

Tech High's  
Certified Veterinary Assistant Program  
Contract

Instructors: Ms. Biram and Ms. Karp

## **C.V.A STUDENT UNIFORM / DRESS CODE**

Veterinary Assisting students must be in scrubs and closed toe shoes during **ALL** school hours. Students are recommended to purchase one set of Tech High formal scrubs for interning and presentations. Students may wear any scrub top color/pattern/design of their choice with navy scrub bottoms. Students are allowed to wear a Tech High T-Shirt in place of a scrub top every Friday.

Students receive a scrub check grade as part of their employability grade. Students will receive 2 points for every day they are present and in uniform. If a student is not dressed in proper uniform they will lose 2 points for the day. If a student is found changing out of their scrubs during the school day they will lose their 10 points for the week and receive a detention.

## **INTERNSHIP REQUIREMENT**

All veterinary students are **required** to obtain an internship at a veterinary hospital. Students are recommended to begin their internship by the end of their first year and **must have prior instructor approval**. This allows students to have general knowledge and confidence before starting their internship. Students **must** complete 250 hours in a veterinary office by April 1<sup>st</sup> of their third year in order to sit for the CVA exam.

## **INTERNSHIP APPROVAL**

Instructor internship approval will be determined by the following:

- Behavior at school
- Following basic instructions
- Mastery of basic handling skills
- Demonstration of employability skills and professionalism

## INTERNSHIP CHECKLIST

<b>Steps:</b>	
• Obtain instructor approval to proceed	
• Write and have approved personal resume	
• Develop a list of 10 veterinary offices you intend to visit (Include: Name of Office, Address, and Office Phone Number)	
• Set up a mock interview	
• Once placed students must complete documentation on hours and activities observed	
• Complete 250 hours and required skills at a veterinary hospital by April 1 <sup>st</sup> of third year	

## CERTIFIED VETERINARY ASSISTANT DEADLINES

**Placement Deadline:** March 1<sup>st</sup> of second year

\*failure to complete any hours by the beginning of the third year of instruction could result in removal from the program

**Internship Completion Deadline:** April 1<sup>st</sup> of third year

**Proposed CVA EXAM Testing Date:** April of third year

*I have received my copy of Tech High's Certified Veterinary Assistant Program Contract and understand and agree with the terms.*

Student Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_