



Application Instructions **Veterinary Technology Diploma Open Learning Program**

IMPORTANT NOTES

- Ensure you meet all the [educational & other admission requirements](#) before you proceed with your application. You will remain ineligible for a seat if you do not meet the requirements.
- The application deadline is October 1st each year for the following winter intake
- This is not a first-come and first-serve program. Please take your time to ensure all documents are thoroughly completed.

NOTE: If you are re-applying to this program, we require the following **new** documents:

- Online application and application fee through [Education Planner BC](#)
- Clinical Affiliation Package with all forms
- 3 web reference forms
- We also require any additional transcripts and vaccination records if you have completed additional courses or have received any additional vaccinations since you last applied.

IT IS HIGHLY RECOMMENDED THAT YOU PREPARE THE DOCUMENTS NOTED BELOW TO PROVIDE THEM AT THE TIME THAT YOU FILL IN THE ONLINE APPLICATION.

If you don't have all the documents, you may still proceed with your application online, but it may delay the completion of your application file.

The documents below need to be in PDF format to be submitted as part of your application.

- 1) Proof of **Canadian Citizenship** or **Permanent Residence status**
- 2) [Clinical Affiliation Package/Forms \(CAF\)](#) (at least 7 pages)
 - Validation form of working in a CVMA accredited mixed or small animal veterinary clinic for a minimum of 260 paid hours per semester
 - Clinic Mentor (CM) Signature Package
 - Health & Safety awareness form
 - Fear Free Certification Form
 - Consent Form for Online Classroom Activities
 - Orientation Questionnaire (be thorough and detailed)
 - Student Awareness Document
- 3) Proof of **up-to-date vaccinations, including rabies**. To find out what vaccinations are recommended

in your province, refer to the [Provincial and Territorial Information listed the Government of Canada's Vaccines and Immunizations page.](#)

STEP 1: Apply to this program on Education Planner BC

PART A. Create an [EPBC](#) account if you don't already have one. Select Thompson Rivers University. Under "When do you want to start your program?" select the term "Winter 2025 (Jan-Apr) – Open Learning, Programs, Kamloops, and William Lake campuses" and select your program, "Veterinary Technology Diploma – OL."

PART B. On [EPBC](#), fill in the application information. You will come to a section "Submission of documents." Upload the documents 1) – 3) noted above (combined as a single PDF file) if you have them during this step. If you do not have all or any documents, you may still submit your application, but it is preferable to provide them during this step.

- Proof of Canadian Citizenship or Permanent Residence status
- [Clinical Affiliation Package/Forms \(CAF\)](#)
- Proof of up-to-date vaccinations, including rabies

If you do not provide your documentation during this step (including rabies vaccination), you must ensure you have submitted the documents (in PDF format) before the application deadline, by email to OLAdmissions@tru.ca.

STEP 2: Order and submit your academic transcripts to TRU

Transcripts (interim or final) for high school and post-secondary schools attended (other than TRU) must be submitted by the deadline, sent to TRU directly from the issuing institution(s). Transcripts submitted by students will not be accepted as official. **If your** original transcripts are not in English, translations must be provided.

Any pre-requisite courses in progress **MUST** be completed, with updated official transcripts submitted to the TRU Admissions office by October 1st, 2024.

Refer to the [TRU transcripts page](#) for more information and instructions on this step.

Within one business day of submitting your application, you will hear from TRU Admissions confirming your application and giving you a TRU student ID (if you don't already have one). You will need this TRU ID for the next step.

STEP 3: Forward the online reference form link with your TRU-ID to your three referees

Each referee must fill out a single [form](#). They will need your TRU student ID number (T-ID). These forms will automatically be submitted to the Admissions office upon completion by your referees.

At least one of your referees must be from your potential CM/Clinic indicating under additional comments:

- Clinic support of you taking this VTEC OL program
- How long you have you been **employed** (volunteering does not apply)

We recommend the other references are from a DVM, RVT, schoolteacher or employer, and must not be a family member or friend.

STEP 4: If necessary, submit an English Language Proficiency test

If you have been educated in a country where English is not an official language, submit an accepted [English Language Proficiency test](#) result with scores required for Academic Study. Scores must be submitted by the Testing agency to OLAdmissions@tru.ca directly – this is the preferred method. But if you have the test results, you may also email them to OLAdmissions@tru.ca.

The seats for this program are not offered on a first come, first serve basis. All applications will be assessed after the deadline has passed. Please take your time to fully fill out all the supporting documents to ensure that the admission committee will receive an application package that thoroughly presents your life and educational experiences.

For assistance, please contact OLAdmissions@tru.ca or vettech@tru.ca.
