



**Garden Grove, CA
Lake Forest, CA
(714) 489-5363
www.ocvas.com**

Est. 2017



WELCOME LETTER FROM THE SCHOOL PRESIDENT

Dear OC Veterinary Assistant School Students,

Welcome to OC Veterinary Assistant School, and congratulations on actively pursuing an education as a means for achieving your professional career goals.

Our administration, faculty, and staff take very seriously the responsibility to educate and support our students and our community. It is our promise to help you understand the expectations of you as we assist you in achieving your educational goals. We will make ourselves available to you when you need advice or encouragement from an experienced member of our team.

Success can be attained in many ways, and at OC Veterinary Assistant School we have discovered that being present, communicating, and making education engaging are critical elements for student success. We encourage you to come speak with any one in administration or on staff. We are here to assist you on your educational journey and want you to know that you are our priority. We want to give you every opportunity to reach your potential and achieve your goals, and getting to know you every step of the way helps us support you.

OC Veterinary Assistant School looks forward to building a legacy with each one of our students. We appreciate that you have entrusted us with your dream, and we will not let you down.

My best wishes to you, and I hope to meet you on campus, in a classroom, and to hear firsthand about your experience at OC Veterinary Assistant School.

*Sincerely,
Anthony Stone, MBA
Executive Director*



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OC Veterinary Assistant School CATALOG

Volume: I, Effective Date: August 1, 2025 – July 31, 2026 1st Edition



A printed version of the catalog and supplement will be provided upon request. The catalog and its supplement are maintained electronically at www.ocvas.com.

Photos featured in this catalog come from multiple sources, including stock images, and are not intended to represent specific campus facilities.

The school reserves the right to make certain changes in classroom content, equipment, books, faculty, class length, scheduled class times, and tuition. Tuition and other cost changes will not affect students currently in training. OC Veterinary Assistant School reserves the right to change, without notification, any information published in the catalog. These changes will not affect currently enrolled students, without prior written notice.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225., Sacramento, CA 95798, or P.O. Box 980818, West Sacramento, CA, www.bppe.ca.gov or toll-free telephone number 888.370.7589 or by fax 916.263.1897.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

I certify to the best of my knowledge that this catalog is true and correct in content and policy, and states progress requirements for Alternative Route eligibility.

Anthony Stone, Executive Director
February 2017



Operating Status

* OC Veterinary Assistant School is a private institution, that is approved to operate by the Bureau of Private PostSecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

OCVAS is a non-accredited non degree granting institution.

About OC Veterinary Assistant School

OC Veterinary Assistant School

Garden Grove, California 12752 Garden Grove Blvd, Suite 250 Garden Grove, CA 92843

OC Veterinary Assistant School Lake Forest, California 23161 Lake Center Dr, Suite 235

Classes are held at:

12752 Garden Grove Blvd Suite 100, Garden Grove, CA

And

23161 Lake Center Dr, Suite 235, Lake Forest, CA

p: 714-489-5363

e: info@ocvas.com w:

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OWNERSHIP AND OFFICERS

OC Veterinary Assistant School

12752 Garden Grove Blvd, Suite 100 Garden

Grove, California 92843

Owners Anthony Stone MBA, CEO, COO, CAO,

Phil Snow RVT, Vice President/Treasurer

OC VETERINARY ASSISTANT SCHOOL MISSION STATEMENT AND EDUCATIONAL OBJECTIVES

Mission Statement:

It is the Mission of OC Veterinary Assistant School to provide students with an affordable educational option to achieve their desired professional goals as a Veterinary Assistant or Alternative Route Registered Veterinary Technician. OC Veterinary Assistant School is committed to helping those working in a veterinary hospital to further their knowledge and skills, and to help those aspiring to work in an animal hospital become a welcome addition to the veterinary industry. This will be

accomplished by always putting the best interest of the students first.

Educational Objectives:

- Professionally educate veterinary assistants and veterinary attendants.
- Provide alternate route courses in one comprehensive location, or via Blended Distance Education, for on-the-job trained veterinary technician candidates who seek licensure in the state of California.
- Increase the quality of care provided by the veterinary medical field in California.



- Elevate the status and value of veterinary technicians, assistants, and attendants.
- Maintain School Advisory Committees that meet regularly with the purpose of reviewing and recommending content, classes, and equipment needed to produce successful graduates.

DESCRIPTION OF FACILITIES

OC Veterinary Assistant School is located at 12752 Garden Grove Blvd, Suite 250, Garden Grove, California. The school occupies 3,149 square feet of a two-story suite. OCVAS satellite location is located at 23161 Lake Center Dr. Suite 235, Lake Forest, California 92630. The school occupies 1400 square feet of a two-story suite. Both facilities consist of administrative offices, classroom, library, break area, and laboratory equipment includes blood chemistry analyzer, centrifuge and digital microscopes. The building is handicapped accessible, and parking is available in the lot in front of the building during class and business hours.

HISTORY

November 2016, OC Veterinary Assistant School was originally founded by four education professionals in Garden Grove, California. February 27th 2017 the OC Veterinary Assistant School opened its doors for the first time, the school offered the Veterinary Assistant Level I continuing education classes and Level II Technician Candidate continuing education classes. In April 2017, the first Veterinary Attendant certificate class will begin. The school moved into its current location in Garden Grove January of 2017 and opened a satellite classroom located in Lake Forest in April 2022.

ADMISSIONS

REQUIREMENTS FOR ADMISSION

All applicants must be 18 years of age. All applicants must have a high school diploma, GED, or recognized equivalent. A physical copy of the original diploma or its equivalent must be verified and on file no later than 30 days after classes commence. The evidence of graduation must include the name of the high

school attended, city, state, graduation year and that the high school or program was approved by the applicable governing or state authority.

OCVAS does not accept ability to benefit students.

OCVAS does not accept international students.

A criminal record will jeopardize a graduate's eligibility for employment; therefore, OC Veterinary Assistant School does not accept applicants who have been convicted of a felony.

OC Veterinary Assistant School does not provide English language interpretation or translation services for the offered programs or the admissions process. Applicants who require language assistance are responsible for securing their own translation or interpretation support when submitting application materials or attending admissions interviews.

ADDITIONAL REQUIREMENTS

Veterinary Attendant Program

Applicants must be proficient in English demonstrated by having completed high school level courses and will be determined by a minimum score of at least 60% in each section of the Math and English assessment. This assessment is administered by the Admissions Office Coordinator on campus upon students request to apply for entrance into the program. There is no fee associated with attempting this exam. OC Veterinary Assistant School does not offer English language services (ESL/EAP/ placement testing/tutoring).

Level I Veterinary Assistant Program

These classes are open only to individuals who are currently employed in an animal hospital. Applicants must provide a signed Employment Verification form from a California licensed veterinarian.

Applicants must be proficient in English demonstrated by having completed high school level courses and will be determined by a



minimum score of at least 70% in each section of the Math and English assessment. Students must also pass the Level I Assistant Class entrance exam demonstrating entry level knowledge of veterinary medicine. These assessments are administered by the Admissions Office Coordinator on campus upon students request to apply for entrance into the program. There is no fee associated with attempting these exams. OC Veterinary Assistant School does not offer English language services (ESL/EAP/ placement testing/tutoring).

