



A.C.T.S.

Assistance Canine Training Services

PO Box 52 North Conway, NH 03860

Phone: 781-856-0055

Email: Info@AssistanceCanine.org

Application Review Policies

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

A.C.T.S. provides service dogs for mobility and facility therapy dogs for individuals working with populations that may benefit from animal assisted therapy. Mobility dogs include dogs for individuals in wheelchairs, and with other mobility disabilities.

Service Dog Applicant Required Qualifications

1. All applicants must be 16 years of age or older.
2. All applicants must have a qualifying mobility disability.
3. All applicants must show an ability to handle a dog.
4. All applicants must show an ability to care for a dog.
5. All applicants must show an ability and willingness to use a dog to provide them with a better quality of life.

Facility Therapy Dog Applicant Required Qualifications

1. All applicants must be 18 years of age or older.
2. All applicants must show proof of employment or proof of volunteer work in the field that will benefit from animal assisted therapy.
3. All applicants must show an ability and willingness to utilize the dogs' skills and specialized training in an integrated program of animal assisted therapy.
4. All applicants must demonstrate a willingness of the applicants' workplace to have a formal animal assisted therapy program.

Application Process & Requirements

1. The applicant agrees to provide A.C.T.S. with the information required to determine a suitable need for a dog. A.C.T.S. 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)



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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 applicants appropriate support providers, must agree to this adoption and to the conditions surrounding this request.
5. The applicant must have a fenced yard or some other suitable and safe means of exercising a dog.
6. The applicant must demonstrate the ability and willingness to provide for the dogs, care monetarily including: a) The feeding of a 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. d) 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 A.C.T.S. training facility in N. Conway, NH for team training. Team training will consist of one week for facility therapy 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, a safe and healthy physical and emotional environment free from hazards and undo 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 therapy 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. Dog and handler facility therapy dog teams are further encouraged to complete a therapy dog certification test after graduation.
11. 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 therapy dog, and to carry the A.C.T.S. official identification and certification card.



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12. The applicant must participate in follow up interviews and reporting after placement, and must agree to stipulations outlined in their placement contract.
13. The applicant **MUST** attend graduation on the first weekend in May in Conway, New Hampshire. The applicant is required to give A.C.T.S. a \$1,000 check at team training (in addition to the standard fee) that will be placed in escrow and returned to the applicant when they attend graduation.
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: Application Form, Medical Form (Service Dogs Only), three references, \$50 processing fee (non-refundable), and home visit/face time call.
15. If the application process results in the placement of a dog, A.C.T.S. agrees to provide a dog that has been specifically trained for the applicant. A.C.T.S. agrees to certify the dog and provide the appropriate equipment. A.C.T.S. agrees to provide training and support following placement, and an opportunity to return to A.C.T.S. for additional training should it be required. A.C.T.S. 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 and/or