



## **Application Instruction for Veterinary Technology Open-Learning Program**

### **IMPORTANT NOTES**

1. Ensure you **meet all the [educational & other admission requirements](#)** before you proceed with your application. You will remain ineligible for a seat if you do not meet the requirements.
2. The **deadline** for winter 2023 is **September 30, 2022**.
3. If you are re-applying to this program, **all new documents** (Clinical Affiliation Package/Forms, references, etc.) are required.
4. This is not a first-come and first-serve program. Please take your time to ensure all documents are thoroughly completed.

### **PREPARE DOCUMENTS in PART B under STEP 1 PRIOR TO BEGINNING THIS STEP**

#### **STEP 1 - Apply to this program on Education Planner BC**

**PART A.** Create an [EPBC](#) account if you don't already have one. Select Thompson Rivers University. Under "When do you want to start your program?" select the term "*Winter 2023 (Jan-Apr) – Open Learning, Programs, Kamloops, and William Lake campuses*" and select your program, "*Veterinary Technology Diploma – OL.*"

**PART B.** On [EPBC](#), fill in the application information. You will come to a section "Submission of documents." Here, upload (in PDF format) the following documents:

- 1) Proof of **Canadian Citizenship** or **Permanent Residence status**
- 2) **Clinical Affiliation Package/Forms (CAF)**
  - Validation form of working in a CVMA accredited mixed or small animal veterinary clinic for a minimum of 260 paid hours per semester

- Clinic Mentor (CM) Signature Package
- Health & Safety awareness form
- Fear Free Certification Form
- Consent Form for Online Classroom Activities
- Orientation Questionnaire (be thorough and detailed)
- Student Awareness Document

3) Proof of **up-to-date vaccinations including rabies**. While the full rabies series is required to take part in the program, at least the first dose is required by the application deadline in order to be considered for a seat in the VTEC OL program. To find out what vaccinations are recommended in your province, refer to the [Provincial and Territorial Information listed on the Government of Canada's Vaccines and Immunizations page](#).

## **STEP 2 - Order and submit your academic transcripts to TRU**

Transcripts (interim or final) for high school and post-secondary schools attended (other than TRU) must be submitted by the deadline, sent to TRU directly from the issuing institution(s). Transcripts submitted by students will not be accepted as official. **All high school and post-secondary transcripts** must be submitted in English.

Any pre-requisite courses in progress **MUST** be completed, with an updated official transcript submitted to the TRU Admissions office by November 1, 2022.

Refer to the [TRU transcripts page](#) for more information and instructions on this step.

## **STEP 3 - Forward the online reference form link to your three referees**

Your referees must fill out [the forms](#). They will need your Thompson Rivers University student ID number (T-ID), which will be assigned to you within one business day of applying to TRU (if you don't already have a T-ID). The references will automatically be submitted to the TRU OL Admissions office once your referee completes it.

At least one of your referees must be from your potential CM/Clinic indicating under additional comments:

- Clinic support of you taking this VTEC OL program
- How long you have you been **employed** (volunteering does not apply)

We recommend the other references are from a DVM, RVT, schoolteacher or employer, and must not be a family member or friend.

#### **STEP 4 - If necessary, submit an English Language Proficiency test**

If you have been educated in a country where English is not an official language, submit an accepted [English Language Proficiency test](#) result with scores required for Academic Study. Scores must be submitted by the Testing agency to [OLAdmissions@tru.ca](mailto:OLAdmissions@tru.ca) directly – this is the preferred method. But if you have the test results, you may also email them to [OLAdmissions@tru.ca](mailto:OLAdmissions@tru.ca).

***The seats for this program are not offered on a first come, first serve basis. All applications will be assessed after the deadline has passed. Please take your time to fully fill out all the supporting documents to ensure that the admission committee will receive an application package that thoroughly presents your life and educational experiences.***

For assistance, please contact [OLAdmissions@tru.ca](mailto:OLAdmissions@tru.ca).