Level II Alternate Route Veterinary Technician Candidate Program

Applicants must have over 3,500 hours over no less than 18 months of veterinary assistant experience working under the direction of a California-licensed veterinarian and have completed the Level I Veterinary Assistant Program or equivalent. Applicants must also have 100% of the tasks required for the Level I Veterinary Assistant Program completed on the RVT task list. OC Veterinary Assistant School does not offer English language services (ESL/EAP/ placement testing/tutoring)

Students must also pass the Level II entrance exam and Math and English assessment with 70% or better. This assessment along with documentation proving successful high school graduation will verify high school level reading efficiency. These assessments are administered by the Admissions Office Coordinator on campus upon students request to apply for entrance into the program. There is no fee associated with attempting these exams.

ADMISSIONS PROCEDURES

It is recommended that applicants and, if possible, their families or friends, visit OC Veterinary Assistant School to gain an understanding of the school and view its facilities and equipment. A personal interview should be scheduled with a member of the Admissions staff.

The OC Veterinary Assistant School Catalog is available to the public, prospective students, applicants, students, and staff upon request. Applicants will receive an email with a copy of the

OC Veterinary Assistant School Catalog attached during the application process. A printed copy will be available by request.

Applicants will be given the opportunity to review and discuss the catalog and other enrollment documents with the admissions representative.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

An application/enrollment agreement must be completed in order for school officials to consider if an applicant meets all requirements for admissions.

Applicants who attended secondary education outside of the United States must submit a certified copy of his/her secondary school transcript or diploma. It must be translated into English and evaluated as an equivalent to a U.S. high school diploma by an accredited National Association of Credential Evaluation Services, Inc. (NACES) agency. Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution.

READMISSIONS

Students applying for re-admission must repeat the full admissions process.

READMISSION OF SERVICE MEMBERS

OC Veterinary Assistant School provides provisions for students serving in the U.S. Armed Forces and their families. Students in this category who withdrew for military obligations, and desire to reenroll, will be readmitted with the following allowances: (1) OC Veterinary Assistant School will readmit the student into the next available class unless he/she requests a later date or unusual circumstances require the school to admit him/her at a later date; (2) These students will be assessed the tuition and fee charges that were in effect when he/she left; (3) these students will be readmitted with the same academic status as when he/she left; (4) OC Veterinary Assistant School will provide reasonable efforts to those students who are not prepared to resume at the point where he/she left



off. Such accommodations could include providing refresher courses, or allowing the students to retake courses, both at no additional cost.

ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING

NOTICE CONCERNING TRANSFERABILITY OF

Note: The cumulative length of absence from the school for military service may not exceed five years

OC Veterinary Assistant School has not entered into any articulation or transfer agreements with any other college or university.

ACADEMIC POLICIES AND PROCEDURES

CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

OC Veterinary Assistant School does not accept advanced placement or credit for experiential learning or life experience. Credit for experiential learning or life experience will not be considered for any student. OC Veterinary Assistant School does not accept transfer credits from other colleges, universities, or training programs. All academic credit toward the institution's programs must be earned through courses and assessments offered by the institution.

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

GRADUATION REQUIREMENTS

Every student must meet the following requirements to receive his/her certificate of completion:

Successful completion of all specified requirements for the class of study; and, Veterinary Attendant students must also complete a minimum of 78 hours in a school-approved off-site externship.

Veterinary Attendant students must also submit a completed Veterinary Attendant class task list, signed, and dated by their mentor.

Level I Veterinary Assistant students must also complete all competency requirements and complete at least 70% of the class task list.

LICENSURE REQUIREMENTS

All coursework and work experience must be completed within five (5) years to be eligible to take the Veterinary Technician National Exam (VTNE).

Licensure Disclosure: To be eligible for RVT License, Level II Veterinary Technicians must have 4,416 hours (over no less than 24 months) of practical experience with a California licensed veterinarian and at least 300 hours of education deemed acceptable by the Veterinary Medical Board. The Alternate Route educational requirement is met by completing the Level II Alternate Route Registered



Veterinary Technician Candidate class. This license is for the State of California only. Prospective RVT's must also be 18 years of age and complete FBI fingerprinting.

To become a Registered Veterinary Technician (RVT), you must apply to the State of California Veterinary Medical Board at: 1747 N. Market Blvd, Suite 230, Sacramento, CA 95834. Application for licensure can only be made after your educational and workexperience requirements have been fulfilled. Successful examinees will be granted an RVT license from the California Veterinary Medical Board, subject to a state mandated background check by the Department of Justice and the Federal Bureau of Investigations. For more information regarding the Alternate Route requirements, contact the California Medical Board at (916) 515-5220.

All registered veterinary technician applicants are required to have taken and passed the Veterinary Technician National Examination (VTNE). Applicants apply to both the California Veterinary Medical Board (Board) and American Association of State Boards (AAVSB) to take the examination.

Applicants for the VTNE apply directly to the AAVSB. Applicants who apply for examination eligibility through the Board's alternate route will still apply directly to the AAVSB to take the VTNE, the Board will not need to review the applicant's application before the alternate route candidate is made eligible to take the VTNE. The AAVSB will determine the student's eligibility in a timely manner. Students are required to submit transcripts from an acceptable institution to determine eligibility to sit for the VTNE.

SATISFACTORY ACADEMIC PROGRESS

Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advisement and tutoring are both available.

MAXIMUM TIMEFRAME

Maximum timeframe is a period no longer than 150% of the class length for which a student must complete all Level I Classes. Students must complete the total number of hours required for their class, and maintain a minimum 70% CGPA average within

the specified number of hours required for graduation.

GRADING SYSTEM

Students will be evaluated at the end of each course and issued a grade. Students receive grades based on classroom participation, laboratory and project work, out of class activities, and written examinations. Students receive a numeric grade for a combination of their theory and clinical work. Letter grades are assigned based on the following grading scale:

- A - Passing/Excellent: 90 to 100%
- B - Passing/Good: 80 to 89.9%
- C - Passing/Satisfactory: 70 to 79.9% F
- Failure: Below 70%

Externship Grades for Veterinary Attendant.

- P - Pass Externship: Grade 100%
- F - Fail Externship: Grade 0%
- W – Withdrawal from Course

OC Veterinary Assistant School will use a grade of "W – Withdrawal from Class": If a student leaves a class voluntarily or involuntarily before the class is completed.

APPEALS TO EXAM OR CLASS GRADES

Should a student disagree with an exam grade or a class grade, an appeal may be filed with the School Director within ten school days after the grade issuance. All appeals must be in writing, signed and dated.

The classes offered at OC Veterinary Assistant School are listed with both clock hours and semester credits. The formula for converting hours to credits is:

- 15 hours classroom instruction/lecture = 1 credit
- 30 hours of laboratory studies = 1 credit
- 45 hours of externship = 1 credit

DEFINITIONS

Clock Hour: A clock hour is defined as 50 minutes of instruction.



Semester Credit: A semester credit is defined as one credit for every fifteen hours of theory, every thirty hours of lab, or every forty-five hours of externship.

Residential Format: Students physically attend class for the scheduled hours and complete externship hours as required. Student Progress will be monitored by quizzes, mid-term, and final exams.

DE Blended Format: Student lectures and quizzes are delivered virtually. Student physically attend class for scheduled labs, mid-term, and, final exams.

DE Blended students can expect a 24 hour response time between the receipt of student lessons, projects, or dissertations and the institutions mailing or it response or evaluation.

Competencies: Most classes have a set list of skill competencies. Students must demonstrate they are competent in these skills to successfully pass each course.

