



SCHOOL OF HEALTH SCIENCES

VETERINARY MEDICAL ASSISTANT PROGRAM

Career Investigation Report



Guidelines

It is essential that the applicant investigating the Veterinary Medical Assistant Program has a clear understanding of the educational program as well as the responsibilities of Veterinary Medical Assistant professionals. This questionnaire allows you to detail how you came to the decision that you are serious about becoming a member of this profession. Include as much relevant information as possible using ONLY this form and complete all sections.

Please submit a typed Career Investigation Report; handwritten submissions will be rejected. Once you have completed the report, you must send it to the Registrar's Office, along with your official transcripts, to be added to your admissions file. Applications to the program will not be considered for admission until all required supporting documentation has been received in the Registrars' Office, **no later than August 12th**.

You can submit your Career Investigation Report by uploading a saved copy through the My NAIT Portal. For detailed instructions on how to submit your Career Investigation Report online, please visit www.nait.ca/careerinvestigation. In this case you do not need to sign the last page of the form. Alternatively a printed and signed hard copy of the report can be submitted in person or by mail to the Registrar's Office at the address below:

Office of the Registrar
11762-106 St. NW, Suite 1000
Edmonton, AB T5G 3H1

Name: _____ Date: _____



Section 1:

In order to prepare your career investigation report, the following activities are suggested.

1. Program information sessions at NAIT:
 - Check the website at www.nait.ca/infosessions.htm for information on when they are offered.
2. Tour a Veterinary clinic:
 - Spend at least one half day in a veterinary clinic or related veterinary business.
3. Others:
 - Attend NAIT Open House in the fall.
 - Attend a local career fair. Meet with a career/guidance counselor. Visit related facilities and specialized practices.
4. For further information, contact the associate chair at 780 378 6907 or email lglasier@nait.ca

It is important that those applying to the Veterinary Medical Assistant program have a clear understanding of what is involved in both the educational program and in the career of veterinary medical assistant. This questionnaire is used as one component of the standardized selection process. Use the questionnaire to investigate both the program and the career. All applications, official transcripts, and career investigations must be received in the registrar's office by August 12th. It should be noted that the VMA program registers students by means of first qualified first accepted; therefore, early submission of documents is recommended.



Section 2 continued:

6) Did you visit a veterinary related business as part of your career investigation within the past 12 months?

Yes No

If yes give details:

Location: _____

Date: _____

Time spent: _____

Activities: _____

Name of Official Personnel: _____

Contact Telephone Number: _____

7) Did you visit NAIT as part of your career investigation within the past 12 months?

Yes No

If yes which activities were you involved in?

Career Information Session Date: _____

Individual Career Counseling Date: _____

Open House Date: _____

NAIT program information received Date: _____

Internet (please list sites)

Other (please give details)



8) From whom have you obtained information? Please give names, professional affiliation, dates and places of employment (if applicable).
(1100 Character limit)

9. Do you have any previous experience or skills that may be relevant to this profession? If yes please give details below.

Yes

No

10. Do you have any previous education or course that may be relevant to this profession? If yes please give details below?

Yes

No

11. Is there anything more that you would like to tell us?
(600 Character limit)



Section 3:

How did you learn about the VMA Program at NAIT?

Website

Information week at NAIT

NAIT open house

Newspaper ad (*please specify*)

Friend

Other (*please specify*)

As part of the Veterinary Medical Assistant Certificate Program, I understand that I will be required to complete a practicum. Further, I understand that the practicum may be in a location other than Edmonton and that I am responsible for any costs related to my practicum.

Yes

No

The VMA program has one intake each year, at the Edmonton Main Campus (September start).

APPLICANT'S CHECKLIST

In order for your application to be processed all of the following must be completed and submitted:

Apply online to the NAIT Veterinary Medical Assistant Certificate Program through APAS

Enclose a complete and current Career Investigation Form

If you attended high school or a post-secondary institution outside of Alberta, you must request an official transcript to be sent to the Registrar's Office as soon as grades are available. If you attended high school or a post-secondary school within Alberta, your transcripts will automatically be requested through APAS.

By checking this box I certify that I completed this form in my own words. I recognize that if I have plagiarized or provided any false information in any part of this document, I will forfeit my admission to the Veterinary Medical Assistant Certificate program.

A signature is not required if this form is submitted electronically through the [MyNAIT Portal](#)

Signature: _____ Date: _____