



Volunteer Hours Form

Documented 40-Hours Volunteer/Work Experience at a Veterinary Practice OR Equivalent Activities

*To be completed and emailed by the **Veterinary Clinic/Facility (NOT by the applicant)** to
vt@saskpolytech.ca*

*Documentation is considered **INVALID** unless submitted directly by the clinic.*

Objectives:

- To orient individuals applying for admission to the Veterinary Technology Program to the veterinary industry and scope of practice of veterinary technology.
- To ensure that applicants are aware of the academic, physical, emotional and teamwork demands of the veterinary technologist's role in a veterinary practice in order to build longevity in the profession.

Applicant Instructions:

- Volunteer hours must be completed within 5 years of expected entry to the program. Volunteer hours must be completed and this form received by Enrolment Services before August 1st of the year of expected entry to the program. For example, if applying for September 2025 entry, volunteer hours must take place between September 1st 2020 and August 1st, 2025. Volunteer hours can be completed after completing Step 1 of the application process.
- Volunteer hours must be completed at 1 clinical practice. This is to ensure there is adequate time to become oriented in a meaningful way. Employment hours may be counted towards the require 40-hours; however, there must be orientation to the role of the veterinary technologist in clinical practice for employment hours to count.
- This document must be printed and provided to your clinic. The completed documentation must be submitted by the clinic to SaskPolytech. To check that this form has been received by Registration Services, log into your Sask Polytech user account.
- A list of Saskatchewan veterinary clinics is available at the SVMA website:
(<https://svma.ca.thentiacloud.net/webs/svma/register/#>).

Clinic Information/Instructions:

- Applicant volunteer hours are independent of Sask Polytechnic. Applicants are not covered by Sask Polytech insurance while completing their volunteer hours.
- This form may be signed by either a licensed veterinarian or Registered Veterinary Technologist at the practice. Hours should accurately reflect activity in the clinic that is directly monitored by a veterinarian or Registered Veterinary Technologist.
- Where volunteer hours are denied or the clinic refuses to complete this form, the clinic is requested to inform the applicant the reason why.
- **Submit completed form to vt@saskpolytech.ca on or before August 1st of the expected year of program entry.**

Equivalent Activities:

- To capture the breadth of career opportunities available to individuals with Veterinary Technology training, and to accommodate applicants unable to access a veterinary clinic for geographical or other reasons, the following activities are accepted in lieu of hours in a veterinary practice:
- Up to 2 hours for attending any ONE of the following career counselling sessions:

- **Saskatchewan Association of Veterinary Technologists (SAVT) career orientation session.** This is an evening session organized by the SAVT and Sask Polytech Veterinary Technology Program. All applicants will be contacted by the Veterinary Technology program once the sessions are made available (expected for July). *The SAVT will supply Sask Polytech with a list of attendees for application purposes for this activity. *This session may not be available from year to year.*
 - **Spotlight on Careers (Agriculture/Veterinarian/Veterinary Technology)** run by Saskatoon Industry Education Council (SIEC). This is a program operated in conjunction with schoolboards and participants are oriented to post-secondary training for animal-related careers. A signed letter/certificate of participation from SIEC with the applicant's name and date of participation is required. Letter must be sent directly by SIEC to vt@saskpolytech.ca.
 - **Individual career counselling with a veterinarian or Registered Veterinary Technologist.** Orientation to the western Canadian veterinary industry and/or the scope of practice of a registered veterinary technologist as provided through a series of in-person or distance communications. A signed letter from a veterinarian and/or registered veterinary technologist registered with the Saskatchewan Veterinary Medical Association (SVMA) is required that includes the following: their name, type of practice and name of work place; your name; a brief description of the type of interaction and statement from the veterinarian/RVT stating that you have discussed the academic requirements, scope of practice and career expectations of an RVT. Letter must be sent directly by the veterinarian/RVT to vt@saskpolytech.ca.
- Up to a total of 20 hours can be completed through the following:
 - **Agriculture, livestock, animal bioscience education** (10 hours per 30 credit units towards a Bachelor in Agriculture, BSc Animal Bioscience, BSc Ecology). Successful completion of credit units must be documented in official transcripts with name of degree and discipline of study (major) indicated. Discipline of study (major) can also be documented in the form of a letter from the department head.
 - **Agriculture work/volunteer experience (up to 20 hours).** Hours must be conducted in one of the following: swine production facility, dairy farm, cow-calf facility, feedlot, poultry barn. Also applicable are: employment in an equine boarding facility, leading a 4H group. There must be some introduction to types of work available to RVTs in the specific industry and/or work with a veterinary practitioner at the site. A signed letter on official letterhead or with the name of the production facility/farm must be provided. The letter must include the following: type of facility, number of animals, number of hours completed, the period during which the hours were completed, the type of volunteer/work completed, the name of the owner and contact information. There must be a statement of how the volunteer/work experience gives insight into a career in veterinary technology. Hours logged must involve hands-on activity/participation with animal-related work, including animal husbandry, animal handling.
 - **Animal research volunteer/work experience (up to 20 hours).** Hours must be conducted in a laboratory that conducts research involving animals. Species may include rodents, rabbits, ferrets, fish, large animals and/or wildlife species. The research facility must be Canadian Council of Animal Care-certified. A signed letter on official letterhead must be provided by head of the laboratory or animal care unit. The letter must include your name, the number of hours completed, the period during which hours were completed, the type of volunteer/work completed, type of species worked with, and type of participation with each species.
 - Up to 40 hours can be completed through the following:
 - **Veterinary outreach programs such as Canine Action Project clinics, WCVN LaRonge Northern Project, Canadian Animal Task Force (CATF; formerly known as the Alberta Spay Neuter Task Force).** Hours can be conducted at one clinic or over a number of clinics. A signed letter from the project lead or medical director is required that includes the following: their name, dates of clinics attended, location of clinic(s) attended, a brief description of your role at the clinic. Letter must be sent directly by organization to vt@saskpolytech.ca.
 - **Combined clinic/shelter work at a shelter or humane society with an operating in-house clinic (e.g., Regina Humane Society).** Where the applicant completes a minimum 20 hours of clinical volunteer at a clinical practice located *within* a shelter or humane society, the remaining 20 hours can be completed in the shelter portion of the facility. Submit the documentation of clinic-based hours and describe shelter component under "Other/Comments".

Documented 40-Hours Volunteer/Work Experience at a Veterinary Practice

*To Be Completed and Submitted by the **Veterinary Clinic/Facility (NOT by the applicant)** to **vt@saskpolytech.ca** (due August 1st of expected year of entry).*

Applicant Name:	
Veterinary Clinic:	
Clinic Address:	
Clinic Email:	
Clinic Phone:	
Clinic website:	
Volunteer Dates*:	

**Must be within 5 years of expected admissions date.*

Please "✓" which activities, duties, experience or observations have been completed by the applicant:

	Animal Restraint	Husbandry, Cleaning Kennels	Small Animal Exams	Large Animal Exams	Euthanasia	Reception, Client Communication	Anesthesia /Surgery /Dental	X-Ray, Diagnostics
Participated:								
Observed:								
Discussed:								
Other/Comments:								

This is to certify that the above-named applicant has spent _____ hours (number of hours required as part of the applicant's application) at the clinic either participating in and/or observing the role of a veterinary technologist. I feel that he/she was exposed to the daily routine of a veterinary facility and the roles and responsibilities of veterinary team members and has a good understanding of the roles and responsibilities of a veterinary technologist.

Veterinarian/RVT Name (***Please Print***): _____

Veterinarian/RVT Signature: _____

Date: _____