

**Articulation Agreement  
Between  
Steel Center for Career and Technical Education  
and  
Pennsylvania Western University**

This agreement, made on this date of final signature, provides a means by which graduates of the Veterinary/Animal Health Technology/Technician and Veterinary Assistant (CIP: 01.8301) Program at Steel Center for Career and Technical Education (Steel Center) can receive advanced standing credit in the Veterinary Technology Associate and Bachelor of Science program offered by Pennsylvania Western University (PennWest).

**I. Principles of Agreement**

- A. A student who has successfully mastered the competencies and skills outlined in the Veterinary/Animal Health Technology/Technician and Veterinary Assistant Program Course Outlines/Competency List (see Appendix A) will be eligible to receive the following college credit upon enrollment in the Biology Department's Veterinary Technology Associate and Bachelor of Science Degree program at PennWest. The student must complete the Steel Center courses below with a B average (3.00 average GPA) or better in all courses, pass the NOCTI Exam with an 80% or above and be recommended by the Steel Center teacher. Credits only, not grades, will be recorded on the PennWest transcript for these courses, so these credits will not be used to calculate the student's university grade point average.

**Steel Center for Career and Technical Education**  
Competency List (B average-3.00 GPA)

**Pennsylvania Western University**  
VETT 1010, Intro to Veterinary Tech. 3 cr.

- B. To participate in this program, a student must apply and be admitted to PennWest within two years of completing the Steel Center Program. During the application, Steel Center students must submit their PennWest admission application complete with all required components, a recommendation from the Steel Center teacher, and a signed Letter of Intent (see Appendix B) to the following address: (Denise Zimcosky: 250 University Avenue, California, PA 15419 Box 37).
- C. Steel Center and PennWest agree to market this program. Steel Center will promote and market the program to students, guidance counselors, teachers, and administrators in their sending schools. Students' parents will be informed about the availability of the program through appropriate channels. PennWest will assist Steel Center in marketing the program at the secondary level. Steel Center will provide PennWest with opportunities to promote and market their department options to students in the program, parents, guidance counselors, teachers, and administrators.
- D. This articulation agreement and awarding of credit is acceptable up to two years after the student has graduated from Steel Center. Students who apply for credit after the two-year period must be able to document that they have been employed or are currently working in an area related to their Steel Center program of study.

- E. To ensure that students entering the Biology Department schedule appropriate courses, the student must contact an academic advisor in the Department of Biology each semester to assist in making the most advantageous course selections.
- F. Steel Center and PennWest agree to notify each other immediately of any modification in the courses, curriculum, competency lists, or any aspect of the articulated programs during the term of this agreement.

## **II. Mutual Terms and Conditions**

- A. *Term of Agreement.* The term of this Agreement shall be one year from the date of execution and will be reviewed annually for accuracy. This Agreement may not exceed a period of one (1) year.
- B. *Termination of Agreement.* Either party may terminate this Agreement for any reason with ninety (90) days' notice. In the event of a substantial breach, either party may terminate this agreement upon the occurrence of the breach by written notice that may be less than 90 days. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to PennWest under terms of this agreement, but not yet enrolled in classes.
- C. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination and related procedures to insure that students enrolled at PennWest are afforded the protections of Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990.
- D. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- E. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- F. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
- G. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

**IN WITNESS WHEREOF**, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

For Steel Center for Career and Technical Education:



Mr. Kevin E. Rice  
Executive Director

For Pennsylvania Western University:



~~Dr. Daniel Engstrom~~ Dr. Brenda Fredette  
Interim Provost & Vice President for Academic Affairs

Approved as to Form and Legality:

\_\_\_\_\_  
University Legal Counsel

\_\_\_\_\_  
Date

## **Appendix A**

**Veterinary/Animal Health Technology/Technician and Veterinary Assistant (CIP: 01.8301) Program  
(See attached)**

**Appendix B**  
**Student Letter of Intent to enter Pennsylvania Western University**

I plan to enroll at Pennsylvania Western University (PennWest) upon completion of the Steel Center for Career and Technical Education (Steel Center). I understand that my signature on this letter entitles me to advanced standing credit for courses completed at Steel Center as outlined in the articulation agreement between Steel Center and PennWest. I am familiar with the terms of the Agreement between Steel Center and PennWest including the following requirements and conditions:

I must successfully master the competencies and skills outlined in the Veterinary/Animal Health Technology/Technician and Veterinary Assistant (CIP: 01.8301) Competency List with a B average (3.00 GPA) or better in all courses and be recommended by the Steel Center teacher. I agree to the release of my grades and academic performance records by Steel Center to PennWest.

