

## **Certified Veterinary Assistant Program Gainesville High School**

The CVA program for high school students is offered by the Texas Veterinary Medical Association in an effort to prepare students for a future career in an animal care field. Students who are dedicated to receiving this certification are given the opportunity to work in the industry throughout their time in the Veterinary Medical Applications Course.

### **Requirements:**

- 200 hours in-course learning
- 300 hours business/industry experience under a DVM or LVT
- Mastering all required skills listed on the Skills Validation Checklist
- Exam Application & Skills Validation Checklist approved by the DVM or LVT
- Successful completion of certification exam (70% or higher)

### **Fees:**

- \$125 exam fee
- \$35 re-exam fee (in the event of a score less than 70%)
- \$30 annual renewal fee
- At least 5 hours of CVA continuing education credits each year (state and local VMA meetings, online courses, professional seminars, etc)

The initial exam fee will be covered by GHS, the exam will be scheduled one to two months in advance, and the application must be mailed in at least 2 weeks prior to the exam date. The student would need to complete the 300 hours and test prior to graduation from high school to be eligible to take the exam through Gainesville ISD.

Gainesville FFA  
2201 S I35  
Gainesville, TX  
76240

June 1, 2020

Dear \_\_\_\_\_,

Because of your enrollment in the Veterinary Medical Applications course for the 2020-2021 school year, you are being offered the opportunity to complete the Certified Veterinary Assistant program. In order to complete this program during your time in this course, you must start during the summer vacation. You will be required to complete **75** of the required business/industry hours shadowing a licensed veterinarian. Gainesville High School currently has relationships with two local vets who are willing to allow you to shadow them during the summer. Because of the limited availability for students to visit, you will be required to commit to the program and then sign up for your shifts online using information that will be provided at a later date. If you miss a shift that you signed up for more than twice, you will be removed from the CVA certification program for the remainder of the year. Please take this opportunity seriously. You are welcome to complete more than the required 75 summer hours should the vet clinic be available, however you will need to prepare to shadow the vet a few times a week after school during the year in order to complete the 300 hours in time.

If you have any questions, please feel free to visit with me at [tbroom@gainesvilleisd.org](mailto:tbroom@gainesvilleisd.org). This is a great opportunity for you!

Traci Broom  
Gainesville FFA Advisor

Certified Veterinarian Assistant

Participant Expectations and Contract

1. Participating in the CVA program at GHS is a privilege, and is **not required** in order to complete any GHS class credit. Enrolling in the Vet Med class at GHS satisfies the 200 hour classroom component of this certification.
2. Students who are shadowing a DVM or LVT as part of the program must strictly adhere to the vet office's policies and safety regulations. It is the participant's responsibility to locate and understand these policies. The participating office has the right at any time during the program to terminate the relationship with the CVA participant.
3. As a representative of GHS, participants are expected to uphold the GISD Student Code of Conduct. Additionally, students are required to dress in scrubs, or jeans and a GHS spirit shirt while attending hours at the clinic.
4. Participants are **required** to sign up for each shift at the vet's office **prior** to attending hours there. Changes to the sign up must be completed 48 hours before the start of the shift. The mandatory sign up sheet is located at [www.gainesville.ffa.org/default.aspx?ID=59631](http://www.gainesville.ffa.org/default.aspx?ID=59631)
5. Transportation to/from the clinic is the sole responsibility of the participant. No school-provided transportation is available.
6. Failure of the participant to show up **TWICE** to scheduled shifts will cause dismissal from the CVA program, effective immediately.
7. Participants can, and are encouraged to, seek an overseeing DVM or LVT to partner with outside of the offices that are currently being utilized. Mrs. Broom and Mrs. Osterman are happy to consult with a willing provider in order to facilitate that partnership. The same expectations apply.
8. Participants are required to complete a minimum of 75 observation hours during summer break. Completing more than the required 75 hours over summer is optional, but recommended based on office sign up availability.
9. After completing the 300 required observation hours and receiving a DVM signature on the Skills Validation Checklist, participants will sit for the Texas Veterinary Medical Association's CVA exam. Students must receive a 70% or higher on the exam in order to certify. Participation in the program does not guarantee certification. Any fees associated with re-testing are the responsibility of the student.
10. It is the participant's responsibility to maintain documentation related to observation hours.

Participating Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

AST Signature: \_\_\_\_\_