hours/# of Competency Levels: 2,000

VIII. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

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For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars as approved by the Committee

Sponsor approved online or distance learning courses as approved by the Committee

State Community/Technical college – **Wenatchee Valley College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **As approved by the Committee**

B. **150** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: (insert month) through (insert month).

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

1. Total required RSI for the Licensed Veterinary Technician apprenticeship program is 760 hours. The following hours are outlined in the RSI Plan Review document:

- **Wenatchee Valley College - 200 hours**
- **Cascade Veterinary Clinics lab – 200 hours**
- **Cascade Veterinary Clinics provided classroom/online self-study – 360 hours.**

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2. **Total required RSI for the Veterinary Assistant apprenticeship program is 150 hours. The following hours are outlined in the RSI Plan Review document:**
 - **Wenatchee Valley College - 100 hours**
 - **Cascade Veterinary Clinics provided classroom/online self-study – 50 hours.**
3. **Instructors will be qualified as a Licensed Veterinary Technician (LVT) and/or Doctor of Veterinary Medicine (DVM).**
4. **Apprentices will be provided with a minimum of the above referenced hours of RSI unless otherwise directed by the Committee.**
5. **Apprentices that are granted credit for prior learning or experience may be excused from attending specific portions of RSI training at the discretion of the Committee. Apprentices seeking credit for prior learning must demonstrate the same knowledge, skill and abilities as apprentices who have completed the portion(s) of RSI for which credit is requested.**
6. **In the event an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless directed by the Committee.**
7. **Licensed Veterinary Technician apprenticeship completion will require successful completion of the veterinary technician national examination as approved by the Washington state Veterinary Board of Governors, and the Washington state examination that consists of questions pertaining to the laws and rules regulating veterinary technicians, per WAC 246-935-070, as determined or designated by the Committee.**

IX. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related

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to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).

3. Sponsor Procedures:

- a. **The Training Coordinator oversees the day-to-day operations of the program under the auspices of the Cascade Veterinary Clinics.**
- b. **Successful completion of the relevant competency assessment(s) and RSI are required for the apprentice to receive step increases and graduate from the apprenticeship program.**
- c. **All apprentices must be released from “on-the-job” commitments to attend scheduled Related Supplemental Instruction (RSI).**
- d. **Apprentices may, by written request administrative suspension, (voluntary leave), with the approval of the Committee.**
- e. **If Cascade Veterinary Clinics terminates the employment of an apprentice due to acquisition, ceasing operations, layoff or other valid circumstance through no fault of the apprentice, Cascade Veterinary Clinics will make every effort to place the apprentice with another registered Training Agent for the remainder of their apprenticeship. In the event there are no available placement opportunities, Cascade Veterinary Clinics will provide two options. Exercising any one option does not negate the ability of the apprentice to pursue an alternate course of action if the action is taken within 180 days. The options are:**
 - i. **Allow the apprentice to wait for a placement opportunity, or**
 - ii. **Allow the apprentice to challenge completion of their apprenticeship by completing the required competency assessment(s) at the discretion of the Committee.**
- f. **The Committee will review all apprentices in suspended status on at least a semi- annual basis. Apprentices who have been in a suspended status for at least six (6) months, and have not requested a return to active status, or been in communication with Training Coordinator or apprenticeship staff, will be called before the Committee, which may result in an extension of the suspension or cancellation of the apprenticeship agreement.**
- g. **Apprentices who have been cancelled in the past by the Committee are eligible to re-apply after a period of at least 12 months.**
- h. **Apprentices are expected to average forty (40) hours per week, excluding holidays, personal time off, and unpaid leave. RSI may be held during work hours but will not count as OJT hours.**

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- i. It is the apprentice's responsibility to keep his or her current address and contact information on file with Cascade Veterinary Clinics.**
- j. Credit for Previous Experience (OJT Only): The intent of granting credit is to align the apprentice's status with the level at which they are performing:**
 - i. An apprentice who has previous industry-related work experience may request credit for previous experience.**
 - ii. The Committee may grant credit for successful completion of the skills requirements of OJT hours. Requests for credit shall state that the apprentice's performance exceeds their experience level (mastery of skill) and Cascade Veterinary Clinics agrees to pay the apprentice at the corresponding step and wage progression.**
 - iii. The decision of whether to grant the apprentice Credit for Previous Experience, and at what step, will be made in a fair and equitable manner by the Committee.**
- k. Credit for Previous Education/Challenge of Curriculum (RSI Only):**
 - i. An apprentice who has previous industry-related education may request credit for previous education and/or challenge RSI curriculum.**
 - ii. Apprentices are responsible for any associated fees for credit granted for previous education to include tuition fees for credit. Apprentices are responsible for any associated fees for challenging RSI curriculum to include but not limited to cost to proctor exam and associated tuition fees. Cascade Veterinary Clinics, at its sole discretion and consistent with its tuition reimbursement policy, may reimburse apprentices for any associated fees for credit granted for previous education to include tuition fees for credit.**
 - iii. To be considered for credit for previous education, apprentices must have successfully completed post-secondary level class(es) in the related subject within the previous five (5) years and have a passing grade of 80% or higher.**
 - iv. Only scores 85% or higher on the challenge RSI exam will be considered for program credit.**
 - v. The decision of whether to grant the apprentice credit for previous education will be made in a fair and equitable manner by the Committee.**
- l. Related/Supplemental Instruction:**
 - i. Apprentices who violate any Cascade Veterinary Clinics or school safety and health policies, engage in behavior that disrupts related instruction, or use of alcohol or drugs during RSI, may be removed from class and will be reported as soon as possible to the Training Coordinator or designee. The Training Coordinator or designee will attempt to either resolve the issue immediately or refer the issue to the Committee.**

