Black Hawk College

Veterinary Sciences Program
Janet Johnson, CVT & Director
(309) 854-1985 | www.bhc.edu

September 1, 2025

Dear Prospective Veterinary Technology Student:

Thank you for your interest in the Veterinary Technology Associate of Applied Sciences degree program at Black Hawk College.

You have chosen a very important career in the veterinary medicine field. Our program is fully accredited by the AVMA and designed to prepare students for a career as a veterinary technician by aiding in the development of skills in many areas of veterinary medicine including, and not limited to: animal handling and restraint, animal care and nursing, anesthesiology and surgery preparation, dentistry, diagnostic laboratory and imaging, practice management, critical thinking, and problem-solving skills. With knowledge base and hands-on skills, students will be prepared to enter the career field as a valued member of the veterinary health care team by providing quality assistance to a veterinarian, working together with other team members, and educating clients. These skills will provide the basis for the practice of high-quality medicine and deliver a positive patient and client experience.

This program is not a stepping stone to a school of veterinary medicine. If your objective is to become a veterinarian, you are encouraged to contact a Black Hawk College advisor regarding pre-requisite course work to transfer to a four-year college.

A career in veterinary medicine is extremely rewarding, and at times, mentally and physically challenging. Therefore, successful candidates for the Veterinary Technology AAS program must be academically dedicated, interested in the mathematics and sciences, and complete tasks thoroughly and efficiently. In addition, all students are expected to work with classmates, instructors, other veterinary health care team members, and animals in a supportive and respectful manner.

Black Hawk College's Veterinary Technology AAS program has a limited enrollment of up to thirty-two students per year. The information in this packet is provided as guidance to aid you through the application process for consideration of admission. Applications must be complete, accurate, and submitted on time. Failure to do so will result in your ineligibility for admission to the program.

All applicants must complete a new application each time they apply for this program. Applications will be accepted until March 1, 2026, by 5:00 pm, for the Fall 2026 start.

Students applying for the Veterinary Technology AAS program should send their application and other required information directly to:
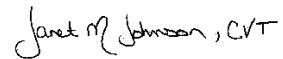
> Black Hawk College East Campus
> Veterinary Sciences Program
> Attn: Kelly Craig
> 26230 Black Hawk Road
> Galva, IL 61434

East Campus
26230 Black Hawk Road
Galva, IL 61434
309.854-1700 | 800.233.5671
www.bhc.edu

The Black Hawk College course catalog and schedule of classes are available online at www.bhc.edu. In addition, the course catalog may provide you with the answers to other questions, such as financial aid, and will familiarize you with general college information, hours, etc.

The Veterinary Technology AAS program staff look forward to receiving your application to consider your candidacy for our program. Contact our office with additional questions if needed; we will do our best to answer them for you.

Sincerely,

Janet M Johnson, CVT

Janet Johnson, CVT
Program Director
(309) 854-1985
johnsonjan@bhc.edu

Veterinary Technology Associate of Applied Science Degree

Associate of Applied Science Code 5017

What can this program provide for me?

The Associate in Applied Science Degree in Veterinary Technology prepares students to perform veterinary procedures under the supervision of a veterinarian. Veterinary technicians are primarily employed in veterinary clinics and hospitals.

Additional opportunities offered to veterinary technician students will include two advanced certificates unique to the Black Hawk College Veterinary Technology Program. Each certificate will require additional coursework, details to follow. Although not required for the completion of the program, these additional certification options will give students an extra edge in the individual specialties.

