***Vet Tech Program Teaser – Email Template 1***

**Subject Line:** Coming Soon… The Penn Foster + [YOUR COMPANY NAME] Vet Tech Scholarship Program

**Body:**

[FIRST NAME],

Have you been thinking about becoming a certified vet tech? Then we have great news for you. We’re excited to announce that this fall we’ll be offering employees the opportunity to become a **certified veterinary technician**! We’re partnering with Penn Foster College to offer you the chance to earn your degree online, at home or on the go.

Penn Foster offers an AVMA-CVTEA accredited Veterinary Technician program. Learn more about Penn Foster and the benefits of becoming a certified veterinary technician by viewing this infographic.

**CTA: VIEW INFOGRAPHIC**

We’re thrilled to be offering our employees this type of opportunity and will continue to share information about how to enroll in the upcoming months.

Sincerely,

[SIGNATURE]

***FAQ Information – Email Template 2***

**Subject Line:** Learn More: Details on the [YOUR COMPANY NAME] + Penn Foster Vet Tech Associate Degree Program

**Body:**

Hello, everyone!

At [YOUR COMPANY NAME], we recognize the immense value veterinary technicians add to our practices, and we want to do everything we can to support you and continue to grow our workforce of vet techs. With these goals in mind, we have partnered with Penn Foster College to offer our associates a Veterinary Technician Associate Degree Program with tuition assistance.

**We plan to start taking applications leading up to the launch of the program.** You’ll see more about the program in the coming months, but we wanted to share with you some details on questions you may already have.

**What is it?**

The Penn Foster Veterinary Technician Associate Degree program is an online, AVMA-CVTEA accredited program offering you the opportunity to become a credentialed veterinary technician. The online aspect of the program allows you the study at your own pace and when is convenient for your schedule – the program can be accessed 24/7 from any computer or mobile device. Two required externships also offer students hands-on learning experiences to apply their skills. After finishing the four-semester program, associates will be eligible to sit for the VTNE. [Read more about the program](http://www.pennfoster.edu/programs-and-degrees/veterinary-studies/veterinary-technician-associate-degree).

**What is the cost?**

Penn Foster’s Veterinary Technician program normally costs $6,940. [YOUR COMPANY NAME] is offering a scholarship program that enables associates to complete their degree and pass the VTNE sponsored by [YOUR COMPANY NAME].

**How does tuition assistance work?**

* [INCLUDE DETAILS ABOUT REIMBURSEMENT OR SCHOLARSHIP PROGRAM]

**How do I pay?**

* [INCLUDE DETAILS ABOUT REIMBURSEMENT OR SCHOLARSHIP PAYMENTS]

**Who is eligible?**

* Non-credentialed\* veterinary assistants, advanced patient care associates, client care coordinators, and client service representatives
* Employees must be continuously employed by [YOUR COMPANY NAME] for a minimum of six months, working 30 hours a week and be in good standing
* Interested associates must get approval from their hospital administrator or practice manager, and must be continuously employed with [YOUR COMPANY NAME] throughout the program to receive tuition reimbursement

\*Associates with a valid LVT/CVT/LVMT/RVT who did not attend school to obtain their license are not eligible

**How long do I have to complete the program?**

* Semesters are self-paced, but to receive all reimbursements, all four semesters must be completed within five years

**What if I’m already enrolled in a Penn Foster program?**

* Associates are eligible for tuition assistance for each semester they enroll in the program through [YOUR COMPANY NAME]. However, semesters completed outside of this plan are not eligible for retroactive tuition benefits

If you have questions, please reach out to your hospital manager for additional information or visit the [YOUR COMPANY NAME] intranet.

Sincerely,

[SIGNATURE]

***Coming Soon “One Week Out” – Email Template 3***

**Subject Line:** Coming Soon: Application Opens Next Week for Penn Foster Vet Tech Associate Degree Program

**Body:**

[FIRST NAME],

In just one week, the application process will open for our all-new Veterinary Technician Associate Degree Program in partnership with Penn Foster College! In an effort to support the growth and development of our associates, we are proud to have scholarships available for this program.

This AVMA-CVTEA accredited program offers you the opportunity to receive the highest quality training for your career with the flexibility of online learning. As a credentialed veterinary technician, you can expand your ability to provide exceptional care to patients and take the next step in your career.

Want to learn more about how the Penn Foster Veterinary Technician Program works? Click below to watch an introductory video to the program:

**CTA: WATCH NOW**

Stay tuned for instructions next week on how to access the application and get started with ease. If you have any further questions, please reach out to your practice manager on how you can take advantage of this new opportunity.

Thank you!

[SIGNATURE]

***Application Open Announcement – Email 4***

**Subject Line:** NOW OPEN!Apply for the Penn Foster Veterinary Technician Program

**Body:**

Good morning!

I am excited to announce that the application process for the [YOUR COMPANY NAME] + Penn Foster Veterinary Technician Associate Degree Program is now open! To apply for the opportunity to earn your Veterinary Technician Degree online with the support of [YOUR COMPANY NAME], click below:

**CTA: APPLY NOW**

You can also easily access the link to the program application [INCLUDE HYPERLINK] through the [YOUR COMPANY NAME] intranet. Prior to beginning your application, please prepare the following information to submit:

* Official copy of your high school diploma
* [ADDITIONAL REQUIREMENT]
* [ADDITIONAL REQUIREMENT]

Still undecided on whether or not to take the next step in your career? Hear from Penn Foster College graduates directly about their experience in the veterinary technician program and why they decided to pursue their degree in the video below:

**CTA: WATCH VIDEO**

If you have any further questions, please reach out to your hospital manager for additional information.

Thank you!

[SIGNATURE]