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- ii. **Apprentices may request an excused absence by contacting both the Training Coordinator and their instructor in advance. Excused absences require the approval of the Training Coordinator.**
 - iii. **Excused absences require class time to be made up at a rate of one (1) hour for every one (1) hour missed plus one of the following:**
 - 1. **A note from the apprentice's physician indicating that an illness/injury is preventing them from attending school.**
 - 2. **Proof of death of immediate family member.**
 - 3. **Special circumstances will be reviewed by the Training Coordinator and referred to the Committee at the discretion of the Training Coordinator.**
 - iv. **Unexcused absences, Tardiness and Failure of classes covered in Section X.B.3 Disciplinary Procedures.**
- m. Hours Reporting:**
- i. **The apprentice must track and keep record of on the job work progress hours as outlined in these Standards of Apprenticeship. Access to work progress reports will be made available to each apprentice by Cascade Veterinary Clinics at the start of their apprenticeship.**
 - ii. **The apprentice is responsible for ensuring their assigned journey level mentor, or direct supervisor signs the monthly evaluation of progress and verifies the work progress report.**
 - iii. **The apprentice shall submit the monthly work progress record to the Training Coordinator prior to the tenth (10th) day of the following month by:**
 - 1. **An online hours tracking system,**
 - 2. **Emailing a copy of the signed work progress record, or**
 - 3. **Delivering by mail or in person a copy directly to the Training Coordinator.**
 - iv. **Vacation hours do not count toward hours required to complete the program.**
 - v. **Apprentice must maintain employment with Cascade Veterinary Clinics to remain active in the apprenticeship program.**
 - vi. **Apprentices, who have been separated from Cascade Veterinary Clinics, may complete the RSI quarter they are currently enrolled in and receive credit towards completion of that portion of the RSI, provided they pass the class.**
 - vii. **An Apprentice must pay for and obtain and provide Cascade Veterinary Clinics a copy of the Department of Health license or certification before he/she will be issued the Washington State Journey level Certification of Completion, per WAC 246-935-070.**

B. Disciplinary Procedures

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1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
 - a. **Disciplinary problems may first be handled by the Training Coordinator. If the Training Coordinator deems appropriate, the matter may be referred to the Committee for action.**
 - b. **Satisfactory progress must be maintained in related training classes. An apprentice may be disciplined, suspended, or cancellation for the following:**
 - i. **Not maintaining an 80% grade.**
 - ii. **Missing more than eight (8) hours of class per quarter (excused, if time is not made up, or unexcused).**

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- iii. Being more than one (1) month tardy in turning in work progress records.
- c. **Unexcused Absences:**
 - i. The apprentice must notify the Coordinator about all absences.
 - ii. Absences require class time to be made up at the rate of (1) hour for every one (1) hour missed.
 - iii. A Licensed Veterinary Technician apprentice may have no more than eight hours of unexcused absences in an academic year. A Veterinary Assistant may have no more than five hours of unexcused absences in an academic year). The Apprentice must make up unexcused absences per academic year.
- d. For tardiness, or leaving early a grace period of up to one (1) hour per course will be allowed with a maximum accumulation of three (3) hours per academic year, to be made up hour for hour. Time missed beyond the three (3) hours per academic year will treated as an unexcused absence.
- e. **Failure of Classes:**
 - i. Apprentices must pass each class with a grade equivalent to at least 75%.
 - ii. Apprentice who fail to receive the minimum score in any quarter must arrange, within one (1) week of receiving the failing grade, to meet with the Training Coordinator or designee to plan for a makeup class. The plan will establish the conditions whereby the apprentice will make up the failed classes within a predetermined period of time, not to exceed one year.
- f. Behavior problems while participating in RSI will be dealt with in a three-step process. First a documented verbal warning, then a written warning, and finally a mandatory appearance before the Committee. An apprentice may be called before the Committee to be disciplined, suspended, or canceled for inappropriate behavior or refusing to correct behavior problem in class. This may include, but is not limited to, being suspended from participating in RSI.
- g. The apprentice must follow the behavioral standards of the educational institution where they are registered to take RSI classes. The apprentice may be subject to the disciplinary procedures of the educational institution for violating the institution's behavior rules and standards.
- h. Cascade Veterinary Clinics has a zero tolerance drug policy. If an apprentice is found to be using, distributing or possessing controlled substances of alcohol on campus, they will be immediately removed from class and will be required to appear before the Committee for possible disciplinary action which may include suspension of cancelation of the apprenticeship agreement. Apprentices shall comply with applicable Federal, State, and

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Local regulations with respect to drugs, alcohol and intoxicants during their work and training. Violations of applicable regulations or the Drug Policy will be required to appear before the Committee for possible disciplinary action which may include suspension or cancelation of the apprenticeship agreement.