- Advanced Large Animal Technician Certificate
- Advanced Veterinary Office Management Certificate

Admission Requirements

All applicants should review the College catalog for Black Hawk College admission requirements. In addition to meeting Black Hawk College admission requirements, the student who wishes to enter the Associate in Applied Science Veterinary Technology Program must meet the following requirements:

1. High School graduation or equivalent.
2. A physical examination prior to any clinical coursework.
3. The applicant will shadow a CVT, LVT, or RVT for a minimum of 40 hours in an animal care facility under the direction of a licensed veterinarian. A completion form must be signed by the CVT, LVT, or RVT and Veterinarian prior to application.
4. Application Process: students are strongly encouraged to get their application in early, as this selection process begins in January and is very competitive. Applications will be accepted starting September 1. Applicants are interviewed and reviewed for selection in the order in which the program received their application. The program admits up to 32 students each fall. Applications are available online at https://www.bhc.edu/program/veterinary-technology-aas/.
5. Students wishing to apply after March 1 should contact the program director.
6. Interview with VT selection committee: the interview is part of a written and oral selection process.
7. A rabies vaccination is required prior to admission and required by many clinical sites.
8. All students must achieve grades of "C" or above in all courses required for the Veterinary Technology program.
9. Students must achieve a grade of "C" or above in all VT courses to continue in the program. Final grades below a "C" will result in dismissal from the program.

   Readmission is at the discretion of the program director and as space permits.

   Students must also successfully document all job shadowing (form included in application packet), health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

   If you do not meet the above admission requirements, please contact the Advising Center at (309) 854-1709.

Veterinary Technology AAS Course of Study Outline

Please consult the Black Hawk College course catalog for full course descriptions for prerequisite and recommended courses.

Recommended Courses Prior to Application

AG 141	Animal Science	4
AG 142	Animal Nutrition	3
CS 100	Introduction to Computers	3
EQ 151	Horse Production & Management	4
EQ 253	Horse Health Care	4
SPEC 101	Principles of Speech Communication	3
	CREDIT HOURS	21

Program Prerequisites – Course required for admission to the VT Program (completed or in progress)

*VT 100	Intro to Vet Technology	2
ENG 101	Composition I	3
Social Science Category or AG 281	Agricultural Economics	3-4
*BIOL 100, 101 or 105	Introduction to Biology or General Human Biology or General Biology I	4
Chemistry 101 or 110	General Chemistry or Introduction to Chemistry	4
	CREDIT HOURS	16-17

First Semester of VT Coursework

*VT 102	Communication in Vet Practice	3
VT 110	Vet Tech Anatomy & Phys I	4
VT 115	Small Animal Health Care I	3
VT 123	Vet Tech Math	3
VT 140	Microbiology & Parasitology	3
	CREDIT HOURS	16

Second Semester

VT 111	Vet Tech Anatomy & Physiology II	4
VT 116	Small Animal Health Care II	3
VT 130	Repro, Production & Nutrition	3
VT 150	Lab & Exotic Animal Care	3
VT 160	Vet Tech Pharmacology	3
	CREDIT HOURS	16

*This course may transfer from the Veterinary Assisting Program.

Summer		
VT 166	Clinical Preceptorship	2
VT 170	Anesthesia & Surgical Prep	2
	CREDIT HOURS	4

Third Semester		
VT 203*	Vet Ethics & Critical Thinking	2
VT 210	Vet Tech Diagnostic Imaging	3
VT 215	Large Animal Health Care	3
VT 240	Clin Path & Lab Procedures I	3
VT 270	Vet Tech Surgery & Nursing	5
	CREDIT HOURS	16

Fourth Semester		
VT 202	Veterinary Office Practices	3
VT 222	National Board (VTNE) Review	2
VT 241	Clin Path & Lab Procedures II	3
VT 266	Vet Tech Clinical Internship	4
	CREDIT HOURS	12

*This course may transfer from the Veterinary Assisting Program.

Minimum total hours required for degree - 80

Additional Certificate Options

Advanced Large Animal Technician Certificate

Certificate Code: 5717

The Advanced Large Animal Certificate program is designed to prepare the graduate to succeed in employment as a large animal technician in a wide variety of careers including private practice or academia. The graduate will be proficient in facilitating veterinary procedures, patient care, and client services in the large animal industry.

Advanced Veterinary Office Management Certificate

Certificate Code: 5817

The Advanced Veterinary Office Management Certificate program is designed to prepare graduates to succeed in securing management positions of employment in veterinary hospitals, clinics and animal care facilities. The graduate will be proficient in managing: patient flow, communication centers, inventory control, accounting, and staffing in the veterinary technology industry.