Full-Time Students: All enrolled students are considered fulltime students.

Part-Time Students: OC Veterinary Assistant School does not offer a part-time schedule; therefore, OC Veterinary Assistant School does not have part-time students.

PROCEDURES FOR OFFICIALLY WITHDRAWING

Any student who wishes to withdraw from classes should provide written notice to the School Director. Students who officially withdraw must complete exit interviews with the School Director and Student Accounts to complete academic, financial, and other pertinent business. Withdrawal from school does not alleviate the student's responsibility to pay debts and charges incurred in school. A student who withdraws from school and wishes to restart shall apply for re-admission. All students who withdraw from school or whose enrollments are terminated are subject to the school refund policy.

ATTENDANCE

RESIDENTIAL ATTENDANCE POLICY

The hands-on nature of the training within the courses offered requires that students attend classes on a regular basis.

Should an event occur when class would normally be scheduled (i.e. graduation ceremony, in-service days, or an interruption due to inclement weather or emergency), it may be necessary to make up those hours on another day or evening. Instructors may include class meetings, and/or assigned academic activities as criteria for determining class attendance. Make-up hours must be completed prior to commencement of the next course.

**All student absences must be made up, excused absences included.*

Students will be provided an additional supervised or directed academic activity to be completed during courses effected by scheduled interruptions (holidays).

MEETING ATTENDANCE STANDARDS

Failure to complete the required hours will result in a failed course attempt and the course will need to be repeated. A written advisory form will be given to the student, and a copy will be placed in his/her file. If a student receives three attendance advisories he/she will be recommended for withdrawal from the school.

If a student stop attending school for 15 consecutive school days, he/she will be withdrawn from the course. The student has the right to appeal the withdrawal if he/she can prove mitigating circumstances and show the issues no longer exist. Appeals must be in writing to the School Director for approval.

LEAVE OF ABSENCE

Veterinary Attendant, Level I Assistant Students, and Level II Technician Candidate students are not eligible to take a leave of absence.



DEFINITIONS

Tardiness: A residential student who arrives after the scheduled class time, or a Blended Distance Education student who is late for a weekly quiz, is considered to be tardy. A student who misses more than half the class will be counted as absent.

Make-Up Time: If the student misses a class, the student may be required to come in for a make-up session. The student is responsible for contacting their instructor to schedule the make-up session. Make-up sessions can only be scheduled at a time where it will not interfere with another class meeting and only when an instructor is present.

Make-Up Work: If the student misses class, the student is responsible for obtaining lecture handouts and other class materials prior to the next week's class session. The student is allowed to make up the quiz that was missed, and is expected to take the next scheduled quiz on time. If the student does not take the make-up quiz, or the next scheduled quiz on time, 2 points will be deducted from that quiz grade. The only exceptions for delaying a scheduled or make-up quiz are an extreme illness, (which has been documented by a doctor's note), or an extreme family emergency.

CLASSES OFFERED

DELIVERY FORMAT

Classes are offered in the traditional in-resident format and the Blended Distance Education format.

Classes use a combination of lecture, lab activities, and out-of-class assignments. Classes may be graded by in-class assignments, out-of-class assignments, quizzes, projects, final examinations and practical evaluation of techniques

Residential Format

Students physically attend class for the scheduled hours as required.

DE Blended Format

Student lectures and quizzes are delivered virtually.

Student physically attend class for scheduled labs.

VETERINARY ATTENDANT PROGRAM - CERTIFICATE OF COMPLETION

Using a closely integrated combination of classroom theory and hands-on lab experience, students will learn the basics of veterinary nursing. Veterinary Attendants work closely with animals by restraining, feeding and caring for veterinary patients. They also assist veterinarians and technicians with basic diagnostic tests. The veterinary attendant can fill a variety of entry-level positions including technician's assistant, veterinary receptionist, and/or kennel attendant.

Veterinary Attendant Objective

Provide training on the basic knowledge and skills of veterinary nursing to individuals initially entering this career field. This basic course will prepare them for entry-level positions assisting veterinarians and technicians. The positions typically filled by attendants require fewer skills than a veterinary technician or assistant, but with experience, they could progress to the level of veterinary assistant. To be eligible for veterinary technician licensure, additional education and work experience is required. A Certificate of Completion will be awarded to students who successfully complete the requirements of this class.

US Department of Labor Occupational Code:
31-9096

Total Program Clock Hours: 150
Weeks of Instruction: 12
Semester Credits: 5.0

Students can reasonably expect to complete class in approximately 3 months, including scheduled school breaks.

Required Class Lectures

AH - Animal Handling
SAN - Sanitation
MED - Medications and Treatments



LAB - Laboratory
RAD - Radiology
CC - Client Communication
EXT - Externship

Veterinary Attendant Delivery

Veterinary Attendant Program classes are residential. Residential consisting of one 12-week class divided into 24 class sessions using a combination of lecture and lab activities. Each class is presented onsite twice weekly for 3 hours per session. Five hours of lecture and one hour of lab will be conducted per week. An additional 78 hours will be spent at an off-site externship. The externship must be completed at a school approved small animal hospital within 25 miles of the classroom location.

Exams

Students are expected to take final exams or quizzes on specified dates. If a student misses a final exam he/she needs to contact their program manager to schedule a time to make up the final. These will be scheduled at a time where it will not interfere with another class meeting, and only when the classroom manager is present.

VETERINARY ATTENDANT PROGRAM (DE - BLENDED) - CERTIFICATE OF COMPLETION

Using a closely integrated combination of classroom theory (online) and hands-on lab experience, students will learn the basics of veterinary nursing. Veterinary Attendants work closely with animals by restraining, feeding, and caring for veterinary patients. They also assist veterinarians and technicians with basic diagnostic tests. The veterinary attendant can fill a variety of entry-level positions including technician's assistant, veterinary receptionist, and/or kennel attendant.

Veterinary Attendant Objective

Provide training on the basic knowledge and skills of veterinary nursing to individuals initially entering this career field. This basic course will prepare them

for entry-level positions assisting veterinarians and technicians. The positions typically filled by attendants require fewer skills than a veterinary technician or assistant, but with experience, they could progress to the level of veterinary assistant. To be eligible for veterinary technician licensure, additional education and work experience is required. A Certificate of Completion will be awarded to students who successfully complete the requirements of this class.

US Department of Labor Occupational Code: 31-9096

Total Program Clock Hours: 150

Weeks of Instruction: 10

Semester Credits: 5.0

Students can reasonably expect to complete class in approximately 3 months, including scheduled school breaks.

Required Class Lectures

AH - Animal Handling
SAN - Sanitation
MED - Medications and Treatments
LAB - Laboratory
RAD - Radiology
CC - Client Communication
EXT - Externship

Veterinary Attendant Delivery

Veterinary Attendant Program (DE Blended) classes are blended consisting of one 10-week class divided into 24 class sessions using a combination of lecture and lab activities. Each class is presented online weekly. Five hours of lecture and one hour of lab will be conducted per week. Distance Education Blended students are required to attend 10 residential lab sessions as a requirement to complete this course. An additional 78 hours will be spent at an off-site externship. The externship must be completed at a school approved small animal hospital within 25 miles of the classroom location. Special arrangements for other externship locations must be made prior to enrollment.

Exams



Students are expected to take final exams or quizzes on specified dates. If a student misses final exam he/she needs to contact their program manager to schedule a time to make up the exam. These will be scheduled at a time where it will not interfere with another class meeting, and only when there is a program manager is present.

