

Thank you for your interest in membership with Alliance of Therapy Dogs (ATD). Qualifications for ATD begin with a friendly dog, any breed or mix, and an owner/handler who has a desire to share their dog with others in a volunteer capacity. Dogs must be at least 1 year of age to be assessed and observed, and the handler must have had a close relationship with the dog for at least 6 months prior to testing.

ATD's process begins with a background check. Given the world today, our focus must be on the safety of our clients and the facilities we visit. These background checks also help keep our insurance premiums low and, thus, keep your yearly fees low.

Once you have completed your background check, you can test with one of ATD's Tester/Observers in your area. You will begin with the Handling Assessment. If you and your dog pass, you move to the next step of three supervised Observations.

In addition to the ATD Member Application paperwork and a successfully completed Sterling Volunteers background check, you must bring the following items to your Handling Assessment and Observations with the Tester/Observer:

- 4-foot or shorter leash and ATD approved collar (see ATD's Important Facts, Rules and Guidelines to Know Before Testing).
- Water for your dog (have available).
- Bag for clean-up (have available).
- Paper towels or towel (have available).

If the Tester/Observer passes you and your dog, your application to become a certified therapy dog team is not approved until the ATD Office reviews, processes and issues your certification. ATD reserves the right to deny, revoke or not renew membership. The following items must be completed and submitted together for review and approval within 6 months of your Handling Assessment:

- Proof that you have successfully completed the Sterling Volunteers background check.
- Completed Member Application and ATD Certification Test.
- Assumption of Risk and Release of Liability form.
- Completed Health Verification Form.
- Signed Rules Review.
- Correct membership fees.

The application, assessment, and ATD's Important Facts, Rules and Guidelines to Know Before Testing (for you to review) are enclosed. A list of the Tester/Observers in your area, the link to begin the background check, and additional information, including a video of ATD's testing, presentations, and forms, are on our website: <a href="https://www.therapydogs.com/join-therapy-dogs/">www.therapydogs.com/join-therapy-dogs/</a>

### We look forward to hearing from you!



## **Your Background Check**

As a volunteer organization, we care about our program and the quality of the individuals who help us. Alliance of Therapy Dogs (ATD) requires a background check for all prospective Members, except Junior Member applicants, prior to being assessed. ATD believes it is an important process to assure we are bringing in Members who are trustworthy.

It has become a norm in our society to have volunteers go through a background check. It will provide the facilities we visit with a sense of comfort that ATD volunteers have been properly screened. Background checks prior to testing will also help to keep ATD's insurance premiums low and, thus, keep your yearly fees low.

ATD has selected Sterling Volunteers to run the background checks on our applicants. The cost for the background check is \$20.00, which also allows you to share the results with other organizations. The first share with one other organization is free. After you complete the background check, ATD will review the results and notify you when you can begin the testing process. You will be sent a letter/email to present to the Tester/Observer who will be testing you and your dog.

You can find information about the process and complete your background check from ATD's website. Here are the steps:

- Go to www.therapydogs.com.
- Click on Join.
- Select Be a Member.
- Scroll down and select Begin your Background Check.
- Follow the directions to provide the necessary information to run the background check.

If you do not have computer access, please contact the ATD Office at 307-432-0272 or 877-843-7364.

Once your background check is completed, you will receive an email confirming your eligibility to take the ATD test. You may then contact a Tester/Observer to begin the ATD Certification Test.

If you still cannot find or did not receive the email, you may present to the Tester/Observer a printout of the first page of the "Confidential Background Check Report" (click the badge on your Sterling Volunteer page to access). If there is any concern about the background check, you will be contacted by ATD for additional information.



Alliance of Therapy Dogs P.O. Box 20227 Cheyenne, WY 82003 307-432-0272 or 877-843-7364

office@therapydogs.com www.therapydogs.com

## Important Facts, Rules and Guidelines to Know

You are responsible for reading and knowing the guidelines below before completing your testing process. In addition, once you pass testing, you will be required to know all the Alliance of Therapy Dogs (ATD) Rules and Regulations in the Member Handbook that will be sent to you. For details on any of ATD's Rules and Regulations, Policies, Code of Ethics, and more, please see the "Member" page on our website, www.therapydogs.com.

#### Items Required on In-Person Visits (in addition to required handler attire and dog equipment):

- Membership card.
- Red heart-shaped ATD identification tag on an appropriate collar, harness, or vest, and 4-foot or shorter leash (the tag should be removed from the dog when not on a visit).
- Written proof of the dog's vaccinations either carried with on the visit, or in the car, and available
  upon request.

#### Handler Attire:

- Sensible, safe walking shoes with backs or a strap around the heel (no flip-flops, high heels, spike heels or shoes without backs).
- No skimpy or tight-fitting attire, including short shorts, tank tops, and bare midriffs.