Veterinary Technology AAS
Program Checklist

_____ Complete the steps to enrolling at Black Hawk College (www.bhc.edu/checklist). Be sure to choose GOTS (General Occupational Technical Studies) as your major.

_____ Complete the VT Application

ATTACH the following documentation to the VT Application*:

_____ Unofficial copy of college transcripts:

- Web-based transcripts are accepted
- Current Black Hawk College students can access transcripts at **myblackhawk.bhc.edu**
  Transcripts must show grades for each course, cumulative GPA, and currently enrolled courses
- Transcripts must show successful completion of Veterinary Technology AAS Program prerequisite courses
- If students apply and have not completed a prerequisite course, they must show proof of enrollment in Spring 2026 – or include signed documentation from a Black Hawk College Advisor outlining their plan for enrollment in Summer 2026 courses. *Students may be accepted into the program before all prerequisites are completed; however, acceptance will be contingent on completing those courses with a "C" or higher by the start of Fall 2026.*
- If Black Hawk College's Enrollment Services has received your official transcripts from another school, please indicate that on the application. Transcripts do not need to be attached in this case. ***However, it is the applicant's responsibility to confirm that Enrollment Services has received all transcripts.*** Enrollment Services can be reached at registrar@bhc.edu. Courses accepted for transfer credit will show a grade of "T" in your degree audit and BHC transcript.

_____ Two (2) letters of recommendation are required. 1) former instructor/teacher and 2) employer or clinical/medical professional.

_____ Veterinary Experience

- Job Shadowing Form – shadowing a CVT, LVT, or RVT for a minimum of 40 hours in an animal care facility under the direct supervision of a licensed veterinarian is required. A completed form must be signed by the CVT, LVT, or RVT and Veterinarian prior to application. Multiple forms may be submitted to reach the cumulative 40-hour minimum. Students may provide proof of hours shadowed > 40 hours if applicable. **NOTE - *The form is not required if you have been employed at a veterinary clinic.***

- Work Experience Forms **(*Only required of applicants employed at a veterinary clinic.*)**

_____ Personal Statement & Previous animal or health care experience

_____ Complete and sign the attached Veterinary Technology Associate in Applied Science Degree program application. *Applications must be submitted by mail or in person; email submission is prohibited.*

_____

Please submit and attach all of the items listed above to your application by March 1, 2026, and send it to:

Black Hawk College East Campus
Veterinary Technology Program
Attn: Kelly Craig
26230 Black Hawk Road | Galva, IL 61434

*Incomplete applications WILL NOT be reviewed for consideration to the Veterinary Technology Program.

Veterinary Technology Program Application
Admission for Fall 2026

Please complete the following information fully and accurately. All information will be kept confidential. If you do not want to answer a question, please indicate your response by writing NO REPLY.

Name: _____ Other Names Used: _____
        (if applicable)

Address: _____ City/State/Zip: _____

Primary Phone: _____ Alternate Phone: _____

BHC Student ID #: _____ BHC Student Email: _____
        (**All communication** regarding your application will be via
        email; please check your email regularly.)

I.   High School Background

Are you a high school graduate?   ☐ Yes   ☐ No

If you answered "No," have you received a GED?   ☐ Yes   ☐ No

II.   College Background

I have completed my enrollment application to Black Hawk College.   ☐ Yes   ☐ No

I have completed (or am currently enrolled in) courses at Black Hawk College. ☐ Yes   ☐ No

I have completed (or am currently enrolled in) courses at another college(s).

    College _____

    College _____

III. Experience

1. State your reasons for pursuing a career as a Veterinary Technician. Please TYPE your statement on a separate document and attach it to these forms (500-word maximum).

2. Have you had previous animal or healthcare experience?   ☐ Yes   ☐ No

Beginning with the most recent experience, list agencies or institutions where the experience occurred. This experience may include any animal contact experience or healthcare experience (animal or human). Indicate the general time frame worked and what position (s) you held. Be sure to include any volunteer or observation work.