LEVEL I VETERINARY ASSISTANT PROGRAM – CERTIFICATE OF COMPLETION*

A Veterinary Assistant is someone other than a doctor or Registered Veterinary Technician who works in a veterinary hospital. A Veterinary Assistant, however, has more experience than a Veterinary Attendant. The positions a Veterinary Assistant can fill include: Veterinary receptionist, doctor's assistant, or technician's assistant. Their duties include: Restraining animals for doctors and technicians, dispensing medications, providing treatment, testing, sanitation for animal patients and assisting clients on the phone or when admitting and discharging patients. Veterinary Assistants possess basic skills and are well positioned for advancement to other positions in the veterinary hospital.

Level I Objective

The Level I Veterinary Assistant Program is designed to educate individuals on the basic concepts and generalities of veterinary medicine and prepare them to assist doctors and technicians in small animal hospitals. These classes are for those individuals currently employed in an animal hospital who want to expand their knowledge or prepare for the Registered Veterinary Technician (RVT) through the Alternate Route classes. Upon successful completion of each class, graduates will be awarded a Certificate of Completion.

US Department of Labor Occupational Code: 31-9096

Total Program Clock Hours: 292.5

Weeks of Instruction: 45

Semester Credits: 17

Classes Offered

HP - Hospital Procedures

ABS - Applied Basic Science

VN1 - Veterinary Nursing

AHL - Animal Handling and Technical Skills Lab

LS - Laboratory Science

ABN - Animal Behavior and Nutrition

Level I Delivery

Level I offers a total of 292.5 clock hours (17 credits) in residence. Residential classes are held twice a week.

Exams

Students are expected to take final exam or quizzes on specified dates. If a student misses their final exam he/she needs to contact their program manager to schedule a time to make up the exam. There are both mid-terms and Final Exams in this program. These will be scheduled at a time where it will not interfere with another class meeting, and only when the program manager is present.

LEVEL I VETERINARY ASSISTANT PROGRAM (DE BLENDED)– CERTIFICATE OF COMPLETION*

A Veterinary Assistant is someone other than a doctor or Registered Veterinary Technician who works in a veterinary hospital. A Veterinary Assistant, however, has more experience than a Veterinary Attendant. The positions a Veterinary Assistant can fill include: Veterinary receptionist, doctor's assistant, or technician's assistant. Their duties include: Restraining animals for doctors and technicians, dispensing medications, providing treatment, testing, sanitation for animal patients and assisting clients on the phone or when admitting and discharging patients. Veterinary Assistants possess basic skills and are well positioned for advancement to other positions in the veterinary hospital.

Level I Objective

The Level I Veterinary Assistant Program is designed to educate individuals on the basic concepts and generalities of veterinary medicine and prepare them to assist doctors and technicians in small animal hospitals. These classes are for those individuals currently employed in an animal hospital who want to expand their knowledge or prepare for the Registered Veterinary Technician (RVT) through



the Alternate Route classes. Upon successful completion of each class, graduates will be awarded a Certificate of Completion.

US Department of Labor Occupational Code:
31-9096

Total Program Clock Hours: 292.5
Weeks of Instruction: 45
Semester Credits: 17
Classes Offered

HP - Hospital Procedures
ABS - Applied Basic Science
VN1 - Veterinary Nursing
AHL - Animal Handling and Technical Skills Lab
LS - Laboratory Science
ABN - Animal Behavior and Nutrition

Level I Delivery

Level I offers a total of 292.5 clock hours (17 credits) in DE Blended (online). Students taking these classes in a Blended Distance Education format have their classes online and require 2 or 3 sessions in residence per semester.

Exams

Students are expected to take final exams or quizzes on specified dates. If a student misses a final exam he/she needs to contact their Program Manager to schedule a time to make up the exam. There are both mid-terms and Final Exams in this program. These will be scheduled at a time where it will not interfere with another class meeting, and only when a Program Manager is present.

**Students are awarded a Certificate of Completion for each completed CE*

LEVEL II ALTERNATE ROUTE VETERINARY TECHNICIAN CANDIDATE PROGRAM – CERTIFICATE OF COMPLETION

Applicants must have over 3,500 hours over no less than 18 months of veterinary assistant experience working under the direction of a California-licensed veterinarian and have completed the Level I Veterinary Assistant Program or equivalent. Applicants must also have 100% of the tasks required for the Level I Veterinary Assistant Program completed on the RVT task list.

Completion of Level II Veterinary Technician Candidate classes qualifies the graduate to receive the Level II Veterinary Technician Candidate Certificates for each completed course. These certificates, and the required work experience, will allow the graduate to apply for Veterinary Technician licensure in the state of California.

Contact the California Veterinary Medical Board at (916) 2632610 or www.vmb.ca.gov for an application and more information.

US Department of Labor Occupational Code: 29-2056

Level II Objective

Provide training on the basic knowledge and skills for enrolled students. These classes are designed to educate on-the-job trained veterinary assistants in the basic concepts and principles of veterinary medicine, preparing them to be effective, small animal veterinary technicians. The classes have been created to offer working assistants a means to fulfill the educational requirement necessary to take the California Registered Veterinary Assistant (RVT) exam. Applicants for the licensing exam must also fulfill state requirements well in advance of the examination date. The instruction in the Level II classes are designed to prepare the student for licensing requirements by combining subjects, and teaching specific principles deemed necessary by the Veterinary Medical Board, the Registered Veterinary Technician Committee, and practicing veterinarians. Students will focus on material they need to know in order to work in a small animal hospital, without having to take General Education courses prior to entering these classes. These classes will provide students the opportunity to continue working and gain the education necessary for licensure. Upon completion of the Level II classes, graduates will be awarded a Certificate of Completion for each class.

Total Program Clock Hours: 96
Weeks of Instruction: 15
Semester Credits: 5



Students can reasonably expect to complete Level II classes in approximately 4 months, including scheduled school breaks.

Classes Offered

VN2 – Advanced Veterinary Nursing

VN3 – Advanced Veterinary Nursing Lab

Level II Delivery

These classes are 15-weeks in length, and a total of 96 hours. Residential classes are held twice a week.

Exams

Students are expected to take final exams or quizzes on specified dates. If a student misses a final exam he/she needs to contact their program manager to schedule a time to make up the exam. There are both mid-terms and Final Exams in this program. These will be scheduled at a time where it will not interfere with another class meeting, and only when the program manager is present.

LEVEL II ALTERNATE ROUTE VETERINARY TECHNICIAN CANDIDATE PROGRAM (DE-BLENDED) – CERTIFICATE OF COMPLETION

Applicants must have over 3,500 hours over no less than 18 months of veterinary assistant experience working under the direction of a California-licensed veterinarian and have completed the Level I Veterinary Assistant Program or equivalent. Applicants must also have 100% of the tasks required for the Level I Veterinary Assistant Program completed on the RVT task list.

Completion of Level II Veterinary Technician Candidate classes qualifies the graduate to receive the Level II Veterinary Technician Candidate Certificates for each completed course. These certificates, and the required work experience, will allow the graduate to apply for Veterinary Technician licensure in the state of California. Contact the California Veterinary Medical Board at (916) 2632610 or www.vmb.ca.gov for an application and more information.