- i. Apprentice notification to appear before the Committee will be sent at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section(s) violated, and a range of penalties, which may be imposed.**
 - i. If an apprentice fails to appear before the Committee when notified, the Committee may discipline the apprentice in their absence, which may include suspension or cancellation of the apprenticeship agreement.**
 - ii. During disciplinary probation or suspension, the following sanctions may include but are not limited to:**
 - 1. Hours worked may not apply towards the term of apprenticeship, and/or**
 - 2. Step advancement may be withheld until the period of disciplinary probation or suspension is complete.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

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6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

X. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve

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members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days

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prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

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4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

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- 3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

- 1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **51%**
- b. Program type administered by the committee: **Individual Non Joint**
- c. The employer representatives shall be:

Julie Helligso, Chair
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801

Sammy Austin, Operations Manager
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801

Zack Hambleton, DVM
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801

- d. The employee representatives shall be:

[To be determined]
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801

Stephen Hines, DVM, PhD,
DACVP, Professor Emeritus,
Washington State University
College of Veterinary Medicine
406 Sand Rd
Pullman, WA 99163

[To be determined]
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801

F. Plant programs

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For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

Not Applicable.

XI. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

Not Applicable.

XII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NOTE: To be determined following hiring of apprenticeship training program coordinator.

For L&I Staff Use Only

L&I Apprenticeship Consultant

L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name Cascade Veterinary Clinics	
Occupation Veterinary Assistant	
Term/OJT Hours 6,000 hours	Total RSI Hours 150
Training Provider Wenatchee Valley College, Cascade Veterinary Clinics	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the “competent instructor” as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair *and* Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date	<input type="checkbox"/> Secretary	Date
Print Name:		Print Name:	
Signature:		Signature:	

Training Provider Signature

Approved By (Print Name):	Title:
Signature of the Training Provider:	
Date:	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Cascade Veterinary Clinics	Occupational Objective Veterinary Assistant
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Biology 100	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Wenatchee Valley College	
Description of element/course: Covers the basic biological principles and processes for the non-science major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.	

Element/Course: Communications 101	Planned Hours: 50
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Wenatchee Valley College	
Description of element/course: Introduction to the history, theory and practice of human communication. Development of effective communication skills for use in a variety of contexts, including, but not limited to: intrapersonal, interpersonal, intercultural, small group, relationships, workplace/organizational settings and new technology.	

Element/Course: Introduction to Veterinary Technology	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will review the responsibilities and activities of Veterinary Technicians in the areas of animal health, medical ethics, legal boundaries of veterinary team members, communication with clients, and effective membership in the veterinary medical team.	

Element/Course: Veterinary Medical Terminology	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will provide a systems approach to understanding the basic foundation of the language of veterinary medicine. Students will learn to recognize, understand, and use common components of terms, allowing dissection of words for comprehension and structuring of words for use.	

Additional Training Providers (if necessary)

[Click or tap here to enter text.](#)

Print Name Training Provider

Signature of Training Provider

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Title of Training Provider

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Organization of Training Provider

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Title of Training Provider

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Organization of Training Provider

Candidate Textbooks

Course	Candidate Textbooks
English 101	<i>WVC assigned</i>
Biology 100	<i>WVC assigned</i>
Chemistry 121	<i>WVC assigned</i>
Communications 101	<i>WVC assigned</i>
Introduction to Veterinary Technology	<i>McCurnin's Clinical Textbook for Veterinary Technicians</i>
Veterinary Anatomy and Physiology	<i>Clinical Anatomy & Physiology for Veterinary Technicians</i>
	<i>Veterinary Anatomy Coloring Book</i>
	<i>Veterinary Anatomy Flash Cards</i>
	<i>Clinical Anat & Phys Vet Lab Manual</i>
	<i>Clinical Textbook for Vet Techs</i>
	<i>Vet Instruments & Equipment Pocket Guide</i>
Veterinary Medical Terminology	<i>Veterinary Medical Terminology</i>
	<i>Illustrated Guide to Vet Medical Terminology</i>
	<i>Saunders Comprehensive Veterinary Dictionary</i>
Animal Care Lab I	<i>NA - LAB</i>
Veterinary Medical Dosages	<i>McCurnin's Clinical Textbook for Veterinary Technicians</i>
Veterinary Clinical Practices	<i>Lab Procedures for Veterinary Technicians (P)</i>
Veterinary Safety and OSHA	
Veterinary Surgical Nursing	<i>Small Animal Surgical Nursing</i>
Small Animal Therapeutic Nutrition	<i>Clinical Textbook for Vet Techs</i>
Exotic Animal Medicine and Handling	<i>Exotic Animal Medicine for Veterinary Tech</i>
Animal Care Lab II	<i>NA - LAB</i>
Large Animal and Equine Medical	<i>Large Animal Clinical Procedures</i>
	<i>Anatomy and Physiology of Farm Animals</i>
Parasitology and Clinical Pathology	<i>Lab Procedures for Veterinary Technicians</i>
	<i>Lab Manual for Lab Procedures for Vet Techs</i>
	<i>Veterinary Parasitology Reference Manual</i>
	<i>Veterinary Clinical Parasitology</i>
	<i>Diagnostic Parasitology for Veterinary Technicians</i>
Clinical Practices II	<i>Crow+Walshaw's Manual of Clinical Procedures...</i>
	<i>Small Animal Clinical Techniques</i>
Small Animal Therapeutic Nutrition	<i>Clinical Textbook for Vet Techs</i>
Radiology	<i>Lavin's Radiography for Veterinary Technicians</i>

