



PROCEDURE OF APPLICATION

FOR A SERVICE OR MOBILITY ASSIST, SEIZURE OR DIABETIC RESPONSE, PSYCHIATRIC, AUTISM AND/OR THERAPY DOG

Pre-Application Procedure

- The first step in acquiring a Service Dog for America (SDA) Assistance Dog is for the applicant to download and print out a preliminary application form from the SDA website.
- Preliminary application forms are reviewed every sixty days, and if it meets SDA criteria, a letter will be sent with a full application for placement consideration.

Full Application & Review Procedure

- The **completed** full application package, including a financial worksheet and all necessary releases and signatures, is then returned to SDA, along with a non-refundable \$50.00 application fee.
- SDA reviews full applications in March and September of each year. The full application, reference letters and medical records are shared with SDA's review team, which includes the following professionals:
 - Medical Doctor
 - Licensed Psychologist
 - Licensed Veterinarian
 - Special Needs Educator
 - SDA Trainer
 - SDA Board Member
 - SDA Executive Director

Interview & Wait List Procedure

- Following the review team's receipt of and review of the full 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 the first interview over the phone, followed by interviews either at the SDA Training Center or in the candidate's home. If deemed an appropriate candidate for an Assistance 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 attending an upcoming Team Training Class.

Pre-Placement Procedure

- Prior to arrival at the SDA Campus, the following documents will be mailed must be signed and returned prior to arrival:
 - SDA Candidate Bill of Rights
 - SDA Confidentiality Policy
 - SDA Voluntary Photo and Audio Release Form
 - SDA Standards for Assistance Dog Partners
 - Release of Liability Form
 - EMT – Medical Release Form
 - SDA Service Dog Agreement
 - SDA Financial Agreement

Candidate Travel and Lodging Fees & Procedure

- Candidate Apartment Fees: (payable upon arrival to campus) Two fully-furnished apartments are available for candidates on campus for Team Training, and an additional \$525 will be added (21 days in total x \$25 a night).
- If candidates prefer not to stay on campus, special arrangements for off-campus accommodations will need to be approved by the trainer prior to arrival.
- All candidates travelling to the Jud, ND area, will be responsible for arranging their own transportation and attendant care.
- 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.

Team Training Procedure

- Course Fee Deposit: (payable 30 days prior to arrival)
Service Dog Team Training Course: The course, equipment fee and team manual deposit is \$500 and is non-refundable for the three-week Team Training course.
- All candidates will be required to **successfully complete** a three-week Team Training Course, as specified by SDA.
- Candidates are required to attend all classes, lectures and field trips. Absences beyond one day may result in transfer of a candidate to another class, or required make-up training time.
- Family members, friends, and personal care attendants are encouraged accompany the candidate and may be invited from time to time to participate and observe some of the training sessions.

Placement Interruption Procedure

- SDA reserves the right to deny an applicant or terminate a candidate's placement at any time before, during the Team Training or after graduation, and grounds for termination include:
 - 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.
- Completing the Team Training course does not guarantee you will leave SDA's campus with a service dog.

Public Access Test & Certification Procedure

- Candidate must comfortably handle and demonstrate all of the tasks his/her new canine partner was trained to perform for the candidate.
- 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 dogs' work habits, public behavior and veterinary records. Graduates will be expected to make themselves available for aftercare calls, and are required to meet SDA's criteria for team certification renewal.

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