



# Credentialed Veterinary Technician Education Reimbursement Program

## Program Overview for Hospital Leaders

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### Overview

WellHaven is excited to offer the Credentialed Veterinary Technology Education Reimbursement Program for eligible team members within the WellHaven Family of Hospitals.

The goal of this program is to further expand development opportunities for team members, and to support increased utilization and career pathing!

For questions regarding this reimbursement program, email Kara M. Burns, Director of Veterinary Nurse Development at [kara.burns@wellhaven.com](mailto:kara.burns@wellhaven.com).

### Program Structure

This program is a partnership with shared, equal expenses among 1) WellHaven, 2) the sponsoring hospital (where the participating team member is employed), and 3) the participant.

See the *Reimbursement Terms* section in this document for all the details provided to candidates when they apply.

### Additional Support for Participants

WellHaven's Directory of Veterinary Nurse Development, Kara M. Burns, is serving as a coach for participants in the program. The purpose of this added benefit is to pair participants with an experienced veterinary technician to offer additional support in knowledge/skill development and create networking opportunities.

**The time commitment from participants is one (1) hour each quarter (per calendar year) for either a 1-to-1 or small group coaching with Kara Burns.**

See the *Education Completion & Credential Terms* section in this document for all the details provided to candidates when they apply.

### Applicant Eligibility

Candidates are eligible to apply if all of the requirements are met:

- Team member is pursuing a CVT/LVT/RVT credential.
- Have been accepted to an AVMA CVTEA-accredited Veterinary Technology program.
- Have been employed with WellHaven for at least 90 days at the time the application is submitted.
- Employee classified as Full-Time working 30+ hours per week.
- Not currently on a Performance Improvement Plan (PIP) or have not received employment disciplinary action within the last six (6) months.



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### Which Programs Qualify?

The Veterinary Technology program must be accredited by the [AVMA CVTEA](#).

- [Accredited distance programs](#)
- [Accredited programs by state](#)

**Please note:** This specific reimbursement program focuses on and promotes Veterinary Technology education and obtaining credentials as a CVT/LVT/RVT. However, if hospital leaders would like to inquire if another program within our industry is eligible for a similar reimbursement structure please contact Kara Burns, Director of Veterinary Nurse Development, at [kara.burns@wellhaven.com](mailto:kara.burns@wellhaven.com).

### Candidate Selection

**Hospital leaders identify candidates for consideration for the reimbursement program.**

Principal Doctors and Practice Managers will be required to submit an electronic signature on the candidate's online application to confirm approval and endorsement.

Final selection of participants may be competitive depending on the number of applicants vs. number of spots available at the current time.

- Hospital leaders should endorse the most committed and motivated candidates since there may be limited availability.
- The quality of an applicant's essay will heavily impact selection when there are more applicants than spots available.
- After a candidate submits an application, they will be notified whether or not they were selected to participate in the reimbursement program within two (2) weeks.
- If an applicant is not selected to participate at this time, we will retain their application and notify their hospital leadership if a spot becomes available in the future.
  - If the applicant is interested at that time and hospital leadership approves them participating, we will have the applicant re-confirm all eligibility requirements are met (via email confirmation).

### Sharing Information with a Candidate & How They Apply

Once you identify a candidate for the program, you can use the information contained in this guide to lead a conversation and share program details.

This information is also available for candidates to review and download prior to completing an application. The program details and online application can be found here:

- [Credentialed Veterinary Technician Education Reimbursement Program Overview & Application](#)



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### Applicant Essay Requirement

All applicants must upload an essay when they submit their application.

The essay should be 1-2 pages (double-spaced) and should describe the following:

- How the applicant became interested in the veterinary field
- How long the applicant has worked within the veterinary field and what roles they've held
- Any additional education, experience, volunteering or training they've had to further their skills and/or knowledge (formal or informal training)
- How this education and obtaining a CVT/LVT/RVT credential will help support their goals and help support their hospital

**Essays should be formatted using complete sentences, paragraph structure, and spell checked for grammar as typically required by educational programs.**

### Program Terms

When filling out an application, candidates will be asked to acknowledge they understand the following *Reimbursement Terms* and *Education Completion & Credential Terms*. If selected to participate, participants will receive a letter to sign to confirm their participation that also includes agreeing to these terms.

### Reimbursement Terms

**Structure:** This reimbursement program is a partnership with shared, equal expenses among 1) WellHaven, 2) the sponsoring hospital (where the participating team member is employed), and 3) the participant.

### Reimbursement Amounts

- The **maximum reimbursement for eligible expenses submitted is two-thirds (2/3) the eligible amount** and the participant is responsible for one-third (1/3) of incurred expenses.
- Participants are eligible for a **maximum reimbursement of up to \$5,000 for qualifying expenses over the course of the entire program.**

### Qualifying Expenses

- Qualifying expenses for reimbursement include program **tuition and required textbooks only** for the Veterinary Technology program the participant is enrolled in.
  - No other expenses are eligible for reimbursement (e.g. school fees, exam certification fees)

### Reimbursement Process

- Expense reimbursement is requested through the [standard WellHaven reimbursement process and form](#), which includes:
  1. Filling out the standard form each time expenses are submitted



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2. Providing detailed paid receipts/invoices
  3. Submitting expenses **within 60 days of the expense being incurred** (per IRS requirements)
- If a participant is on a tuition payment plan with their school, the standard WellHaven reimbursement process still applies (submitting the form with detailed receipts and within 60 days of the expense incurring).
  - Expenses eligible for reimbursement must be **incurred after acceptance** into this reimbursement program.
    - This reimbursement program is not retroactive for anyone that started their education prior to acceptance (per IRS requirements for expense reimbursements to be submitted within 60 days of the expense incurring).
  - Participants must **notify their Practice Manager each time they submit an expense** reimbursement form so their hospital leadership is aware of the amount being submitted for recordkeeping (overall program reimbursement is tracked by WellHaven's Finance team).

### Education Completion & Credential Terms

- Participants must complete their educational program within four (4) years of their start date.
- Participants must pass the Veterinary Technician National Exam (VTNE) and receive their state credential (CVT/LVT/RVT) within one (1) year of completing their educational program.
  - The [VTNE](#) is administered during three exam windows each year.
- Participants commit one (1) hour each quarter (per calendar year) to participating in either a 1-to-1 or small group coaching session with Kara Burns. This is not paid time.

### Repayment Due to Not Completing Education or Length of Employment Post Program

- The full amount reimbursed (up to \$5,000) will be repaid to WellHaven should a participant not successfully complete and pass the educational program (with program diploma and/or certificate issued) and pass the VTNE to obtain their credential.
  - Participants agree to notify Kara Burns immediately if they voluntarily withdraw from their school program.
- The full amount (up to \$5,000) will be repaid to WellHaven should a participant voluntarily leave the Company before one full year (12 months) after receiving their credentials (CVT/RVT/LVT).
- If one of these situations occurs where monies need to be repaid to the Company, the participant agrees to repay these monies on or before their last day of employment.
  - All or part of these monies can be repaid through the participant's final paycheck, with their written authorization. Otherwise, a certified check will be required.