Course	Candidate Textbooks
Animal Care Lab III	NA - LAB
Veterinary Office Procedures	
Veterinary Hematology	<i>Veterinary Hematology</i>
Sterile Techniques	NA - LAB
Laboratory Principles	<i>McCurnin's Clinical Textbook for Veterinary Technicians</i>
Anesthesia	<i>Anesthesia and Analgesia for Vet Techs</i> <i>Math for Meds</i>
Public Health	
Animal Diseases & Microbiology	<i>Common Diseases of Companion Animals</i>
Dental Procedures	<i>Small Animal Dental Procedures for Veterinary Technicians</i> <i>Veterinary Dentistry: A Team Approach</i>
Pharmacology for Veterinary Technicians	<i>Clinical Pharmacology and Therapeutics for Veterinary Technicians</i> <i>Saunders Handbook of Vet Drugs Small & Large Animal</i> <i>Applied Pharmacology for Vet Technicians</i>
Critical Care Lab	NA - LAB
Surgery Lab	NA - LAB
Special Topics Seminar	
VTNE Prep Course	<i>HESI Veterinary Technology Practice Test Classic Version</i> <i>Assessing Essential Skills of Veterinary Technology Students</i>

Not Assigned to a CVC course; for further review and assignment

[*Veterinary Technician for Small Animal Emergencies & Critical Care*](#)

[*Animal Restraint for Veterinary Professionals*](#)

[*Plumb's Veterinary Drug Handbook: Desk*](#)

[*Veterinary Technician's Guide to Writing SOAPS*](#)

[*Essentials of Veterinary Bacteriology and Mycology*](#)

[*Clinical Pharmacology and Therapeutics for Veterinary Technicians*](#)

[*Nutrition and Disease Management for Veterinary Technicians and Nurses*](#)

[*Small Animal Emergency and Critical Care for Veterinary Technicians*](#)

[*Veterinary Instruments and Equipment: A Pocket Guide - With Access*](#)

[*VETT 201: Assessing Essential Skills of Veterinary Technology Students*](#)



NCQAC Virtual Summit:

LPN Apprenticeship and other ideas for developing the LTC Nursing Workforce



October 22, 2021
8:30 a.m. – 2:30 p.m.

Please [register](#) in advance:

https://us02web.zoom.us/meeting/register/tZ0qc-2urT0vE9d4_9ejr1tAwURUnD4-mZQ

Goals:

- **Learn** about the LPN apprenticeship pathway
- **Understand** ways to get involved, including how to apply to become a pilot site
- **Offer** your ideas to help develop the apprenticeship pathway
- **Discuss** other ways of developing the LTC workforce NOW
- **Connect** with nurse educators, LTC facility leaders, students, and state staff



Need this message in another format? Please call 800-525-0127.

Deaf or hard of hearing customers:

- Call: 711 (Washington Relay)
- Email: civil.rights@doh.wa.gov

Agenda

Time	Topic	Speakers
8:15 a.m. (15 min)	e-Coffee (pre-meeting) Check your Zoom connection, get settled, say hi to colleagues (in chat), or register for the event at the last minute	Porsche Everson with assistance from Shad Bell & Kathy Moisio
8:30 a.m. (15 min)	Welcome, Introductions, & The Need for LTC Workforce Solutions	Tracy Rude & Kathy Moisio
LPN Apprenticeship Pathway		
8:45 a.m. (15 min)	What We've Developed So Far	Mary Baroni
9:00 a.m. (30 min)	What We Need to Consider: <i>Stakeholder Forum</i> (College, LTC Employer, Home Care Aide and Nursing Assistant Perspectives)	Mary Baroni Dan Ferguson Lauri St. Ours
9:30 a.m. (10 min)	Break	
9:40 a.m. (40 min)	What We Can Learn from Maine's Experience	Joan Dolan
10:20 a.m. (30 min)	What We Need to Know <ul style="list-style-type: none"> • Labor and Industries: Apprenticeship 101 • NCQAC and the Nursing Program Approval Process 	Evan Hamilton & Aubre Nelson Gerianne Babbo
10:50 a.m. (10 min)	Break	
11:00 a.m. (15 min)	De-Brief and Engagement <ul style="list-style-type: none"> • Morning Take-Aways • How You Can Participate: Developing of the LPN Apprenticeship Pathway • Group Polling 	Porsche Everson & Kathy Moisio

Other Ways to Develop the LTC Workforce NOW

Agenda

Time	Topic	Speakers
11:15 a.m. (45 min)	Panel Discussion <ul style="list-style-type: none">• Nursing Technicians• Medication Assistants• Joint Appointments• Early Entry Point: Paid Feeding Assistants	Leah Meadows & Guest Nurse Technician Mary McKinney & Guest Medication Assistant Jeannine Roth Laura Hofmann
12:00 p.m. (45 min)	Lunch	
12:45 p.m. (30 min)	Deeper Dives – Breakout Sessions –Round I <ul style="list-style-type: none">• Nurse Technician• Medication Assistants• Wild Ideas (for our free-flowing brainstormers)• Partner Discussions-- LPN Programs & LTC Employers:<ul style="list-style-type: none">○ North Sound○ South Sound○ Eastern Washington	Gerianne Babbo & Sarah Bear Mary McKinney & Tracy Rude Vicki McNealley & Helen Myrick Regional Partners
1:15 p.m. (5 min)	Regathering & Poll	Porsche Everson
1:20 p.m. (30 min)	Deeper Dives—Breakout Sessions—Round 2 <ul style="list-style-type: none">• Nurse Technician• Medication Assistants• Wild Ideas (for our free-flowing brainstormers)• Partner Discussions-- LPN Programs & LTC Employers:<ul style="list-style-type: none">○ North Sound○ South Sound○ Eastern Washington	Gerianne Babbo & Sarah Bear Mary McKinney & Tracy Rude Vicki McNealley & Helen Myrick Regional Partners