US Department of Labor Occupational Code:
29-2056

Level II Objective

Provide training on the basic knowledge and skills for enrolled students. These classes are designed to educate on-the-job trained veterinary assistants in the basic concepts and principles of veterinary medicine, preparing them to be effective, small animal veterinary technicians. The classes have been created to offer working assistants a means to fulfill the educational requirement necessary to take the California Registered Veterinary Assistant (RVT) exam. Applicants for the licensing exam must also fulfill state requirements well in advance of the examination date. The instruction in the Level II classes are designed to prepare the student for licensing requirements by combining subjects, and teaching specific principles deemed necessary by the Veterinary Medical Board, the Registered Veterinary Technician Committee, and practicing veterinarians. Students will focus on material they need to know in order to work in a small animal hospital, without having to take General Education courses prior to entering these classes. These classes will provide students the opportunity to continue working and gain the education necessary for licensure. Upon completion of the Level II classes, graduates will be awarded a Certificate of Completion for each class.

Total Program Clock Hours: 96

Weeks of Instruction: 15

Semester Credits: 5

Students can reasonably expect to complete Level II classes in approximately 4 months, including scheduled school breaks.

Classes Offered

VN2 – Advanced Veterinary Nursing

VN3 – Advanced Veterinary Nursing Lab

Level II Delivery

These classes are 15-weeks in length, and a total of 96 hours. Blended Distance Education format have their classes online and require 2 sessions in residence per semester.

Exams



Students are expected to take final exams or quizzes on specified dates. If a student misses a final exam he/she needs to contact their program manager to schedule a time to make up the exam. There are both mid-terms and Final Exams in this program.

These will be scheduled at a time where it will not interfere with another class meeting, and only when a program manager is present.

STAFF AND FACULTY

ADMINISTRATIVE STAFF

Anthony Stone, MBA	Executive Director
Phil Snow, RVT AS	Director of Education
Felice Cohen, RVTg	Program Manager/Externship Coordinator
Mallory Dickinson, RVT	Admissions/Office Coordinator
Delaney Knipp, M.Ed.	Admissions/Office Coordinator

INSTRUCTIONAL STAFF * Part-Time/**Adjunct/***/Consultant

RVT

Jill Allen **

Associate of Arts, Animal Health Technology, Pierce College, Tacoma, WA, awarded 1986, California RVT License #6085, Clinical Experience: 29 years with small animal 1984-2013 Currently working at Orange County Emergency Pet Clinic

Phil Snow

Alternate Route Veterinary Technician Candidate Certificate, awarded 2009 California RVT License #8304
Clinical Experience: 9 years with small animal 2002-2011

Lauren Harker**

Alternate Route Veterinary Technician Candidate Certificate, Professional Veterinary Assistant School, awarded 2011, California RVT License #9242, Clinical Experience: 16 years with small animal practice 2007-2023

Felice Cohen *

Alternate Route Veterinary Technician Candidate Certificate, awarded 2018 California RVT License #12838
Clinical Experience: 9 years Small Animal

Jennifer Graney*

Alternate Route Veterinary Technician Candidate Certificate, awarded 2011 California RVT License #9205
Clinical Experience: 15 years with small animal/marine mammal/large animal

Julia Hamilton *



Bachelor's of Science, Cal State Pomona, awarded 2010 California RVT License #9189

Clinical Experience: 15 years Small Animal/Marine Mammal

Erin Jackson*

Alternate Route Veterinary Technician Candidate Certificate, Professional Veterinary Assistant School, awarded
2013 California RVT License #10174 Clinical Experience: 20 years with small animal/specialty

Ronald Daggett *

Alternate Route Veterinary Technician Candidate Certificate, OC Veterinary Assistant School, awarded 2015
California RVT License #12979 Clinical Experience: 12 years Small Animal

STUDENT SERVICES

The school offers the following student services to all students.

PARKING AND TRANSPORTATION

Garden Grove Campus

Parking is available in the lot in front of the building during class and business hours. For students who drive to school: From the North-Take the 405 freeway south to CA-22 E toward Long Beach. Travel roughly 4 miles on CA-22 E to Harbor Blvd. Turn left onto Harbor Blvd, and right onto Garden Grove. The school is located on the right. From the South - Take the 5 freeway north to CA-22 W. Exit Haster St., turn left on Haster St. Take first right on Garden Grove Blvd. The school is located on the left side of the street. The telephone number for public transportation is available at the school. OC Veterinary Assistant School cannot guarantee student transportation. See the Admissions Office Manager (AOC) if you have concerns regarding transportation. Assistance may be available with public transportation schedules or carpools.

Lake Forest Campus

Parking is available in the lot in front of and circling the building. From the 405 take Lake Forest exit and head east on Lake Forest. Continue to Lake Center Dr. and the school will be located on the right.

STUDENT HOUSING

OC Veterinary Assistant School does not provide student housing. OC Veterinary Assistant School does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance.

Available Housing Located near OC Veterinary Assistant School Garden Grove and Lake Forest locations is available according to rentals.com start at approximately \$1900 a month.

STUDENT ADVISING

The student's primary advisor is his/her instructor. Instructors, Academic Managers, and the Executive Director are available to assist students with issues of an academic or personal nature and can direct the student to other advising resources outside of the school if needed.

TUTORING

Tutoring is available to all students who need additional help in achieving or maintaining satisfactory progress. Students must make arrangements with their instructor, Academic Manager, or the Executive Director for availability.

Resource Center

The Resource Center at OC Veterinary Assistant School is open to students and faculty to provide reference materials. Students and faculty may find and check out course-related texts, trade publications, informational videos, and CDs. Resources can be checked out via the Admissions Office Coordinator. Who will note the file of student checking our materials. Life-sized animal models of cats, dogs, and general anatomy are available.



GRADUATE PLACEMENT ASSISTANCE

OC Veterinary Assistant School does not guarantee employment. OC Veterinary Assistant School assists graduates in obtaining employment in the fields for which they are trained. This continuous placement service is available to all OC Veterinary Assistant graduates at no charge. Professional assistance is available on interview skills, resume writing and other job-search techniques. OC Veterinary Assistant School assists graduates in networking with employers in their field and provides guidance for those graduates seeking self-employment. OC Veterinary Assistant School brings graduates and prospective employers together under favorable circumstances.

STUDENT SERVICES FOR BLENDED DISTANCE EDUCATION STUDENTS

In addition to the student services available to residential OC Veterinary Assistant School students, Blended Distance Education students will also receive training on navigating the website for course participation on the use of the online system. Blended Distance Education students may request the use of classroom facilities for technique practice or group discussions.

Student Policies

SCHOOL NOTIFICATION

Students are required to notify OC Veterinary Assistant School whenever a change in personal information occurs, such as: change of name, address, or telephone number. Additionally, any anticipated changes in attendance, student payment arrangements, or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at OC Veterinary Assistant School. **DRESS AND APPEARANCE**

Students should begin to acquire a wardrobe suitable for their future workplace. Many employers have set standards of appearance, and it is to the student's advantage to develop the discipline of meeting pre-set standards. All student attire must fit well, be clean, and in good condition. The Dress and Appearance Code can be provided upon request.

Student Conduct



Mature, business-like conduct is expected in the classrooms and throughout the school property. Any display of poor behavior towards other students, faculty, clients, or staff members that causes disruption, will not be tolerated. Any activity that adversely affects another student's ability to learn can be considered a conduct problem. Classroom conduct includes behavior in the hallways, break room, and parking lot. Be courteous when taking breaks and do not disturb other classes in session. We value honesty and integrity in our facility in order to provide a positive and safe environment for learning. If a student or staff member should observe inappropriate behavior, it should be reported to the School Director so the issue can be addressed. Students who are unable to abide by the rules may be subject to dismissal from the school.

