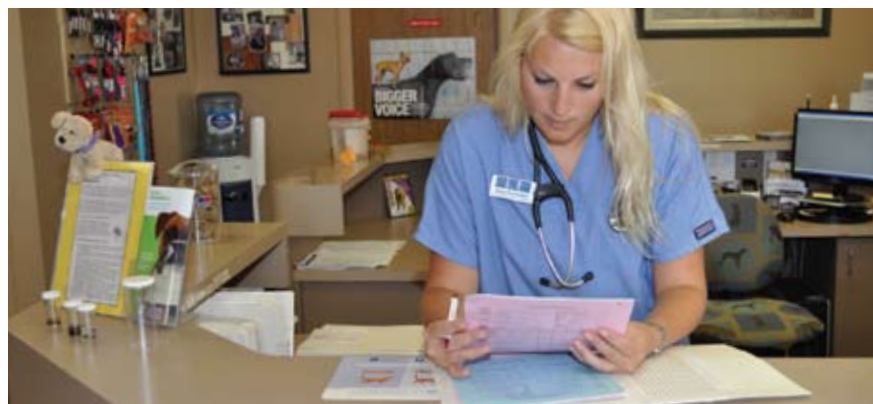


# Veterinary Office Administration (VOA) Certificate

The Veterinary Office Administration (VOA) Certificate program combines veterinary office administration and animal health training.

Practical skill development in front office administration, business communications, client relations and preventative health care for pets will give you the skills and knowledge you need to become a key member of the animal health care team.



## Features

- Small class sizes
- Instructors with industry experience
- Hands-on animal care training
- Office equipment/computer training
- Four-week industry work placement at end of Semester 2

## Benefits

- Develop essential skills for a front-line position in the animal care industry
- Become career-ready in just one year
- Gain transferable administration and communication skills

**1 year (2 semesters)**  
(including four-week industry work placement)  
**Start / Intake Dates:**  
**September | ontariocolleges.ca**  
**Application Program Code: R101**

## Career Options

- Veterinary Office Receptionist
- Clinic Office Administration Assistant
- Clinic Assistant to Veterinarians and Veterinary Technicians
- Office Manager
- Pet Store Customer Service Representative
- Pet Sitting Business Owner & Operator
- Pet Care Supply Representative

## Working at

- Veterinary Clinics/Services
- Humane Societies
- Pet Supply Companies
- Pet Stores
- Animal Hospitals
- Animal Shelters
- Boarding Facilities
- Pet Sitting Facilities



*"I loved the small campus learning environment at Ridgetown where everyone was so friendly.*

*The practical office administration combined with animal health training was exactly what I was looking for."*

**Kaitlin Hicks**

St Mary's DCVI | St Mary's ON  
VOA Certificate, Class of 2010

For information about open houses at Ridgetown Campus check out our website or contact our Campus Recruitment Co-ordinator at 519-674-1500 ext. 1522 or ksavage@ridgetownc.uoguelph.ca

UNIVERSITY  
of GUELPH  
RIDGETOWN CAMPUS

CHANGING LIVES  
IMPROVING LIFE

## Veterinary Industry Programs



[www.ridgetownc.uoguelph.ca](http://www.ridgetownc.uoguelph.ca)

**For a campus tour,  
please call:  
(519) 674-1500 ext. 1522**

University of Guelph, Ridgetown Campus, Registrar's Office  
120 Main Street East, Ridgetown, ON NOP 2C0  
Phone: (519) 674-1500 ext. 1610 | Toll free: (877) 674-1610  
Fax: (519) 674-1650



small footprint | big impact

# Associate Diploma in Veterinary Technology

Are you interested in a career working with and caring for animals? This program is designed to provide the technical knowledge and skills required to become a veterinary technician working in association with practicing veterinarians.

Our program is accredited by the Canadian Veterinary Medical Association, the American Veterinary Medical Association and the Ontario Association of Veterinary Technicians. Our graduates consistently achieve top scores on the Veterinary Technician National Exam, which provides certification for Registered Veterinary Technicians (R.V.T.) in Canada.

The Veterinary Technology Diploma program is available in two delivery formats.



## Alternative Delivery (Distance & Classroom Training Combination)

### Features

- Students attend 13 weeks of classes on campus from the beginning of May until the end of July for three consecutive summers to complete laboratory and lecture requirements
- Distance education courses are completed during the fall and winter months
- Four-week Externship at the end of final summer semester

### Benefits

- Learn independently
- Continue to work during the fall and winter months
- Spend less time away from home



## Conventional Delivery

### Features

- Comprehensive range of courses
- Excellent teaching facilities
- Training related to the care of large, laboratory and companion animals
- Small working groups
- High calibre, experienced instructors
- Four-week Externship (industry placement) at the end of the final semester
- Program facilities and procedures inspected by the Canadian Council on Animal Care
- Excellent reputation in animal health training

### Benefits

- Excellent job placement ratings and good starting salaries
- Possible Advanced Standing into a University of Guelph degree program
- Possible Advanced Standing opportunity with Purdue University, Indiana, into Bachelor of Science in Veterinary Technology

### 2 years (4 semesters)

**Start / Intake Dates:**

**September | [ontariocolleges.ca](http://ontariocolleges.ca)**

**Application Program Code: R206**

### 3 years (6 fall and winter distance education semesters: 3 on campus summer semesters)

**Start / Intake Dates:**

**September | [ontariocolleges.ca](http://ontariocolleges.ca)**

**Application Program Code: R306**

## Career Options

Graduates from the Associate Diploma in Veterinary Technology program have a variety of career opportunities, including:

- Veterinary Technician in a companion, mixed or large animal practice
- Research Technician
- Speciality or Referral Hospital Technician
- Livestock Manager
- Equine Facilities Manager
- Farm Operations Manager
- Pet Care Supply Representative
- Race Track Technician
- Pharmaceutical Technical Representative
- Swine or Dairy Herdsperson
- College Instructor
- Independent Pet Business Owner
- Artificial Insemination (A.I.) Technician
- Government Inspector



## Colony Animal Adoption Service

Ms. Susan Hines, VT Senior College Lecturer, co-ordinates an amazingly successful animal adoption service. "The staff, the students and the new owners are all excited about the adoption program," notes Susan.



*"The learning environment at Ridgeway Campus has been ideal for me. I love being able to work with both large and small animals on campus and the teachers are always there to help with any questions. I would recommend this program to anyone!"*

### Jordan Young

Fredericton High School | Fredericton, NB  
Senior Student, Associate Diploma in Veterinary Technology program



*"The unique delivery of the Veterinary Technology Alternative program has been a great way for me to attain the training I wanted to be successful in my career in the animal health care industry! I enjoy the opportunity to study from home during fall and winter semesters and then spend summers in Ridgeway for on-campus training."*

### Kyla Schraa

Monsignor Doyle Catholic SS | Cambridge, ON  
Associate Diploma in Veterinary Technology Alternative Delivery program – Class of 2011