



# Veterinary Assistant

## PROGRAM BROCHURE

Get the training you need to earn your Veterinary Assistant certificate and you will be ready to find a more challenging and rewarding career ... today!

Millions of students have discovered online learning. Start on the path to a new career with accredited online training. By reviewing this information, you have already taken that important first step toward a better future.



**B**lackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Veterinary Assistant certificate, along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.



# Why Choose to be a Veterinary Assistant

## The Job of the Future

Pet owners have come to expect a greater quality and level of health care for their beloved companions. If you have ever thought about working with animals in a rewarding career, then becoming a member of the veterinary office team could be the path for you! With rising animal populations and a wide variety of health care services available, there is no shortage of jobs in this field.

## The Career

Veterinary assistants perform a variety of tasks, depending on the type and size of the facility that employs them. They tend to the basic needs of the animal patients—health, safety, and nutrition—as well as assist veterinary technicians and veterinarians in the administration of care. Veterinary assistants may also be responsible for maintaining clean office spaces, examination and operating rooms, or animal holding areas; sterilizing equipment and instruments; preparing lab samples under supervision; and performing clerical, administrative, and reception duties.

## Job Opportunities

Veterinary assistants may work on a veterinary team in laboratories, research facilities, animal hospitals, and clinics. Clinics encompass general practices as well as specialty practices, including internal medicine, surgery, dermatology and dentistry.

## Employment Outlook

The employment outlook for veterinary assistants is better than the average for all occupations; the projected job growth in this field is expected to be 10% or higher by 2022 (*Bureau of Labor Statistics 2014-15, Occupational Handbook*). Job seekers who are qualified through their training should have little trouble finding employment.



## What You Can Earn

Many factors are considered when calculating salary for veterinary assistants such as location, type of facility, education level and years of experience. According to the Bureau of Labor Statistics, the median wage for Veterinary Assistants was \$23,130 (or \$11.12 per hour) in 2014.



# A Blackstone Education Provides ...

## Superior Student Services

You are never alone when studying with Blackstone.

Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

## Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

## Thorough Testing

Seventeen multiple-choice exams, chapter self-checks, and a required keyboarding assignment assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

## Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study anytime, anywhere.

## Affordable Tuition

The Veterinary Assistant Program tuition covers your entire program including all textbooks, study guides and study units, exam evaluation services, access to the Online Student Center, and your certificate.

## Financial Assistance

Blackstone serves all branches of the military and accepts 100% tuition assistance for its career training programs. Whether you are in the Air Force, Army, Coast Guard, Marines, Navy or National Guard, you can use Tuition Assistance to pay for your Blackstone education. Military spouses can also enroll using the Military Spouse Tuition Program, which pays 100% of their tuition. Veterans can obtain tuition assistance under the G.I. Bill. Find out today if you are eligible by contacting Blackstone.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 1-800-826-9228 to find out more today!

## Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

## The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

## The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.







# Program Information

## Admission Requirements

Blackstone Career Institute requires a High School or General Equivalency Diploma. Prospective students must also complete the Online Reading Assessment with a grade of 70% or higher.

Prospective students are advised that animal care facilities may have individual requirements for employment, including medical clearances, such as a rabies vaccination.

All applicants must complete and return the Enrollment Agreement along with the required down payment, or enroll online at [www.blackstone.edu](http://www.blackstone.edu). Applications will be processed only if accompanied by the required payment.

## Tuition

The tuition at Blackstone Career Institute is a set fee that covers the entire program described within this publication. The tuition fee can be found on the Enrollment Agreement and includes all textbooks, study guides, access to the Online Student Center, and exam evaluation services, along with your certificate and transcript upon completion.

## Credit for Previous Education

Tuition reduction will be considered for equivalent college coursework earning a B or better completed within two years preceding entrance into Blackstone Career Institute. Determination of credit will be made by Blackstone's Education Department upon receipt and evaluation of an official school transcript and course description prior to enrollment. The amount of financial credit will be determined by program selection. Students are still required to complete all academic exams and assignments, regardless of approved credits.