ACADEMIC PROBATION

Students are required to maintain a cumulative GPA of 70%. If a student falls under this standard established by OCVAS. The student will be placed on academic probation.

Student placed on academic probation will be notified in writing by the Director of Education within two weeks of the end of the academic term. Documentation will be added to the student file. Students on academic probation have one 15-week term to bring cumulative GPA above 70%. Failure to bring cumulative GPA to good standing within that time frame will face additional consequences up to academic withdrawal.

DISCIPLINARY ACTION

The following are causes for disciplinary action, which may include termination from school:

- Failure to comply with the satisfactory progress policy; Failure to comply with the attendance policy;
- Failure to comply with the conduct policy;
- Failure to meet all financial obligations;
- Violation of any conditions as set forth and agreed to in the enrollment agreement or the list of understandings;
- Refusal to follow instructions given by the instructor; • Sexual harassment;
- Cheating;
- Falsifying records;
- Theft or vandalism;
- Fighting or use of foul language;

- Possession, distribution or use of alcohol or drugs; and/or,
- Possession of any weapon (firearms explosives, or knives) while on school grounds.
- A student who is terminated from the school is subject to the school refund policy.

Classroom Hours: 12
Semester Credits: 0.5



Lectures and practice with models will focus on positioning for treatments and exams, injections, and sample collecting. Student and instructor's animals may be utilized on a strictly voluntary basis to present real-life challenges for the restraint lab. Prerequisites: None

Course Descriptions

Language

Courses are only taught in English.

Non-credit Remedial Courses

Non-credit remedial courses are not offered at OC Veterinary Assistant School.

Class Size

The maximum class/laboratory size is a ratio of 20 to 1. Class sizes may vary depending on the individual room size. A typical classroom may hold 20 to 25 students.

ABN – Animal Behavior and Nutrition

Classroom Hours: 37.5

Semester Credits: 2.5

Students will learn about small and exotic animal behavior in this course, especially as it relates to restraint and training. Nutritional concepts will be applied to feeding practices, species differences, nutritional diseases, and the analysis of commercial diets. Students will participate in a group project creating and delivering a presentation on a topic relating to behavior, nutrition, or communication.

Prerequisites: None

ABS – Applied Basic Science

Classroom Hours: 60

Semester Credits: 3.5

Topics covered in the first four weeks focus on biology, chemistry, and basic mathematic calculations that directly apply to small animal medicine. The remainder of the course covers anatomy and physiology. Lecture will be combined with hands-on experience using models and interactive CD-ROMs. The course will be taught without the use of dissections. Prerequisites: None

AH - Animal Handling (lab included)

AHL – Animal Handling and Technical Skills Lab

Classroom Hours: 37.5

Semester Credits: 1.0

This is the core course of the Level I classes, and students will be expected to be confident performing every part of this laboratory. Partly a hands-on workshop, classes contain sufficient lecture material for students to have an understanding of procedures. Restraint and positioning, sample collecting, patient care and medicating will be emphasized. Models and videos will be used to enhance student comprehension, and in-class assignments will focus on procedures, complications, and client communication. Student and instructor's animals will be utilized on a strictly voluntary basis, to present real-life challenges in the restraint, physical exam, vaccination, and blood collection labs. Live animals will only have minor sampling procedures, and their samples will be analyzed as a benefit to the animal. Prerequisites: None

CC – Client Communication

Classroom Hours: 12

Semester Credits: 0.5

Classes will include lecture and discussion of the following topics: Client greeting and discharge, telephone etiquette record-keeping, and communication/conflict regarding clients, staff members and doctors. Prerequisites: None

EXT - Externship

Classroom Hours: 78

Semester Credits: 1.5

The externship at a small animal hospital is designed to introduce students to the concepts they have learned in the classroom. Students who are not already working in an animal hospital will do their externship on a voluntary basis. It is strongly recommended that all students have their own medical coverage and have had a tetanus shot within the last five years. Prerequisites: None

HP – Hospital Procedures

Classroom Hours: 37.5

Semester Credits: 2.5

This course covers record-keeping, medical terminology, inventory and ordering, and exam room procedures. Communication issues will be discussed and marketing concepts introduced. Students will also be exposed to legal and ethical issues, leadership and professional etiquette.

Prerequisites: None

LAB – Laboratory (lab included)

Classroom Hours: 9

Semester Credits: 0.5

Students will learn about laboratory machines (blood analysis), forms and nomenclature, preparing samples, infectious disease testing, and microscopic examinations (fecal, urine). The lab will focus on preparing samples and equipment maintenance

Prerequisites: None

LS – Laboratory Science

Classroom Hours: 60

Semester Credits: 3.5

Laboratory Science is predominantly a lecture course, accompanied by hands-on laboratory examples. Students will become familiar with interpreting basic blood slides and discuss how to operate and maintain laboratory equipment. Topics include hematology, infectious disease testing, cultures, urine and fecal analysis, and blood and urine chemistry. The basics of pharmacology, parasitology, immunology and microbiology will also represent a significant portion of this course.

Prerequisites: None

MED – Medications and Treatments

Classroom Hours: 21

Semester Credits: 1.0

Medications and treatment administration will be discussed. Topics in this introductory class will

Subjects covered in this lecture-only course include: Dental prophylaxis and extractions, introduction to ultrasound and advanced imaging, anesthetic induction and monitoring, emergency medicine, surgical assisting, and suturing and bandaging/splint application. Prerequisites: None

VN3 – Advanced Veterinary Nursing Lab Classroom Hours: 36

Semester Credits: 1.0

The Advanced Veterinary Nursing Lab is structured to parallel the lecture class. Each section will be

include the basics of: Oral and injectable medication, IV fluids and catheters, dentistry, surgical preparation and emergencies. Prerequisites: None



RAD – Radiology (lab included)

Classroom Hours: 9

Semester Credits: 0.5

Discussions and demonstrations on radiation safety, positioning for x-rays, processing radiographs, and proper labeling and storage will be provided in this class. Prerequisites: None

SAN - Sanitation

Classroom Hours: 9

Semester Credits: 0.5

Various aspects of sanitation in the veterinary hospital will be presented and discussed. Other topics will include: Infectious diseases, patient care, safety, and basic grooming. Prerequisites: None

VN1 – Veterinary Nursing

Classroom Hours: 60

Semester Credits: 4.0

The Veterinary Nursing course is the introductory nursing course covering medicating and injections, surgical preparation, diagnostic sampling, radiology, dentistry, basic CPR and emergencies. Other topics include toxicology and infectious and zoonotic diseases as they are encountered in the small animal veterinary hospital, with some large animal comparisons.

Prerequisites: None VN2 – Advanced Veterinary Nursing

Classroom Hours: 60

Semester Credits: 4.0

taught with the use of industry approved models and videos. Students will be expected to gain experience from their current job and attend hands-on workshops which may occasionally be held offsite. Cadavers will be used for the dental extraction lab only. Prerequisites: None



Administrative Policies

COMPLAINTS / GRIEVANCE POLICY / GRIEVANCE PROCEDURES

Students, faculty, staff, third parties, or the general public may submit a complaint following the OC Veterinary Assistant School Grievance Policy and Procedures. These procedures provide for prompt and equitable resolution of all complaints, including discrimination and harassment. The OC Veterinary Assistant School Grievance Policy and Grievance Procedures, including information on the informal and formal complaint process, investigation process, rights and responsibilities of complainant and accused, notifications, confidentiality, and more, are available below.

