

VETERINARY PRACTICE MANAGEMENT, ADVANCED TECHNICAL CERTIFICATE

Program Code: VPTC
Meta-Major: HSCI
Location(s): Online
Delivery Method(s): Online
Previous Degree Required: Associate Degree
Eligible for Financial Aid: Yes
Additional Limited Access Application Process Required: No
Program Testing Requirements:
Classification of Instructional Programs (CIP) Code: 018301
Florida Department of Education CIP Code: 0301830166

The Veterinary Practice Management Applied Technical Certificate aligns with the education requirements of the Veterinary Hospital Manager Association (VHMA) examination for Certified Veterinary Practice managers. Students will cover areas of personnel management, accounting and finance, marketing, legal requirements, and budgeting and planning.

Students completing the ATC may apply for the Board exam for Certified Veterinary Practice Management (CVPM) from the Veterinary Hospital Managers Association (VHMA) after completion of the following requirements:

- Active employment as a practice manager for a minimum of three years within the last 7 years
- Completion of 48 hours of continuing education in management
- Four letters of recommendation

Students should have earned an Associate in Science degree in Veterinary Technology or Veterinary Nursing from a regionally accredited institution. Other students with an associate's degree¹ and a strong science background, who wish to be considered for the program, must meet with the Program Manager. [Visit the program page for more details and how to apply](#) or call (321) 433-7575.

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Students must have an AS or AAS to be eligible to be enrolled in an ATC program.

Certificate Requirements

Code	Title	Credit Hours
Major Courses		
ATE 3316	Financial Management of the Veterinary Practice	3
ATE 3344	Human Resource Management of the Veterinary Practice	3
ATE 3516	Veterinary Law and Ethics	3
ATE 4314	Marketing of the Veterinary Practice	3
ATE 4317	Principles of Veterinary Management	3
ATE 4812	Veterinary Management Capstone	4
Total Credit Hours		19

Learning Outcomes: Veterinary Practice Management

1. Use practice management skills to address a veterinary practice issue
 - *Core Ability Supported: Think Critically and Solve Problems*
2. Use communication skills to conduct effective employee termination or hiring
 - *Core Ability Supported: Communicate Effectively*
3. Analyze a case study of a possible breach of veterinary ethics
 - *Core Ability Supported: Model Ethical and Civic Responsibility*
4. Develop a marketing plan for a veterinary practice
 - *Core Ability Supported: Work Cooperatively*