Agenda

Time	Topic	Speakers
1:50 p.m. (30 min)	De-Brief & Engagement <ul style="list-style-type: none">• Wild Ideas that Just Might Work• Other Ideas that Emerged• Developing the LPN Apprenticeship Pathway• Group Polling	Porsche Everson & Kathy Moisio
2:20 p.m. (10 min)	Wrap up and Next Steps <ul style="list-style-type: none">• Afternoon Take-Aways• Action Items	Porsche Everson & Kathy Moisio



Training routes

There are two routes to becoming a qualified veterinary nurse; either via vocational training or via a higher education qualification. Both routes lead to registration as a veterinary nurse.

Vocational training

If you are very practically-minded, and want to get 'stuck in' to a job in a veterinary practice, vocational training is probably best for you.

The Level 3 Diploma in Veterinary Nursing is a vocational qualification designed to prepare veterinary nurses for professional registration on the *RCVS Register of Veterinary Nurses*. It is available on either a full-time basis or apprenticeship-style alongside a job in veterinary practice. For further information on training and entry requirements, please contact one of the awarding organisations that offer the Level 3 Diploma included in the [List of RCVS Accredited Further Education Qualifications in Veterinary Nursing](https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-further-education-qualifications-in/) [<https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-further-education-qualifications-in/>], available to download from the 'Related documents' box.

You can also view a list of [Approved Training Practices](http://www.rcvs.org.uk/lifelong-learning/students/veterinary-nursing-students/approved-training-practices/) [<http://www.rcvs.org.uk/lifelong-learning/students/veterinary-nursing-students/approved-training-practices/>] by region on our website for veterinary professionals (please note this link opens in a new window).

Higher education

A degree course will take a little longer than a vocational qualification and is more academic, but you will be required to undertake clinical placements in an approved training practice. A degree in veterinary nursing can lead to additional career opportunities, such as research, the pharmaceutical industry and teaching, in addition to work in clinical veterinary practice.

A number of institutions offer full-time integrated higher education courses leading to a Foundation or Honours Degree in veterinary nursing. Details are shown in the [List of RCVS Accredited Higher Education Qualifications in Veterinary Nursing](https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-higher-education-qualifications-in/) [https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-higher-education-qualifications-in/], available to download from the 'Related documents' box. The RCVS Certificate in Veterinary Nursing is also awarded to all graduates of courses approved by us. It should be noted that candidates for veterinary nurse training must satisfy the entry requirements of their chosen university. Please note that applications for university should be made through [UCAS](http://www.ucas.ac.uk/) [http://www.ucas.ac.uk/].

What next?

Once you've decided which route is best for you or if you need more information before you decide, download either the [List of RCVS Accredited Further Education Qualifications in Veterinary Nursing](https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-further-education-qualifications-in/) [https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-further-education-qualifications-in/] or the [List of RCVS Accredited Higher Education Qualifications in Veterinary Nursing](https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-higher-education-qualifications-in/) [https://animalowners.rcvs.org.uk/document-library/list-of-rcvs-accredited-higher-education-qualifications-in/]. These contain the details of all the educational institutions that offer qualifications (both vocational and higher education) leading to registration as a qualified veterinary nurse and the centres (colleges) where the training is delivered. Please contact centres directly for more information on the qualifications they offer.

Further Education accredited veterinary nursing licence to practise qualifications and delivery centres

The following organisations offer further education qualifications that are accredited by the RCVS as a “licence to practise” in veterinary nursing, and which entitle holders to enter the RCVS Register of Veterinary Nurses.

No other further education qualification or course, regardless of its title, leads to qualification as a veterinary nurse, or eligibility to enter the RCVS Register of Veterinary Nurses. Should you be in any doubt as to the status of a qualification please contact us for advice.

The list of higher education qualifications can be found in the “Training routes” section on the following page: <https://animalowners.rcvs.org.uk/veterinary-careers/i-want-to-be-a-veterinary-nurse/>

Awarding organisation	Contact details	Qualifications offered	Accreditation status
Central Qualifications	<p>Tel: 01359 245316 Email: enquiries@cqual.org Web: www.cqual.org.uk</p> <p>Elmtree Business Park Bury St Edmunds Suffolk IP30 9HR</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Equine)</p>	Full Accreditation
City & Guilds of London Institute	<p>Tel: 08445 430033 Email: learnersupport@cityandguilds.com Web: www.cityandguilds.com</p> <p>1 Giltspur Street London EC1A 9DD</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No longer registering any students as of 01/09/2020</p> <p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) - No longer registering any students as of 01/09/2020</p>	Full Accreditation

Lantra Awards	Tel: 02476 696996 Email: awards@lantra.co.uk Web: www.lantra.co.uk Lantra House Stoneleigh Park Coventry CV8 2LG	Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal) Lantra Level 3 Work Based Diploma in Veterinary Nursing (Equine)	Provisional Accreditation
VetSkill Limited	Tel: 01480 278 580 Email: info@vetskill.com Web: www.vetskill.com Unit 1, Headland House Chord Business Park London Road Godmanchester Cambridgeshire PE29 2BQ	VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)	Full Accreditation
		VetSkill Level 3 Diploma in Veterinary Nursing (Equine)	Provisional Accreditation

Approval Status Key

Full Accreditation Qualifications that meet, or exceed, all of the accreditation standards.

