

# Veterinary Assistant Certificate of Completion

## Application Checklist

Your application is **NOT COMPLETE** and cannot be considered for admission into the CVA program until **ALL** the requirements have been met and the application has been submitted by the deadline of June 15 for enrollment of the same year.

Applications are accepted between January 1-June 15.

Use the checklist below to verify that all information is included. Sign and date this form and submit it and the indicated information to: **VA Program, Attention: Sue Allen, LVT, 1400 College Drive, Waco, Texas 76708.**

- Application for Admission to McLennan Community College.** This application must be sent to the Student Admissions Office, (254) 299-8682. MCC, 1400 College Drive, Waco, Texas 76708
- Application for the Certified Veterinary Assistant Program.** This application must be turned into the Veterinary Technology Program Director's Office (254) 299-8742. MCC, 1400 College Drive, Waco, Texas 76708
- Documentation – Transcripts** from all colleges where you have earned credit. This information must be supplied to **both** the Veterinary Technology Program and the Admissions Department. **The Admissions Department MUST have Official Transcripts. Note: It is the applicant's responsibility** to submit updated transcripts to the Office of Student Admissions as additional courses are completed.
- Documentation of required 25 hours working in, volunteering or observing in a veterinary practice**
- Take the TSI Assessment test as a requirement for application consideration into the CVA program.** Information regarding this can be found at (254)299-8453. (The Testing Center on MCC's campus)
- Completion of ALL remedial courses**

After you have completed all applicable items above, you are now ready to turn in your completed application to **Sue Allen, LVT, 1400 College Drive, Waco, Texas 76708.**

If you have questions, please contact Sue Allen, LVT, at (254) 299-8742 or [suallen@mclennan.edu](mailto:suallen@mclennan.edu)

---

Student Signature

---

Date