

VETERINARY PRACTICE MANAGEMENT Certificate

ADMISSIONS GUIDE



ABOUT THE PROGRAM

If you have an associate or bachelor's degree, this certificate can help boost your veterinary practice management skills. This program is applicable toward the formal education requirements for the Certified Veterinary Practice Manager (CVPM) program offered by the Veterinary Hospital Managers Association (VHMA). You take courses in personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

ADMISSIONS REQUIREMENTS CHECKLIST

Term	Applications Accepted	Application Review	Student Notified by Email: xxxxxx#@live.spcollege.edu
Fall: August	January 1 – July 31	ongoing	July 1 – August 1
Spring: January	August 1 – December 31	ongoing	November 1 – January 6

- ☐ **New** students must complete the St. Petersburg College Admission Application and pay the non-refundable fee. **Returning** students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. [Admissions and Readmissions](#)

A secondary Health Program Application is required for limited access Health Programs (link below)

- ☐ Submit official, unopened (sealed) high school or GED transcripts indicating completion of a standard high school diploma or equivalency. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- ☐ Submit official, unopened (sealed) transcripts from all regionally accredited college(s) and/or universities currently or previously attended. We do not accept unofficial copies or official copies that have been opened. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- ☐ Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Academic Standing may have an impact on admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. [Academic Standing Policy](#)
- ☐ Submit official transcripts showing an Associate degree or higher from a regionally accredited college or university.
- ☐ Submit the Baccalaureate Health Programs Application: [Baccalaureate Health Program Application](#)

*St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment.
For additional information visit www.spcollege.edu/eaao*

Program Information and Schedule

- If you have an Associate or Bachelor's degree, this certificate will help increase your veterinary practice management skills.
- This program is applicable toward the formal education requirements for the Certified Veterinary Practice Manager (CVPM) program offered by the Veterinary Hospital Managers Association (VHMA).
- Our online program means you do not have to give up your job to finish the degree.

Selection Criteria and Admissions

- **All application requirements must be satisfied by the closing of the application window.**
- The Veterinary Practice Management Certificate program will accept applications continually throughout the year. Please apply once your prerequisite coursework has been completed and posted to your SPC transcript. All qualified students will be admitted and will be eligible to enroll in the following semester.

Estimated Cost

*Tuition <i>Based on 21 upper division online credits</i>		Textbooks	Total
Florida Resident:	\$2,954.70	\$1,000.00	\$ 3,954.70
Non-Florida Resident:	\$ 9,319.59	\$1,000.00	\$10,319.59

- * Tuition is estimated using the Florida residency rate of \$122.70/credit hour. Non-resident rate is \$425.79/credit hour. Amount shown includes student access fee of \$3/credit and online fee of \$15/credit

Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact Accessibility Services at (727) 394-6289 or visit <http://www.spcollege.edu/accessibility>

Questions can be directed to HealthAdvising@spcollege.edu
Please be sure to include your name, student number and academic program/degree.

VETERINARY PRACTICE MANAGEMENT CERTIFICATE

MAJOR CORE COURES A grade of "C" or higher is required.	Credits
ATE 3052 Veterinary Technology: From Success to Safety	3
ATE 3316 Finance for the Veterinary Manager	3
ATE 3344 Supervision in the Veterinary Hospital	3
ATE 3515 Legal & Ethical Issues in Veterinary Technology	3
ATE 4317 Veterinary Hospital Management	3
ATE 4319 Veterinary Hospital Marketing	3
ATE 4854 Leadership in Veterinary Technology	3

To view Program of Study, please refer to [Veterinary Practice Management Certificate](#) >COURSES tab > View Program Requirements