I must apply and be admitted to PennWest within two years of completing the program at Steel Center. Credits only, not grades, will be recorded on the PennWest transcript, so these credits will not be used to calculate the student's university grade point average.

The agreement and awarding of credit are acceptable up to two years after I have graduated from Steel Center and the awarding of credits included in this agreement may only be applied at PennWest and the Biology Department. I understand that the credits awarded in this agreement may not be accepted by or applicable to other degree programs at PennWest and that PennWest does not guarantee that the credits earned under this agreement will be transferable to another college or university.

_____ Parent/Guardian Name (Print)	_____ Student Name (Print)
_____ Parent/Guardian Signature	_____ Student Signature
	Address _____ _____
Date _____	Phone _____

*Complete and mail a PennWest admissions application along with this Letter of Intent and a recommendation from the Steel Center teacher, to:*  
*Denise Zimcosky*  
*ATTN: Steel Center-Biology Department's Veterinary Technology Program Agreement*  
*Pennsylvania Western University-California*  
*250 University Ave, Box 37*  
*California, PA 15419*

## Competency Task List – Secondary Component

### Veterinary/Animal Health Technology/Technician and Veterinary Assistant CIP 01.8301

High School Graduation Years 2022, 2023, 2024

#### 100 Orientation and Safety

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
101	Differentiate between the tasks and roles of veterinary team members.		
102	Differentiate between the professions within the veterinary industry.		
103	Differentiate between the areas within the veterinary facility.		
104	Recognize normal and abnormal animal behavior patterns.		
105	Follow personal safety measures, including personal protective equipment (PPE).		
106	Identify potential zoonotic diseases.		
107	Follow isolation procedures.		
108	Differentiate between disposal of various types of hazardous material.		
109	Practice sanitation and disinfection techniques within the veterinary facility.		
110	Follow OSHA standards.		
111	Solve basic medical math necessary for the profession.		
112	Comply with veterinary practice, local, state, and federal laws.		

#### 200 Office and Hospital Procedures

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
201	Greet clients.		
202	Schedule appointments.		
203	Prepare forms and certificates.		
204	Admit a patient.		
205	Discharge a patient.		

206	Perform basic filing and retrieving of medical records.		
207	Perform basic veterinary medical record keeping procedures.		
208	Use veterinary software programs.		
209	Utilize veterinary medical terminology and abbreviation.		
210	Invoice, bill, and collect payment on account procedures.		
211	Answer and direct phone calls.		
212	Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel.		
213	Request and transfer records to and from other veterinary facilities.		
214	Manage basic inventory supplies and restock shelves, e.g., office supplies, retail supplies.		

### 300 Communications and Client Relations

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
301	Use verbal and written client communication.		
302	Follow ethical rules of conduct in the veterinary profession.		
304	Demonstrate knowledge of the human-animal bond.		
305	Demonstrate professional appearance and language in the workplace.		
306	Use electronic devices/communications according to workplace policies, e.g., cell phone usage, text messaging, social networking, digital photography.		

### 400 Pharmacy and Pharmacology

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
401	Recognize legal issues involving all controlled and non-controlled drugs.		
402	Differentiate between the various pharmaceuticals and their classifications.		
403	Interpret the terminology of a prescription.		
404	Differentiate between over the counter and prescription drugs.		
405	Formulate a prescription label with all necessary components.		

406	Prepare and package dispensed drugs.		
407	Store, handle, and dispose of drugs according to manufacturer's directions.		
408	Apply inventory control techniques.		
409	Reconstitute vaccines and follow proper protocols.		
410	Differentiate restraint techniques according to routes/methods of drug/vaccine administration.		

## 500 Examination Room Procedures

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
501	Place small animals in and remove from cages.		
502	Place and restrain small animals on tables and floor.		
503	Apply dog and cat commercial muzzle.		
504	Apply dog gauze muzzle.		
505	Apply Elizabethan collar.		
506	Apply restraint pole.		
507	Demonstrate standing, sitting, lateral, sternal, and dorsal restraint positions.		
508	Demonstrate restraint techniques for femoral, cephalic, jugular, and saphenous veins on a dog and a cat.		
509	Identify situations requiring alternative restraint techniques, e.g., ringworm, geriatric, ectoparasite infestation.		
510	Determine and record temperature, pulse, heart rate, respiration, body condition score, and patient weight.		
511	Identify common AKC dog breeds and CFA cat breeds.		
512	Identify the gender of cats and dogs.		
513	Identify small animal nutritional requirements, e.g., AAFCO, prescription diet, dry matter basis calculations.		
514	Take animal history and report chief complaint (SOAP format).		



