



Dear Student and Parent/Guardian:

Welcome to the Veterinary Assistant Program at the Lancaster County Career & Technology Center. We are Mrs. Feerrar and Mrs. Laukhuff, your instructors for this program. We anticipate having an exciting and academically challenging year learning about the field of veterinary medicine and the multitude of career opportunities available in the animal industry.

Our first day of class for ALL students is Thursday, August 20th, 2026. Classes at the CTC may begin prior to your high school start date. If your high school starts at a later date, **we strongly encourage you to attend classes on CTC's first day**, as this is when instruction will begin, and we will cover a lot of important material early on. Class begins at 8 a.m. every day, with the doors opening at 7:50. Arrival times to the school will vary depending on your transportation. If you drive (or arrive in any way other than a school bus) to school, you will need to be in the classroom by 8:00 a.m. If you ride the bus, you will report to class upon arrival. Bus departure times also vary and they begin heading out for the sending districts at 1:34 p.m. Class dismissal time for anyone not taking the school bus is 2:35 p.m.

Uniforms must be worn every day. Our uniforms are provided through Fully Promoted Lancaster. **You may NOT wear any scrubs that are not the exact brand, style, and color of the Fully Promoted options.** It is recommended that each student orders at least three pairs of uniform pants and at least three tops. There are several optional pieces for layering; sweatshirt, soft zip up, and winter jacket (which can be worn in the classroom if it's chilly) for the colder months. Students are not allowed to wear non- LCCTC sweatshirts or coats over their scrubs during the school day (wearing weather appropriate outerwear to and from school is fine). You may wear any coordinating shirts of your choice under your CTC approved attire.

Fully Promoted Lancaster is located at **155 Rohrerstown Road, Lancaster, PA 17603**. The store hours of operation are Monday-Friday from 9am-5pm. You can contact the staff at Fully Promoted Lancaster with any questions at (717) 399-0204 or at lancasterpa.sales@fullypromoted.com. There is no appointment necessary. Samples are available to try on to confirm your size, as some items like scrubs have unique fits. If you are not sure about your size, please visit Fully Promoted Lancaster for correct sizing. You are encouraged to try on your uniform as soon as you receive them to verify that they fit properly. These items can take several weeks to come in, so please make sure you order them as soon as possible.

As part of your uniform, you will be required to wear sneakers or nursing shoes that are at least 90% black. You are allowed to wear croc/clog type shoes, but they must be black and cannot be open-backed or contain holes. For safety reasons we do not allow necklaces, bracelets, large rings, facial piercings of any kind including nose piercings, tongue rings, ear gauges, bars, etc. Ear piercings may only be a maximum of two small stud type earrings per ear. Additionally, nails must be short, clean, and free of any polish. No artificial nails are allowed. All hair must be of a natural shade. No exceptions will be granted.

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Program textbooks will be supplied and paid for by LCCTC and distributed to the students in the first weeks of school. Please see the list of required and recommended school items, if this is a financial hardship, please let us know as soon as possible. Students will be provided with the opportunity to obtain their OSHA 10 Hour certification. This cost will also be covered by LCCTC.

Students that meet the necessary requirements for clinical placement (teacher recommendation, 90% in Skills, 87% in Theory, 90% in Work Ethic, and no more than 6 combined absences/tardies) will be responsible for their own reliable transportation to and from their site. This will be discussed at length in class closer to the time of externship during the months of April and May. All clinical opportunities are obtained by the instructors and students are placed as the instructors feel is best. **No student is to try to find a place for themselves for the clinical rotation.**

In May, all VA students who pass NOCTI will be able to sit for the optional National Association of Veterinary Technicians in America (NAVTA) endorsed Approved Veterinary Assistant (AVA) exam. The fee for this exam is \$100.00, and the first attempt is paid for by LCCTC. If you pass this exam within NAVTA parameters, you will be an AVA per NAVTA. Please note that additional certifications that may become available to the program and therefore to the student may have a cost associated with them.

Congratulations on being accepted into the Veterinary Assistant Program, we look forward to seeing you all! Feel free to email either of us with any questions but be mindful that we will not be in the office during the summer months and will only be checking our email periodically during that time.

Sincerely,

Mrs. Laura Laukhuff

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Mrs. Lindsay Feerrar

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