



## **Application Review Policies**

The following policy has been set forth by Assistance Canine Training Services (ACTS) to provide applicants with a clear understanding of the application and placement process and what is expected.

ACTS provides service dogs for mobility and facility dogs for individuals working with populations that may benefit from animal assisted therapy.

### **Service Dog Applicant Required Qualifications**

1. All applicants must be 9 years of age or older.
2. Children 9-16 years must have an adult handler to support the dog and complete team training.
3. All applicants must have a qualifying mobility disability.
4. All applicants must show an ability to handle a dog.
5. All applicants must show an ability to care for a dog.
6. All applicants must show an ability and willingness to use a dog to assist them with daily activities both in the home and in public settings.

### **Facility Dog Applicant Required Qualifications**

1. All applicants must be 21 years of age or older.
2. Applicants must hold a professional degree, certificate, or license in their field.
3. Individuals without professional degrees, certificates, or licenses in their field of choice may apply for a facility dog as a team that will collaborate with professions in that field.
4. All applicants must show proof of employment or proof of volunteer work in the field that will benefit from animal assisted intervention.
5. All applicants must show an ability and willingness to utilize the dogs' skills and specialized training in an integrated program of animal assisted intervention.
6. All applicants must demonstrate a willingness of the applicants' workplace to have formal animal assisted intervention program.

## **Application Process & Requirements**

1. The applicant agrees to provide ACTS with the information required to determine a suitable need for a dog. ACTS agrees to treat all applicant and client information as confidential and with the appropriate safeguards required to protect the applicants' and clients' privacy. (See Confidentiality Policy below)
2. All applicants are considered, regardless of race, color, religion, marital status, sex, national origin, age, or sexual orientation.
3. Applicants may be required to complete a background check.



4. The immediate family of the applicant and the applicant's appropriate support providers must agree to this adoption and to the conditions surrounding this request.
5. Service and Facility Dog applicants must have a fenced yard or some other suitable and safe means of exercising their dog.
6. The applicant must demonstrate the ability and willingness to provide for the dogs, care monetarily including a) The feeding of high-quality dog food. b) The provision of regular veterinary preventative and emergency care. c) The purchase of flea and tick control and heartworm preventative. d) The provision of professional grooming where required. e) The provision of any other medications, treatments, special diets, surgeries, or other necessary care.
7. The applicant must show a willingness to travel to the ACTS Training Facility in Center, Conway, NH for team training. On a case-by-case basis ACTS may be able to provide the service of traveling to the applicant for placement. This service would come at additional expense to the applicant. Team training will consist of one week for facility dogs and two weeks for all other placements. Expenses related to team training (lodging, food, travel, etc.) are the responsibility of the applicant.
8. The applicant must show an ability and willingness to provide the dog with a safe and healthy physical and emotional environment free from hazards and undue stresses, and with the primary living space inside the home.
9. In the case of dogs placed with public access rights, the applicant must show a willingness to maintain the dog's training to a level that is appropriate for public access as defined by the law. During team training, teams that will graduate with public access rights will demonstrate proficiency in the handling of their dog by successfully completing the Public Access Test as set forth by Assistance Dogs International.
10. In the case of dogs placed as facility dogs, the applicants must pass the Canine Good Citizen test as set forth by the American Kennel Club, and some parts of the Public Access Test as set forth by Assistance Dogs International.
11. Service Dog clients agree that if this is a successor dog then the client's existing service dog is fully retired. Retired service dogs cannot attend team training.
12. The applicant must show a willingness to have their dog wear a vest, harness, or equipment identifying their dog appropriately as a service or facility dog, and to carry the ACTS official identification and certification card. Facility dogs may have the option to work without a vest when appropriate.
13. The applicant must participate in follow-up interviews and reporting after placement and must agree to stipulations outlined in their placement contract.
14. The applicant understands that his/her application will not be considered complete until all parts of the application have been submitted and completed including the Application Form, Medical Form (Service Dogs Only), three references, \$100 processing fee (nonrefundable), home visit or video conferencing, and videos provided of home including your yard or area where you will exercise the dog. Facility Dog applicants will also need to provide a video of the workplace.



15. If the application process results in the placement of a dog, ACTS agrees to provide a dog that has been specifically trained for the applicant. ACTS agrees to certify the dog and provide the appropriate equipment. ACTS agrees to provide training and support following placement, and an opportunity to return to ACTS for additional training should it be required. ACTS agrees to give priority to clients seeking successor dogs, and support to clients who wish to retire their current dog.
16. No applicant, student, or graduate shall be required to participate in fund raising or public relations activities without their expressed and voluntary permission.

### **Confidentiality Policy**

All applicants, graduates, and volunteers have the right to expect their personal files will remain confidential and will not be disclosed or available without their express permission. All personal and health information shall remain confidential and will be accessible for review ONLY by the appropriate administrative and training volunteers.

Updated February 2024

Applications/Application Review Policy