With each experience, please include a short one to two-sentence description of what you learned from that experience and how it pertains to your decision to enter the veterinary science field. Please attach your experience and statements as a separate TYPED document (Microsoft Word, etc.).

IV. Other

Neither Black Hawk College nor the Veterinary Technology program discriminates against anyone with a criminal record. However, please be aware that a felony offense may prevent you from sitting for the state and national board examination, preventing you from being a certified veterinary technician.

_____

I believe the information in this application packet to be accurate, and I accept responsibility for its authenticity. I understand that falsifying this application may result in denial of admission or removal from the program. I verify I have included all necessary paperwork (transcripts/scores) for my application review.

I understand that completing the Associate in Applied Science Veterinary Technology program does not automatically guarantee a graduate's right to take the licensing examination or become licensed as a Veterinary Technician.

Signature _____ Date _____

** This form is only required for applicants who have never been employed at a veterinary clinic.**
If you struggle to find a clinic, please contact Director Johnson (johnsonjan@bhc.edu) for assistance.

Black Hawk College
VETERINARY TECHNOLOGY

Job Shadowing Completion Form

Student's Name _____ Date _____

Practice Name _____ Phone _____

Street Address _____ City _____

State _____ Zip Code _____ Email _____

Assessment Area	Excellent	Good	Average	Below Average	N/A
Communication Skills					
Eagerness to Learn					
Punctuality					
Work Ethic					
Professional Attitude					
Dependability					

Have you completed required observations with a CVT, RVT, or LVT under the direct supervision of a licensed veterinarian?

☐ Yes   ☐ No

Please briefly summarize the student's job shadowing experience and the number of hours. (i.e., what did they get to observe and or do?)

CVT, LVT, or RVT Printed Name _____ Title _____

Signature _____ Date _____

Veterinarian Printed Name _____

Signature _____ Date _____

Work Experience Form - Veterinarian

This form should be submitted by the Veterinarian where you are/were employed.

Student Name: _____

Veterinarian Name: _____   Practice Name: _____

The above student has applied for admission to the Veterinary Technology Program at Black Hawk College. Please complete the following assessment:

Assessment Area	Excellent	Good	Average	Below Average
Communication Skills				
Punctuality				
Initiative				
Flexibility				
Work Ethic				
Professional Attitude				
Leadership				
Dependability				

How long have you known the applicant? _____

In reference to your recommendation of this applicant:

What do you consider to be the applicant's talents/strengths?

What do you consider the applicant's weaknesses or areas of growth?

In your opinion, how well has the applicant considered their future career goals in the veterinary profession?

Do you recommend this applicant for the Veterinary Technology Program?

☐ Strongly Recommend   ☐ Recommend   ☐ Recommend with Reservations   ☐ Do Not Recommend

Please return this form to:

Black Hawk College East Campus
Veterinary Technology Program
Attn: Kelly Craig
26230 Black Hawk Road
Galva, IL 61434

Black Hawk College
VETERINARY TECHNOLOGY

Work Experience Form – Veterinary Clinic (Non-Vet Supervisor)
This form should be submitted by the Non-Vet Supervisor at the vet clinic where you are/were employed.

Student Name: _____

Veterinary Clinic Non-Vet Supervisor Name: _____

Practice Name: _____

The above student has applied for admission to the Veterinary Technology Program at Black Hawk College. Please complete the following assessment:

Assessment Area	Excellent	Good	Average	Below Average
Communication Skills				
Punctuality				
Initiative				
Flexibility				
Work Ethic				
Professional Attitude				
Leadership				
Dependability				

How long have you known the applicant? _____

In reference to your recommendation of this applicant:

What do you consider to be the applicant's talents/strengths?

What do you consider the applicant's weaknesses or areas of growth?

In your opinion, how well has the applicant considered their future career goals in the veterinary profession?

Do you recommend this applicant for the Veterinary Technology Program?

☐ Strongly Recommend ☐ Recommend ☐ Recommend with Reservations ☐ Do Not Recommend

Please return this form to:

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Veterinary Technology Program
Attn: Kelly Craig
26230 Black Hawk Road
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