Purpose

This policy describes the informal and formal complaint procedures available to students of OC Veterinary Assistant School to resolve concerns about instruction, academic assessments, program administration, campus services, or staff conduct. It ensures timely, impartial resolution, protection from retaliation, and appropriate recordkeeping.

Informal Complaint Procedure

Students are encouraged to attempt informal resolution before filing a formal complaint. The student should first discuss the concern with the instructor, program coordinator, or OC Veterinary Assistant School representative most directly involved, in person or by email. A brief written summary (email or note) documenting the date, nature of the concern, relevant course or program, and desired remedy is recommended. The contacted employee will acknowledge the concern within three business days, review the facts, seek clarification as needed, and attempt to resolve the issue—examples include clarification of grading, remediation, schedule adjustment, or referral to support services. The staff member documents the discussion and outcome in writing and provides a copy to the student and the program office. Informal

resolutions are expected within two weeks of initial contact; if not resolved or if the student prefers, the matter may be escalated to the formal complaint process.

Formal Complaint Procedure

If the informal process does not resolve the issue or the student seeks formal review, the student may submit a written complaint to the Director of Education, or the Administrative Office using OC Veterinary Assistant School's Complaint Form or by email. The formal complaint must include the complainant's name and contact information, program and course (if applicable), dates and description of the issue, steps already taken to resolve the matter, desired remedy, and any supporting evidence or witnesses.

Intake and Acknowledgment

The Administrative Office will acknowledge receipt of the complaint in writing within three business days, determine whether the complaint falls within the policy's scope, and identify any immediate safety concerns. Matters falling outside scope will be redirected to the appropriate office with notice to the student.

Investigation

Where appropriate, the Director of Education will assign a neutral investigator or grievance officer within seven calendar days. The investigator will collect and review evidence, interview the complainant, the respondent (if applicable), and relevant witnesses, and allow both parties opportunities to present information. Investigations typically proceed to completion within 30 calendar days but may be extended for complexity; the complainant and respondent will be notified of any extension and the reason.

Interim Measures

At any point, OC Veterinary Assistant School may implement interim measures to protect safety or academic progress (for example, temporary



schedule changes, no-contact directives, supervised testing) pending resolution.

Decision and Remedies

Upon conclusion, the investigator will issue a written report of findings and recommended remedies to the decision-maker (e.g., Director of Education or Grievance Committee). OC Veterinary Assistant School will provide written notice of the final decision and any remedies or disciplinary actions to both parties, including the rationale and information on appeal rights.

Appeals

Either party may appeal the decision in writing within ten business days on limited grounds: procedural error that materially affected the outcome, new material evidence not reasonably available during the investigation, or sanction disproportionate to the findings. Appeals are adjudicated by an appellate official or committee not previously involved; appeal decisions are final except where external review is permitted under law or accreditation rules.

Recordkeeping and Confidentiality

All complaint records, investigation materials, findings, and remedies will be retained in accordance with OC Veterinary Assistant School's record retention schedule and applicable law. The school will protect confidentiality to the extent possible while conducting a thorough investigation and implementing remedies. Retaliation against anyone who files or participates in a complaint is strictly prohibited and will result in disciplinary action.

Communications and Support

Students may seek assistance from the Administrative Office or Program Coordinator for help preparing a complaint, understanding procedures, or obtaining accommodations during the process. The school will provide contact information for the Complaints Officer and external reporting options (state education agency, licensing

board, accreditor, or law enforcement) in the complaint form and policy materials.

The student is free at any time within this procedure to file a complaint with the California Department of Consumer Affairs, Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Toll-free number: (888) 370-7589, Fax: (916) 2631897; or, www.bppe.ca.gov.

DRUGS AND ALCOHOL

OC Veterinary Assistant School is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the OC Veterinary Assistant School Drug and Alcohol Abuse Prevention Policy upon enrollment/ employment. This policy is also distributed annually to all active students and employees

NONDISCRIMINATION POLICY

OC Veterinary Assistant School is an educational institution that is committed to supporting the diversity of its employees, students and classes. OC Veterinary Assistant School is dedicated to a policy of equal opportunity and nondiscrimination on the basis of gender, age, race, national origin, sexual orientation, gender identity or expression, veteran status, political affiliation or belief, religion, disability or any other characteristic protected by state, local, or federal law, in all educational classes and activities, admission of students and conditions of employment. Prohibited sex discrimination covers sexual harassment and sexual violence. OC Veterinary Assistant School complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

Inquiries or concerns regarding this policy, or assistance with accommodation requests can be brought to the attention of the Executive Director. p: 714.489.5363 email: astone@ocvas.com



STUDENT RIGHTS/FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student’s educational records within 45 days after the day OC Veterinary Assistant School receives a request for access. A student should submit to the Executive Director, a written request that identifies the record(s) the student wishes to inspect. The Executive Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is employed by OC Veterinary Assistant

School in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibilities for OC Veterinary Assistant School. Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. OC Veterinary Assistant School will make reasonable attempts to notify each student of these disclosures.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by OC Veterinary Assistant School to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA is:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

OC Veterinary Assistant School is legally permitted to disclose directory information without the student’s prior written consent. OC Veterinary Assistant School designates the following items as directory information:

Student’s name; Date of birth; Dates of attendance; Location of attendance; Email address; Website address; Current Class; Participation in officially recognized activities; Degree, diplomas and certificates awarded; Enrollment status (i.e., enrolled, active, future enrolled student, reentry, withdrawn, etc.)



Students may request that OC Veterinary Assistant School not disclose any or all of their directory information. Requests for non-disclosure must be in writing with the school Registrar.

STUDENT RECORDS

All students attending OC Veterinary Assistant School have the right to review their financial and

regular hours under appropriate supervision. Students may also obtain copies of their records at a charge of \$1.00 per page. Challenging any of the records must be done in writing, clearly stating the concerns. A meeting may be held, if required, to go over concerns involving the records. Parental access to student records will be allowed without prior consent if the student is a dependent as defined in Sec 252 of the Internal Revenue Regulations. Written consent from a student, parent, or guardian of a minor student, is required before records are released to third parties unless otherwise required by law. Student record information will be used to accomplish reporting and administrative requirements specified by authoritative agencies.

RECORD KEEPING

Grades, attendance, progress, admissions and financial aid documents are maintained by the school. Academic transcripts are available upon request. There is no charge for the first transcript sent. Subsequent transcripts are \$10 each. Transcripts will be released when other higher education institutions request them. Student records will be held a minimum of 5 years from date of completion or withdrawal.

TRANSCRIPT POLICY

The institution will maintain an official academic transcript for each student indefinitely. The transcript will provide a complete record of each student's academic performance. Attendance records and financial records are available upon

academic records, including grades and attendance. A student may request, in writing, a printout of their current attendance record, unofficial transcript, or student schedule. Information will not be passed on via another student. Other information must be requested through the Director of Education in writing. Students may request a record review by writing the Executive Director at the address at the front of the catalog. Such review will be allowed at

request for up to five years after a student's graduation or termination from the school.