Provisional Accreditation New qualifications that have made substantial progress towards meeting the accreditation standards. Once the first cohort of students completes the qualification, a provisionally accredited AO or HEI may apply to the RCVS for full accreditation. Students undertaking provisionally accredited qualifications may be required to pass the RCVS Pre-registration examination.

Terminal accreditation This may apply if the AO/HEI is unable to meet the RCVS's standards, or if they voluntarily close.

Please contact the centres directly to enquire about training options and for further information on their courses.

APPROVED DELIVERY CENTRES		
CENTRE	CONTACT DETAILS	QUALIFICATIONS OFFERED
LONDON AND HOME COUNTIES		
<p>Canterbury College</p> <p>(No longer enrolling any new students)</p>	<p>Tel: 01227 811336 Web: www.cant-col.ac.uk</p> <p>Canterbury College New Dover Canterbury Kent CT1 3AJ</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p>
<p>Central College of Animal Studies Kent</p>	<p>Tel: 01359 243405 Web: www.ccoas.com</p> <p>Central College of Animal Studies East Malling Trust Estate New Road East Malling Kent ME19 6BJ</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>Central College of Animal Studies Ipswich</p>	<p>Tel: 01473 555000 Web: www.ccoas.com</p> <p>Central College of Animal Studies Ipswich Veterinary Centre Donald Mackintosh Way Scrivener Drive Suffolk IP8 3LQ</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>

<p>City and Islington College</p>	<p>Tel: 020 7520 0662 Web: www.candi.ac.uk</p> <p>City and Islington College Centre for Applied Sciences 311-321 Goswell Road London EC1V 7DD</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal) - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>
<p>College of Animal Welfare North London</p>	<p>Tel: 01707 244095 Web: www.caw.ac.uk</p> <p>The College of Animal Welfare, Building 6, North London Business Park, Oakleigh Road South, New Southgate, N11 1GN</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Goddard Veterinary Group College</p>	<p>Tel: 020 8530 7321 Web: www.goddardvetgroup.co.uk</p> <p>Goddard Veterinary Group College 84 New Wanstead Wanstead E11 2SY</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>Hadlow College Kent School of Veterinary Nursing</p> <p>(No longer enrolling any new students)</p>	<p>Tel: 01732 850551 / 07547 957259 Web: www.hadlow.ac.uk</p> <p>Kent School of Veterinary Nursing Ground Floor Unit 13 Jubilee Way Faversham Kent ME13 8GD</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p>

<p>Kent School of Veterinary Nursing</p>	<p>Tel: 07547 957259 Web: https://www.ksvn.co.uk/</p> <p>Kent School of Veterinary Nursing Ground Floor Unit 13 Jubilee Way Faversham Kent ME13 8GD</p>	<p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Writtle University College</p>	<p>Tel: 01245 424200 Web: www.writtle.ac.uk</p> <p>Writtle College Lordship Road Writtle Essex CM1 3RR</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

<p>SOUTH-WEST</p>		
<p>Bicton College</p>	<p>Tel: 01395 562400 Web: www.bicton.ac.uk</p> <p>Bicton College East Budleigh Budleigh Salterton Devon EX9 7BY</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

<p>Bridgwater and Taunton College</p>	<p>Tel: 01278 444363 Web: www.btc.ac.uk</p> <p>Bridgwater & Taunton College Taunton Campus Wellington Road Taunton TA1 5AX</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Central College of Animal Studies Exeter</p>	<p>Tel: 01359 243405 Web: www.ccoas.com</p> <p>Central College of Animal Studies Unit 7 Manaton Court Manaton Close Matford Business Park Exeter EX2 8PF</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>South Gloucestershire and Stroud College (No longer enrolling any new students)</p>	<p>Tel: 0117 931 2121 Web: www.sgscol.ac.uk</p> <p>South Gloucester and Stroud College Filton Avenue Bristol BS34 7AT</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p>
<p>Duchy College</p>	<p>Tel: 01209 722100 Web: www.duchy.ac.uk</p> <p>Duchy College Rosewarne Camborne Cornwall</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

	TR14 0AB	
Lynwood School of Veterinary Nursing	<p>Tel: 01305 264140 Web: www.lsvn.co.uk</p> <p>Lynwood School of Veterinary Nursing B1-B3, Hampton Business Park Hampton Farm Higher Bockhampton Dorchester Dorset DT2 8QH</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>
Bath College	<p>Tel: 01761 433161 Web: www.bathcollege.ac.uk</p> <p>Bath College South Hill Park, Radstock, BA3 3RW</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

