



Preliminary Application Procedure

- The first step in acquiring a Service Dog for America (SDA) service dog is for the applicant to download and print out a preliminary application form from the SDA website at www.servicedogsforamerica.org.
- Preliminary Application forms are reviewed on a monthly basis, and if the application meets SDA criteria, a letter will be sent with a full application for placement consideration.

Full Application and Review Procedure

- The **completed** full application packet, including all necessary signatures, is then returned to SDA, along with a non-refundable \$50.00 application fee.
- The applicant identifies individuals to act as a sponsor for the potential service dog team.
- SDA's Medical Review Team will meet and review full applications on a quarterly basis. SDA will share the full application with the review team, which includes the following volunteer professionals:
 - Medical doctor
 - Licensed psychologist
 - Registered nurse
 - Veterinary doctor
 - Special needs educator
 - SDA trainer
 - SDA board member
 - SDA executive director (non-voting)

Role of Team Sponsor

Each team is required to have a sponsor. This is not a financial sponsor, but rather a mentor who will look after the best interest of the dog and report back to SDA. The sponsor has to be one or more individuals outside the handler's immediate family that agrees to periodically check on the status of the team.

The sponsor is not asked to intervene or take action unless an emergency exists or concerns arise that may include:

- Dog is not being cared for properly, including veterinary care and vaccinations;
- Dog is not being used as per the contract, including established safekeeping practices;
- Handler is not following training protocols;
- Handler is experiencing additional medical/mental issues that place the dog at risk;
- Handler talks of surrendering or otherwise giving up the dog.

Interview and Wait List Procedure

- Following the review team's receipt of and review of the application, the applicant will be notified by mail that the documentation is complete and that she/he should contact SDA's client coordinator and make an appointment for a personal interview.
- SDA's client coordinator will conduct interviews either at the SDA Campus or in the candidate's home. If deemed an appropriate candidate for a service dog, the individual will be placed on the SDA waiting list. The candidate will remain on the waiting list until such time as a suitable dog has been chosen for him/her. SDA's client coordinator will then contact the candidate about scheduling a time to come to campus for training.



Pre-Placement Procedure

Prior to arrival at the SDA Campus, the following documents must be signed and returned to SDA's client coordinator:

- Sponsor Contract
- SDA Candidate Bill of Rights
- SDA Confidentiality Policy
- SDA Voluntary Photo and Audio Release Form
- SDA Voluntary Release to be Interviewed by Assistance Dogs International Accrediting Team
- Waiver of Liability Form
- EMT-Medical Release Form
- SDA Service Dog Agreement
- SDA Financial Agreement
- Seizure Action Plan (if applicable)

Candidate Travel Team Training Fees and Procedure

- Two fully-furnished guest homes are available for candidates on campus for Team Training and the cost of lodging is included in the cost of the dog.
- If candidates prefer not to stay on campus, special arrangements for off-campus accommodations will need to be approved by SDA prior to arrival.
- All candidates will be required to **successfully complete** a three-week Team Training Course, as specified by SDA.
- All candidates traveling to the Jud, ND area will be responsible for arranging their own transportation and attendant care (if necessary).
- Candidates must make arrangements to obtain their own groceries while on campus.
- Each candidate must be prepared to meet his/her own financial needs during training, including outings and unique equipment need or modifications. We recommend no less than \$100 be set aside for this purpose.
- Individual needs, such as personal care attendants and other individuals in the supportive role are the responsibility of the candidate.
- Candidates with electric wheelchairs must plan on bringing/arranging for a manual wheelchair in the event of an electric wheelchair malfunction.

Team Training Procedure

- Course Fees: (Payable upon arrival to campus).
- Service Dog Team Training Course: The course, equipment fee and team manual are \$500 for the training course.
- Candidates are required to attend all training sessions, classes, lectures, and field trips. Absences may result in transfer of a candidate to another class, or mandatory make-up training time.
- Family members and friends are encouraged to accompany the candidate and may be invited from time to time to participate and observe some of the training sessions.



Placement Interruption Procedure

- SDA is involved with the Team for the “life of the dog.” SDA reserves the right to deny an applicant or terminate a placement and reestablish responsibility &/or ownership at any time before or during the Team Training or after graduation. Grounds for termination include, but are not limited to:
 - A candidate fails to handle an assistance dog according to SDA requirements;
 - A candidate fails the Public Access Test
 - A candidate handles his or her dog in an abusive or negligent manner.
 - SDA has grounds to believe the dog will not be able to meet the candidate’s needs;
 - The placement would jeopardize the dog’s health, safety, or well-being.
 - A candidate becomes unable to care for the dog for any reason
 - The dog is not being used as intended
- Completing the Team Training Course does not guarantee you will leave SDA’s campus with a service dog.

Public Access Test and Certification Procedure

- A passing score on the Public Access Test is required in order for the candidate/dog team to be certified and for the candidate to take possession of the dog.
- 80% accuracy is required on the Public Access Test. Absences and scores below 80% will require a make-up test.

Post Placement Procedure

- After graduation, graduates will be expected to provide on-going information regarding the dog’s work habits and public behavior. Graduates will be expected to make themselves available for aftercare calls, and are required to meet SDA’s criteria for team certification renewal.
- Graduates will be expected to sign a release form with their mental health provider, giving SDA limited access rights to contact them quarterly for the purpose of follow-up and to document any improvements in physical, emotional and social interactions as a result of a service dog.
- Failure to be compliant with required follow up could result in repossession of service dog or declined successor dog placement.

All applicants will be considered regardless of race, gender, religion, creed, sexual orientation and ethnic origin.