Official transcripts will be provided to whomever the student designates upon written request. There will be no charge for the first two requests for transcripts.

Student Payments

Students can make payments to the Admissions Office Coordinator or designee.

STUDENT FINANCING

OC Veterinary Assistant School has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed within the preceding 5 years, or has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Financial options will be discussed during the admissions process. Currently, OC Veterinary Assistant School does not participate in any federal or state financial aid programs. Additionally, OC Veterinary Assistant School does not participate in any Veteran Financial aid.

STUDENT LOANS

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



student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

STUDENT'S RIGHT TO CANCEL

You have the right to cancel without penalty or obligations, through attendance of the first class session or the 7th calendar day after enrollment, whichever is later. Cancellation may occur when the student provides written notice to the Director of Education This can be sent by mail or hand-delivered to the Director of Education. Mailing Address: 12752 Garden Grove Blvd., Ste 250, Garden Grove, CA 92843. If sent by mail, the cancellation becomes effective when deposited in the mail, properly addressed with proper postage. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it demonstrates the student no longer wishes to be bound by the enrollment agreement. If the enrollment agreement is cancelled, the school will refund the student any money he/she paid, less the registration fee of \$75.00.

LAST DATE OF ATTENDANCE AND DATE OF DETERMINATION

If a student officially withdraws from school or if a student is officially terminated from the school, then the date of withdrawal becomes the institution's date of determination. Upon withdrawal, the student's last date of attendance will be ascertained. An unofficial withdrawal means the student had more than 2 absences in a 15 or 12 week course without official notification. If a student unofficially withdraws from school, the date of the 3rd absence becomes the date of determination.

On the date of determination, the student's last date of attendance will be ascertained. The school termination date for refund computation is the last date of documented attendance by the student. If any funds are due to the student, or other agency, the money will be returned within 30 days of the student's date of determination. For students in a Blended Distance Education classes the term "attendance" in this policy refers to physical attendance in residence at the school or on-line academic activity.

STUDENT WITHDRAWAL

Withdraw may occur when the student provides written notice to the schools Director of Education. This can be sent by mail or hand delivered to the Director of Education. Mailing address: 12752 Garden Grove Blvd., Ste 250, Garden Grove, CA 92843. If sent by mail, the withdraw becomes effective when deposited in the mail, properly addressed with proper postage. The written notice of withdraw need not take any form, and however expressed, it is effective if it demonstrates the student no longer wishes to be enrolled in the program. If the withdraw request is after the cancellation date above, students withdraw will be processes using the refund described below. Student who fail to follow OCVAS published policies may be withdrawn from their respective program.

REFUND POLICY

If a student is terminated or withdraws from school after the cancellation period and prior to completing more than 60% of the class, the refund calculation is completed using a pro rata refund calculation.

A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. If a student who has withdrawn hours completed are above 60% of the scheduled hours and have reached more than 60% completion that student will be charged for the entire program

If a refund is owed to the student, then the amount of the refund shall be made within 45 days after notice of withdrawal is received by the School.

TEXT BOOK LIST

A list of books is provided below. Students will need to purchase all books from another source. Books purchased must be the exact books and same edition as those indicated on the book list. Students



must have their books by the first day of class. From time to time, new editions of textbooks are issued by the publisher with minor changes. Students will not be required to purchase any new editions during their class. OC Veterinary Assistant School does not have a bookstore.

Level I Veterinary Assistant

Clinical Textbook for Veterinary Technicians, 10th Ed ISBN: 9781437726800 Student Price: \$100.00

Principles and Practice of Veterinary Technology, 4th Ed. ISBN: 9780323073868 Student Price: \$90.00

Clinical Anatomy and Physiology for Veterinary Technicians, 3rd E. ISBN: 9780323046855 Student Price: \$75.00

Clinical Anatomy and Physiology Lab Manual, 3rd Ed. ISBN: 9780323046848 Student Price: \$45.00

Level II Alternate Route Veterinary Technician Candidate
Clinical Textbook for Veterinary Technicians, 10th Ed. ISBN: 9781437726800 Student Price: \$100.00

Principles and Practice of Veterinary Technology, 4th Ed. ISBN: 9780323073868 Student Price: \$90.00

Radiation Safety Handbook, Veterinary Medical Board and Registered Veterinary Technician Committee of California 1998
No cost

Veterinary Attendant

There are no text books required for this class.

Academic Calendar

CLASS SCHEDULE

Residential Students

The following sessions are available to students attending classes in a residential format:

Veterinary Attendant Program

Tues & Thurs 9:00 AM - Noon
Tues & Thurs 4:00 PM - 7:00 PM

Level I Veterinary Assistant Program

Mon 9:00 AM - 1:00 PM
& Wed 9:00 AM - 11:30 AM
Mon 6:00 PM - 10 PM
& Tues 7:30 PM - 10:00 PM
Wed 6:00 PM - 10:00 PM
& Thurs 7:30 PM - 10:00 PM
Fri 8:00 AM - Noon
& Sat 8:00 AM - 10:30 AM

CLASS COSTS

Level II Alternate Route Veterinary Technician Candidate Program

Mon 6:00 PM - 10 PM
& Tues 7:30 PM - 10:00 PM
Wed 6:00 PM - 10 PM
& Thurs 7:30 PM - 10:00 PM
Mon 9:00 AM - 1:00 PM
& Wed 9:00 AM - 11:30 AM

SCHOOL BREAKS

Instructional activity is continuous throughout the calendar year with the exception of the following scheduled breaks: Martin Luther King.Jr. Day 1.16.2017
Memorial Day 5.29.2017
Independence Day 7.4.2017



Labor Day 9.4.2017
 Thanksgiving 11.23 – 11.26.2017
 Winter Break 12.23.2017 – 1.7.2018

In addition to the break days, the Veterinary Assistant students will have a one-week break between each semester

CLASS COSTS

	Non-Refundable			Non-Refundable		<u>Total Charges**</u>
	<u>Registration Fee</u>	<u>Textbooks</u>	<u>Supplies</u>	<u>STRF</u>	<u>Tuition</u>	
<u>Veterinary Attendant Program</u>	\$75.00	N/A	\$0	\$0.00***	\$1,600	\$1,675
Level I Veterinary Assistant Program	\$75.00	\$310	\$0	\$0.00***	\$6,510	\$6,895
Level II Alternate Route Veterinary Technician Candidate Program	\$75.00	\$310*	\$0	\$0.00***	\$2,245	\$2,730
<u>Veterinary Attendant Program (DE Blended)</u>	\$75.00	N/A	\$0	\$0.00***	\$1,400	\$1,475
Level I Veterinary Assistant Program (DE Blended)	\$75.00	\$310	\$0	\$0.00***	\$6,510	\$6,895
Level II Alternate Route Veterinary Technician Candidate Program (DE Blended)	\$75.00	\$310*	\$0	\$0.00***	\$2,145	\$2,530

**Books used in the Level I Veterinary Assistant Program are also used in the Level II Alternate Route Veterinary Technician Candidate Program*

*** "Total Charges for Period of Attendance" and "Total Charges" are the same.*

**** The Bureau of Private Post Secondary Education has adjusted STRF fee to \$0.00*

In addition to the institutional charges, students should plan for their cost of living while attending school. The student would want to consider room and board, transportation, personal expenses, etc., when making their decision to attend school.



Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1.The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- 2.You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- 3.You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4.The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5.The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- 6.You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.



7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.