## Transfer of Credit

Credit transferability is at the discretion of the receiving university or college.

## Duration

Blackstone allows up to one year to complete this career program. An extension may be granted if requested in writing.



## Examinations and Grading

After reading each study unit, students will then complete the required examination through our Online Student Center at [www.blackstone.edu](http://www.blackstone.edu). Students receive instant feedback after submitting their exams, including page references for incorrect answers.

The grading system is as follows:

Letter Grade	Numerical Equivalent
A Excellent	94-100
B Good	86-93
C Satisfactory	78-85
D Passing	70-77
F Failing	Below 70
W Official Withdrawal	See cancellation and termination policy

Your success is important to us. If at any time you need assistance, please feel free to contact us. We will be more than happy to help with any questions you may have about the reading material or problems with any of the exams.



# Program Information *Continued*

## Graduation Requirements and Completion Documents

In order to earn a certificate, a student must achieve a minimum average of 70 percent in the program. Upon successful completion of the program, the student is awarded a transcript and certificate.

A certificate and an official transcript of record are furnished to the student at the conclusion of the course without charge. For additional copies, a nominal fee is charged. Students may print an unofficial transcript from the Online Student Center at any time.

## How to Contact Us

Your success is important to us. If you have a question about your account or need help with your studies, our friendly staff is here to help you. We take pride in delivering outstanding service and our staff can be counted on to assist you in completing your program.

There are two ways to contact us:

1. You may reach us by e-mail at [vetinstructor@blackstone.edu](mailto:vetinstructor@blackstone.edu). Tell us what lesson you are studying, the page number, exam/question number, and how we can help. Please include your Student ID number. Sometimes we have to send questions or requests for information to our outside faculty. In such cases, you may not receive a response for 2–7 business days. Responses generated from our staff are usually sent by the next business day.
2. You may call the school Monday through Friday during the hours of 8:30 am–4:30 pm (EST). If you call after hours, please leave a message with your name, Student ID number, the lesson name, and the page number where you are having trouble or the exam and question number. Also, let us know the best time to call you back. We will try to reach you as quickly as we can. Our phone number is (610) 871-0031. For financial questions about your account, use extension 216.

## Course Interruption

Leaves of absence for a maximum of three months will be granted for good cause. A request should be made in writing to the Student Services Department. A leave of absence does not extend the required time for completion.



## Student Tuition Protection Policy

Blackstone Career Institute is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 5 days from the signature date on your Enrollment Agreement, all monies will be refunded. If you cancel after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of the tuition or \$150, whichever is less, and if applicable, the non-refundable administrative fee. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee, the non-refundable administrative fee, plus a percentage of tuition as follows:

- A. Up to and including 10% of the exams, 10% of the tuition.
- B. After submitting more than 10% up to and including 25% of the exams, 25% of the tuition.
- C. After submitting more than 25% up to and including 50% of the exams, 50% of the tuition.
- D. After submitting more than 50% of the exams, you owe the school the full tuition.

If you choose to cancel and have paid the school more than the amount as calculated above, all excess payments will be refunded. Students who wish to cancel their enrollment with Blackstone and have a balance due, will have their terms payment processed through their existing credit card or e-check account. A reinstatement fee of \$35.00 will be required for the reactivation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. No refunds will be issued after 12 months from the enrollment date.



# Online!

## Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

*Best of All ...*

No Additional Charge  
this is part of your standard tuition!

## System Requirements



**Reliable Internet Connection**



**An Active E-mail Account**



**Speakers/Working Sound System**



**Printer**



**Most recent version of a web browser such as  
Microsoft Internet Explorer, Mozilla Firefox, or  
Google Chrome**



### Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by *G.I. Jobs* magazine as a Military-Friendly School



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