ST. PETERSBURG COLLEGE

VETERINARY PRACTICE MANAGEMENT Certificate

ADMISSIONS GUIDE

VETERINARY TECHNOLOGY

ABOUT THE PROGRAM

If you have an associate or bachelor's degree, this certificate can help boost your veterinary practice management skills. This program is applicable toward the formal education requirements for the Certified Veterinary Practice Manager (CVPM) program offered by the Veterinary Hospital Managers Association (VHMA). You take courses in personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

ADMISSIONS REQUIREMENTS CHECKLIST

Term	Applications Accepted	Application Review	Student Notified by Email: xxxxxx#@live.spcollege.edu
Fall: August	January 1 – July 31	ongoing	July 1 – August 1
Spring: January	August 1 – December 31	ongoing	November 1 – January 6

☐ **New** students must complete the St. Petersburg College Admission Application and pay the non-refundable fee. **Returning** students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. Admissions and Readmissions

A secondary Health Program Application is required for limited access Health Programs (link below)

☐ Submit official, unopened (sealed) transcripts from all institutionally accredited college(s) and/or universities currently or previously attended (outside of St Petersburg College). ***See Transcripts/Transfer Credit**
To confirm posted credits: log into MySPC > My Academics > View Unofficial Transcript > Other/Transfer Credits
If you have completed an A.A.S. degree or higher at an institutionally accredited institution, you do not need to submit high school transcripts.

☐ Submit official, unopened (sealed) transcripts from all institutionally accredited college(s) and/or universities currently or previously attended (outside of St Petersburg College). ***See Transcripts/Transfer Credit**
To confirm posted credits: log into MySPC > My Academics > View Unofficial Transcript > Other/Transfer Credits

☐ Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Academic Standing may have an impact on admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. Academic Standing Policy

☐ Submit official transcripts showing an Associate degree or higher from an institutionally accredited college or university.

☐ Submit the Baccalaureate Health Programs Application: Baccalaureate Health Program Application
It is the responsibility of the applicant to ensure all admission requirements are satisfied and posted accurately to their student record by the application deadline for admission consideration.
For questions about these admissions requirements: Visit Career & Academic Advising

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment.
For additional information visit www.spcollege.edu/eaeo

Program Information and Schedule

- If you have an Associate or Bachelor's degree, this certificate will help increase your veterinary practice management skills.
- This program is applicable toward the formal education requirements for the Certified Veterinary Practice Manager (CVPM) program offered by the Veterinary Hospital Managers Association (VHMA).
- Our online program means you do not have to give up your job to finish the degree.

Selection Criteria and Admissions

- **All application requirements must be satisfied by the closing of the application window.**
- The Veterinary Practice Management Certificate program will accept applications continually throughout the year. Please apply once your prerequisite coursework has been completed and posted to your SPC transcript. All qualified students will be admitted and will be eligible to enroll in the following semester.

Estimated Cost

Detailed program cost information can be found in the College's Academic Catalog.

Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodation in place, please contact Accessibility Services at (727) 394-6289 or visit http//www.spcollege.edu/accessibility

VETERINARY PRACTICE MANAGEMENT CERTIFICATE

MAJOR CORE COURES A grade of "C" or higher is required.	**Credits**
ATE 3052 Veterinary Technology: From Success to Safety	**3**
ATE 3316 Finance for the Veterinary Manager	**3**
ATE 3344 Supervision in the Veterinary Hospital	**3**
ATE 3515 Legal & Ethical Issues in Veterinary Technology	**3**
ATE 4317 Veterinary Hospital Management	**3**
ATE 4319 Veterinary Hospital Marketing	**3**
ATE 4854 Leadership in Veterinary Technology	**3**

To view Program of Study, please refer to Veterinary Practice Management Certificate >COURSES tab > View Program Requirements