#### Dog Equipment:

- Permitted equipment: slip, buckle, quick release, martingale, limited slip or any other smooth collars made of chain, nylon or leather; and head and body halters/harnesses made of fabric webbing or leather with metal or plastic buckles.
- The collar should fit snugly enough so the dog cannot easily back out of the collar or slip it off of his/her head. A slip collar should be correctly worn so it releases properly as designed.
- Dogs wearing a body halter/harness, or a head halter must also wear an approved collar. The leash may be attached to the collar, halter, or harness.
- Leashes must be 4 feet in length or shorter and made of material strong enough for the size and strength of the dog. The use of a traffic leash is recommended for large dogs.
- Equipment that is not allowed: Clickers, retractable, slip leashes, elastic/bungee or chain leashes, pinch, prong, spiked or electronic collars and body halters or harnesses fastened with Velcro® or metal clothing snaps.

#### **Visit Start and End Duration:**

- The visit or event begins as soon as you and your dog exit the vehicle and/or step onto the facility property.
- The visit does not end until you leave the facility property.

#### **Only Handlers May Handle Their Dogs:**

- Handlers must never leave their dogs alone with staff, patients, or visitors, or other handlers.
- Dogs must be kept on a 4-foot or shorter leash held only by the Member/handler. The leash must be held by the Member's hand at all times.

#### **Your Dog is Your First Priority:**

- Handlers must have their attention on their dogs for the safety and welfare of their therapy dogs as well as those whom they visit. Do not become so comfortable that you become careless.
- Excuse yourself and your dog from any situation you do not believe will be a positive experience
  for all involved. Never put yourself or your dog in a questionable or threatening situation.
  Handlers should evaluate their dog's health and attitude, as well as their own, prior to every visit.
- Be alert to signs of stress in your dog and yourself. Monitor the body language of your dog for signs of stress, including, but not limited to: Excessive panting, licking, jumping or climbing on you for security, hiding behind you, shaking or developing tremors in the body or legs, pressing the ears and tail close to the body, yawning or changing facial expressions, looking for an escape route or doorway, refusing to socialize.

ATD's body language infographic and webinar are available on the website. If your dog is showing signs of stress, it is important to leave the visit immediately.

### **Maintain Control of Dog's Head:**

- Facial kisses are not allowed in front of the human or dog's ears.
- Maintain control of your dog's head at all times when visiting.
   (Examples: Hold the collar, face your dog away from the person, or gently hold their face or chin.)

#### 2-foot Rule:

- Dogs must be kept at least 2 feet from other dogs and animals at all times while on an ATD inperson visit.
- If a dog prefers more than 2 feet, the handler should provide for the dog's needs. You are not covered by insurance if your dog is within 2 feet of another animal, including when posing for photos.

**Treats on Visits:** Treats are not allowed during the Handling Assessment. During the Observations, only the handler may give treats to their dog. Do not allow those you visit to give your dog treats.

### Dogs on Laps and Furniture:

- The ATD Member/handler must know and strictly adhere to the facility policy concerning dogs on any laps and furniture.
- This is for all furniture, including, but not limited to, chairs, couches, wheelchairs, beds, or physical therapy beds or pads. The handler must be in control of the dog's head at all times.
- Dogs over 15 pounds cannot be placed on laps
- Dogs under 50 pound can be placed on occupied furniture.
- All dogs may be placed on unoccupied furniture.

**Photos:** If photos are allowed, members must have an ATD Media Authorization Release Form signed prior to taking any photo which identifies any individual (e.g. face, tattoo, birthmark, scar, etc.). A facility's or organization's media release may not be used instead of the ATD media release.

**Local Groups:** ATD only recognizes individual members and T/Os. There are no ATD-sanctioned local groups or chapters. Individual members may choose to join any local group, as they see fit. ATD Members may visit with teams from other groups and registering organizations.

### A Member in Good Standing Meets the Following Criteria:

- Is current on dues.
- Is not presently suspended from making visits for any reason.
- Abides by the ATD Rules and Regulations.
- Your therapy dog is up to date on vaccines, has had a negative fecal test and an annual wellness exam within the past 12 months.
- Participates in and logs at least 1 in-person visit every 3 months.

These ATD membership requirements are the same for Junior Handlers.