## 600 Small Animal Nursing

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
601	Provide routine record keeping and observation of hospitalized patients.		
602	Utilize terminology, illustrate the structure and function, and describe common diseases of the sensory system.		
603	Utilize terminology, illustrate the structure and function, and describe common diseases of the integumentary system.		
604	Utilize terminology, illustrate the structure and function, and describe common diseases of the skeletal system.		
605	Utilize terminology, illustrate the structure and function, and describe common diseases of the muscular system.		
606	Utilize terminology, illustrate the structure and function, and describe common diseases of the respiratory system.		
607	Utilize terminology, illustrate the structure and function, and describe common diseases of the circulatory system.		
608	Utilize terminology, illustrate the structure and function, and describe common diseases of the immune system.		
609	Utilize terminology, illustrate the structure and function, and describe common diseases of the digestive system.		
610	Utilize terminology, illustrate the structure and function, and describe common diseases of the urinary system.		
611	Utilize terminology, illustrate the structure and function, and describe common diseases of the endocrine system.		
612	Utilize terminology, illustrate the structure and function, and describe common diseases of the reproductive System.		
613	Utilize terminology, illustrate the structure and function, and describe common diseases of the nervous system.		
614	Monitor/restrain patients for fluid therapy and record observations.		
615	Administer oral medication to a dog and a cat.		
616	Administer ear medication to a dog and a cat.		
617	Administer eye medication to a dog and a cat.		
618	Follow patient treatment plan.		
619	Locate and lay out materials needed for bandage application.		

620	Select, identify, and use grooming equipment.		
621	Comb and brush patients.		
622	Clean external ear canals.		
623	Trim nails of a patient.		
624	Identify location of and problems associated with anal glands.		
625	Bathe a patient.		
626	Dip a patient.		
627	Prepare food according to treatment plan.		
628	Clean and disinfect a kennel and cage.		
629	Provide care and maintenance of nursing equipment.		
630	Identify procedures and process of euthanasia and postmortem care.		
631	Evaluate capillary refill time (CRT) and assess normal mucous membranes.		

## 700 Surgical Preparation and Assisting

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
701	Prepare surgical equipment and supplies.		
702	Sterilize instruments and sanitize supplies.		
703	Operate and maintain autoclaves.		
704	Identify common instruments.		
705	Identify common suture materials, types, and sizes.		
706	Assist with preparation of patients using aseptic technique.		
707	Assist with positioning of surgical patients.		
708	Assist with post-operative patient care.		
709	Maintain the surgical log.		
710	Maintain proper operating room conduct and asepsis.		
711	Perform post-surgical clean up.		
712	Fold surgical gowns and drapes.		
713	Maintain operating room sanitation and care.		
714	Clean and maintain surgical instruments.		

## 800 Laboratory Procedures

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
801	Collect voided urine samples.		
802	Determine physical properties of urine, including color and clarity.		
803	Prepare urine sediment for microscopic examination.		
804	Identify common blood tubes used in veterinary medicine.		
805	Prepare supplies for blood collection.		
806	Set up a packed cell volume (PCV).		
807	Set up a sample using a refractometer.		
808	Assist in preparation of specimen staining techniques.		
809	Collect voided fecal samples for examination.		
810	Prepare a fecal direct smear for analysis.		
811	Prepare a fecal flotation for analysis.		
812	Prepare a fecal centrifugation for analysis.		
813	Identify external parasites, e.g., mites, lice, fleas, ticks.		
814	Assist with necropsy procedures.		
815	Identify the state-level requirements for rabies suspects.		
816	Handle disposal of deceased animals.		

## 900 Radiology and Ultrasound Imaging

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
901	Practice radiological exposure protocol.		
902	Assist the veterinarian and/or technician in diagnostic imaging including, restraint, preparation, positioning of patients, and processing images.		
903	Care for radiology equipment and maintain quality control.		
904	Maintain a radiology log.		

<sup>1</sup> Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_