Before continuing with the preliminary application process, please understand that Service Dogs for America (SDA) is only able to serve individuals who fulfill the following requirements:

- Applicant must be 8 years of age or older and of the developmental capacity to handle a service dog independently.
- Applicant must **fully** complete the SDA Service Dog application package, including a financial worksheet and all necessary releases and signatures as outlined in “Procedure for Application for a Service or Mobility Assist, Seizure or Diabetic Response, PTSD and/or Facility Dog” – **OR** – “Procedure of Application for a Successor Dog.”
- If applying for a PTSD service dog, I must have a PTSD diagnosis (from a qualified and licensed mental health professional) and be actively engaged in therapy for minimum of one year for my PTSD.
- Applicant must participate in at least one interview with an SDA representative.
- Applicant must demonstrate proficiency in handling a service dog at home and in a variety of public environment while managing the dog’s safety, behavior and working skills.
- The applicant may require assistance from another person in order to maintain the health and grooming needs of a service dog.
- Applicant must demonstrate a genuine need for the services of an assistance dog.
- Applicant must give proof of the financial resources required to meet the feeding and veterinary care of the dog.

Also, please note that completion of the full Application/Interview process **does not** guarantee that an applicant will be placed on the active waiting list; it **MUST** go before SDA’s review team to be tentatively approved.

SDA reserves the right to deny an applicant acceptance based on:

- Applicant’s unrealistic expectations of an assistance dog’s capabilities.
- Approved successor dog clients have priority over first time applicants.
- Current numbers of applicants already on waiting list.
- Current resources available to SDA to manage waiting list in a timely fashion.
- Current number and types of dogs available for training and placement.
- A candidate fails to handle an assistance dog according to SDA requirements.
- A candidate fails the command/task demonstration and public access test.
- A candidate handles his or her dog in an abusive or negligent manner.
- SDA has grounds to believe the dog will not be able to meet the candidate’s needs.
- The placement would jeopardize the dogs’ health, safety or well-being.

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APPLICANT INFORMATION

Date:		Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	
First Name:	Middle Initial:	Last Name:	
Name of Parent or Guardian (if applicable) and Relationship to Applicant:			
Age of Applicant:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	
Address:			
City:	State:	Zip:	
Home Phone:	Cell Phone:		
Email:			
Work Phone:	Occupation:		
Have you ever served in the US Military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Military Service:		
Date of Discharge:	Nature of Discharge:		

DESCRIPTION OF PERSONAL NEEDS (Facility Dog applicants proceed to the bottom of page 2)

Please describe your disability. Include specific information regarding your diagnosis, prognosis, and any limitations. List any secondary physical and/or psychological diagnoses.

What type of service dog would meet your needs?

<i>Emergency Medical Response Dog - Seizure Response</i>
<i>Emergency Medical Response Dog - Diabetic Alert (Type 1 Diabetes Only)</i>
<i>Psychiatric Service Dog - Post-Traumatic Stress Disorder (PTSD Only)</i> <small>(To apply for a PTSD Service dog you must have an official PTSD diagnosis AND be actively engaged in mental health therapy for PTSD for at least one (1) year, <u>minimum</u>)</small>
<i>Mobility Assistance Dog</i>
<i>Facility Dog (Facilities, Organizations, Businesses Only)</i>
<i>Courthouse Dog (Courthouse Dog Programs Only) Application of Interest <u>Only</u> for Courthouse Dog Program Coming Soon!</i>

Explain why you need a service dog. Include specific tasks you need a service dog to perform to mitigate your disability.

THIS SECTION FOR FACILITY AND COURTHOUSE DOG APPLICANTS ONLY – Describe facility needs and tasks required of dog.

Ability to provide daily training, attention and care:		
<i>A service dog needs daily training, attention and care.</i>	Yes	No
Do you have time to spend with the dog?		
Are you able to exercise and toilet the dog, multiple times per day?		
Are you able to take the dog to the veterinarian?		
Are you able to groom the dog?		
Are you able to clean up after the dog goes to the bathroom?		
Will your service dog accompany you to work?		
Will your service dog accompany you on vacations?		
How many hours a day will your service dog be alone? _____ hours/day		

Please indicate that you have read and agree to the following statements by placing your initials in box provided.	
	If I should get approved to receive a service dog from Service Dogs for America, I will be required to travel to SDA's campus in Jud, ND for three weeks (minimum) of training, at my own expense.
	I understand the cost of a service dog from Service Dogs for America is \$20,000. There are grant and fundraising opportunities available. Grants are awarded on a first come, first served basis.
	I understand I must have a medical diagnosis (from a licensed and qualified medical professional) that warrants placement of a service dog. If applying for a PTSD service dog, I must have PTSD diagnosis (from a qualified and licensed mental health professional) and be actively engaged in therapy for a minimum of one year for my PTSD.
	I understand the estimated yearly cost of caring for a service dog is roughly \$2,500 and I understand I am responsible for those expenses.
	I understand if approved for a service dog from Service Dogs for America, I will be subject to a criminal background check and home visit prior to the dog being placed in my care.

I attest that the above statements are true and factual to the best of my knowledge. I consent to a criminal background check.

Signature: _____ Date: _____
 (Signature of Parent or Guardian, if applicable)

All applicants will be considered regardless of race, gender, religion, creed, sexual orientation and ethnic origin.

PLEASE MAIL, EMAIL OR FAX THE COMPLETED PRE-APPLICATION FORM TO:

Service Dogs for America | 920 Short Street | Jud, ND 58454

Phone: 701-685-2242 | Fax: 877-783-6953

Email: info@servicedogsforamerica.org | Website: www.servicedogsforamerica.org