MIDLANDS		
Bottle Green Training Ltd	<p>Tel: 01332 862444 Web: www.bgt.org.uk</p> <p>Bottle Green Training Ltd 1A Offices Station Yard Station Road Melbourne Derbyshire DE73 8HJ</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) - No new enrolments</p> <p>CQ Diploma in Veterinary Nursing - Small Animal Practice</p> <p>CQ Diploma in Veterinary Nursing - Equine Practice</p>

<p>College of Animal Welfare Solihull</p>	<p>Tel: 01480 422060 Web: www.caw.ac.uk</p> <p>College of Animal Welfare Solihull Willows Veterinary Centre and Referral Highlands Road Shirley Solihull B90 4NH</p>	<p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Halesowen College (No longer enrolling any new students)</p>	<p>Tel: 0121 602 7777 Web: www.halesowen.ac.uk</p> <p>Halesowen College Whittingham Road Halesowen West Midlands B63 3NA</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p>
<p>Solihull College and University Centre</p>	<p>Tel: 0121 678 7069 Web: www.solihull.ac.uk</p> <p>Solihull College and University Centre Blossomfield Campus Blossomfield Road Solihull B91 1SB</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal) - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>

<p>South Staffordshire College</p>	<p>Tel: 01543 462200 Web: www.cannock.ac.uk</p> <p>South Staffordshire College The Green Cannock WS11 1UE</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Warwickshire College Pershore College</p>	<p>Tel: 01926 318000 Web: www.warwickshire.ac.uk</p> <p>Pershore College, Avon Bank, Pershore, Worcestershire, WR10 3JP</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Warwickshire College Moreton Morell</p>	<p>Tel: 01926 318000 Web: www.warwickshire.ac.uk</p> <p>Moreton Morrell College, Moreton Morrell, Warwickshire, CV35 9BL</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

EAST ANGLIA		
<p>Dick White Academy</p>	<p>Tel: 01638 572889 Web: www.dwacademy.co.uk</p> <p>Dick White Academy Station Farm London Road Six Mile Bottom Cambs CB8 0UH</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Central College of Animal Studies Suffolk</p>	<p>Tel: 01359 243405 Web: www.ccoas.com</p> <p>Stowe Veterinary Group 54B Bury Road Stowmarket IP14 1JF</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>College of Animal Welfare Huntingdon</p>	<p>Tel: 01480 422060 Web: www.caw.ac.uk</p> <p>College of Animal Welfare Headland House Chord Business Park London Road Godmanchester Cambridgeshire PE29 2BQ</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>College of West Anglia</p>	<p>Tel: 01223 860701 Web: www.cwa.ac.uk</p> <p>The College of West Anglia Tennyson Avenue Kings Lynn PE30 2QW</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>

<p>City College Norwich</p>	<p>Tel: 01603 731200 Web: www.ccn.ac.uk</p> <p>City College Norwich Ipswich Road Norwich NR9 5DX</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>The Open College of Equine Studies</p>	<p>Tel: 07562508293 Web: www.equinestudies.co.uk</p> <p>The Open College of Equine Studies Oaks Meadow Weathercock Hill Bury St Edmunds IP29 5RG</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Equine)</p>

SOUTH-EAST		
<p>Chichester College Brinsbury Campus</p> <p>(No longer enrolling any new students)</p>	<p>Tel: 01243 786321 Web: www.chichester.ac.uk</p> <p>Chichester College Brinsbury Campus North Heath Pulborough RH20 1DL</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p>
<p>MYF Training</p>	<p>Tel: 01252 319636 Web: www.myftraining.com</p> <p>MYF Training 78-82 Victoria Road Aldershot Hampshire GU11 1SS</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

<p>Plumpton College</p>	<p>Tel: 01273 890454 Web: www.plumpton.ac.uk</p> <p>Plumpton College Ditchling Road East Sussex Lewes BN7 3AE</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Equine)</p>
<p>Sparsholt College</p>	<p>Tel: 01962 776441 Web: www.sparsholt.ac.uk</p> <p>Sparsholt College Westley Lane Sparsholt SO21 2NF</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) - No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>VetPartners Limited</p>	<p>Tel: 01428727200 Web: www.vetpartners.co.uk</p> <p>Liphook Equine Hospital Home Park Cottages Forest Mere Liphook GU30 7JG</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) - No new enrolments</p> <p>City & Guilds Level 3 Diploma in Equine Veterinary Nursing - No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Equine)</p>

NORTH		
<p>Askham Bryan College</p>	<p>Tel: 01904 772277 Web: www.askham-bryan.ac.uk</p> <p>Askham Bryan College Askham Bryan York YO23 3FR</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Askham Bryan College Newcastle Campus</p>	<p>Tel: 0191 4911275 Web: https://www.askham-bryan.ac.uk/the-college/centres/newcastle-campus-1</p> <p>No. 7 Queens Court Queensway North Team Valley Gateshead NE11 0BU</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Chestergates Veterinary Training Centre</p>	<p>Tel: 0124 485 3823 Web: https://chestergates.org.uk/</p> <p>Chestergates Veterinary Training Centre, Unit E, Telford Court, Gates Lane, Chester CH1 6LT</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>College of Animal Welfare Leeds</p>	<p>Tel: 0113 322 8048 Web: www.caw.ac.uk</p> <p>Topcliffe Close Capitol Park Tingley Leeds WF3 1DR</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

<p>College of Animal Welfare Wigan</p>	<p>Tel: 01942 932585 Web: www.caw.ac.uk</p> <p>The College of Animal Welfare, Skills Centre Prescott Wigan WN6 7DD</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>College of Animal Welfare Wear</p>	<p>Tel: 01480422060 Web: www.caw.ac.uk</p> <p>The College of Animal Welfare, Wear Referrals Veterinary Specialist & Emergency Hospital Bradbury TS21 2ES</p>	<p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>East Durham College Houghall Campus</p>	<p>Tel: 0191 375 4700 Web: www.eastdurham.ac.uk</p> <p>East Durham College Houghall Campus Houghall Durham DH1 3SG</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal) - No new enrolments</p>
<p>L.I.T.E Ltd St Helens</p>	<p>Tel: 01744 24062 Web: www.liteltd.co.uk</p> <p>L.I.T.E Ltd 3a Church Street St Helens Merseyside WA10 1BA</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

<p>L.I.T.E Ltd Stockport</p>	<p>Tel: 0161 480 4801 Web: www.liteltd.co.uk</p> <p>L.I.T.E Ltd 23 Fletcher Street Stockport SK1 1DY</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Myerscough School of Veterinary Nursing</p>	<p>Tel: 01995 642222 Web: www.myerscough.ac.uk</p> <p>Myerscough College Main Campus St Michael's Road Bilsborrow Preston Lancashire PR3 0RY</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>Northumberland College</p>	<p>Tel: 01670 841200 Web: www.northumberland.ac.uk</p> <p>Northumberland College Kirkley Hall Campus Ponteland Northumberland NE20 0AQ</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>The Sheffield College</p>	<p>Tel: 0114 260 2600 Web: www.sheffcol.ac.uk</p> <p>The Sheffield College Livesey Street Hillsborough Sheffield S6 2ET</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

<p>Salford City College</p>	<p>Tel: 0161 631 5743 Web: http://www.salfordcc.ac.uk/</p> <p>Salford City College Chatsworth Road Manchester M30 9FJ</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
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WALES AND WEST

<p>Abbeydale – Vetlink Veterinary Training Ltd</p>	<p>Tel: 01600 892682 Web: www.abbeydale-vetlink.org</p> <p>Abbeydale – Vetlink Veterinary Training Ltd Apex House Wonastow Road Industrial Estate (East) Monmouth NP25 5JB</p>	<p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>Bridgend College</p>	<p>Tel: 01656 302600 Web: www.bridgend.ac.uk</p> <p>Bridgend College Cowbridge Road Bridgend Mid Glamorgan CF31 3DF</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>Coleg Llandrillo Group Glynllifon</p>	<p>Tel: 01286 830261 Web: www.llandrillo.ac.uk</p> <p>Glynllifon campus, Clynnog Road, Ffordd Clynnog, Caenarfon, LL54 5DU</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>

<p>Coleg Gwent</p>	<p>Tel: 01286 830261 Web: www.coleggwent.ac.uk</p> <p>Coleg Gwent The Rhadyrusk Campus Usk NP15 1XJ</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>
<p>Coleg Sir Gar</p>	<p>Tel: 01554 748 182 or 01554 748 141 Web: www.colegsirgar.ac.uk</p> <p>Coleg Sir Gar Pibwrlwyd Campus Carmarthen SA31 2NH</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal)</p>
<p>Reaseheath College</p>	<p>Tel: 01270 613242 Web: www.reaseheath.ac.uk</p> <p>Reaseheath College Reaseheath Nantwich Cheshire CW5 6DF</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>CQ Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

SCOTLAND AND NORTHERN IRELAND

<p>College of Animal Welfare Edinburgh</p>	<p>Tel: 0131 202 3100 Web: www.caw.ac.uk</p> <p>College of Animal Welfare 9 South Gyle Crescent Edinburgh EH12 9EB</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
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<p>The College of Agriculture Food & Rural Enterprise Greenmount Campus</p>	<p>Tel: 02894 426666 Web: www.cafre.ac.uk</p> <p>The College of Agriculture, Food & Rural Enterprise 45 Tirgracy Road Greenmount Campus Muckamore BT41 4PS</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>City & Guilds Level 3 Diploma in Veterinary Nursing (Equine) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>
<p>Scotland's Rural College Oatridge Campus</p>	<p>Tel: 01506 864800 Web: www.sruc.ac.uk/oatridge</p> <p>SRUC Oatridge Oatridge Campus, Ecclesmachan, Broxburn, West Lothian EH52 6NH</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) – No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal) - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>
<p>Scotland's Rural College Aberdeen Campus</p>	<p>Tel: 0300 330 5550 Web: www.sruc.ac.uk</p> <p>SRUC Aberdeen Ferguson Building Craibstone Estate AB21 9YA</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p>
<p>North Highland College</p>	<p>Tel: 01847 889000 Web: www.northhighland.uhi.ac.uk</p> <p>North Highland College Ormlie Road Caithness KW14 7EE</p>	<p>City & Guilds Level 3 Diploma in Veterinary Nursing (Small Animal) - No new enrolments</p> <p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal) - - No new enrolments</p> <p>Lantra Level 3 Work Based Diploma in Veterinary Nursing (Small Animal)</p>
<p>North West Regional College</p>	<p>Tel: 02871276447 Web: www.nwrc.ac.uk</p>	<p>VetSkill Level 3 Diploma in Veterinary Nursing (Companion Animal)</p>

	North West Regional College Main Street Limavady BT49 0EX	
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