# **2025 Membership Application**

	o 6 months from the date of the Ha n ink   *indicates required informat ndember ID#	ion for membership
Minimum age for regular membershi		
*Full Legal Name:	*Preferred N	ame:
*Mailing Address:		· · · · · · · · · · · · · · · · · · ·
*City:	*State:	_ *Zip Code:
*Phone #:	*Email:	
*Dog's Call Name	*Breed or Mix Type	<b>)</b>
Dog's Date of Birth (if known) _		
I would like a paper copy of the Will you be using your dog in yo Yes No If yes, what is y	Newsmagazine in lieu of a dig our line of work to perform thera	ital copy. Yes No apy dog-type functions?
Alliance of Therapy Dogs (ATD) insur	ance only covers you while voluntee. available through ATD.	ring. Supplemental insurance is
I certify that I have read, and I unthis Membership Application, and by these regulations when working official red heart ATD identification under ATD's insurance while parmisrepresent my therapy dog as planes, restaurants, public building the required annual veterinary cannot be made a with my dog.	d insurance coverage as set for ng with my dog under ATD's na on tag, and I understand that I w ticipating in visits under ATD's a service dog for the purpose on ng, stores, etc., or for any other are as set forth by ATD. I under	th by ATD. I agree to abide me. My dog will wear the will be covered for liability name. I shall not of gaining public access to reason. I agree to provide stand that as an ATD
*Applicant Signature:		_*Date:
*Age of Applicant (if minor) _		
*Signature of Parent/Guardian	n:	*Date:

### The following items are required and must be included for membership:

- Sterling Volunteer Background Check Proof of Eligibility (except junior handlers and current members in good standing)
- Completed ATD Handling Assessment and Observations
- This completed application
- Signed Assumption of Risk and Release of Liability Form
- Signed Rules Review Form
- Completed Health Verification Form
- Fees

Note: A separate set of forms must be completed for each dog/handler team.

Please keep a copy of your application and test forms and send the originals to:

Alliance of Therapy Dogs P.O. Box 20227 Cheyenne, WY 82003 307-432-0272 or 877-843-7364 office@therapydogs.com

You can email the paperwork to: **office@therapydogs.com** We will confirm receipt of and send a link to pay dues online.

If you overnight or express the paperwork, send to: 1919 Morrie Ave, Cheyenne, WY 82001

### **Explanation of Membership Fees:**

• Single membership fee (1 person/1 dog)

One person/dog team is \$ 35 per year New member processing fee is \$ 20 per household

Total due is \$55

• Single membership fee (1 person/2 dogs)

First person/dog team is \$35 per year Additional dog(s) is \$15 each

New member processing fee is \$20 per household

Total due is \$70

• Two people, one household, one dog (2 people/1 dog)

First person/dog team is \$35 per year

Second person in the same household is \$15

New member processing fee is \$20 per household

Total due is \$70

Existing members

Each additional dog or handler in the same household is \$15

You do not pay the membership fee or the processing fee again

• Two members handling the same dog who do not live in the same household

Each will pay the full membership fee of \$35 and \$20 for processing. Each person has their own account and will receive their own member packet and renewal.

• **Supporting membership** (membership without registered dog)

Total due is \$20

One renewal date per household

October through March registrations will renew on January 1 of each year.

April through September registrations will renew on July 1 of each year.



**New Member Health Verification Form** 

Please complete this form prior to arriving at the Handling Assessment of the Certification process. This form must be submitted and current when your complete application is sent to the Alliance of Therapy Dogs Office for processing.

Handler/Prospective Member Name	
Phone # Email	
Owner Name (If not the same as handler)	Owner Phone #
Dog's Name Dog's Date of Birth	n (approximate age if DOB is unknown)
Veterinarian Name	
Veterinarian Address	
Veterinarian City, State, Zip	
Veterinarian Phone	
Datas and Cianatura	a ha Camanlatad bu tha
	to be Completed by the et Clinic Staff Only
	et Clinic Staff Only
Veterinarian or Veterinar	et Clinic Staff Only
Veterinarian or Veterinar	et Clinic Staff Only  (within the past 12 months)  eted (within the past 12 months)  1 year  3 year  iter Level
<ul> <li>Veterinarian or V</li> <li>Date annual wellness exam was completed (</li> <li>Date current negative fecal exam was completed (</li> <li>Date current rabies vaccination was given or Date of Rabies Titer T</li> </ul>	et Clinic Staff Only  (within the past 12 months)  eted (within the past 12 months)  1 year 3 year  iter Level than or equal 0.5 IU to be accepted)  in this clinic, and it is believed that this dog is



**Rules Review** 

(Items to be discussed with the Tester/Observer)

- 1. What are some signs your dog is stressed? What should you do when you see those signs?
- 2. When and how must you hold your 4-foot or shorter leash?
- 3. How do you maintain your membership in good standing?
- 4. What is the Alliance of Therapy Dogs Media Policy if you choose to take photos on a therapy dog visit?
- 5. What are some ways you can maintain control of your dog's head?
- 6. In addition to an approved 4-foot or shorter leash, what must members have with them on a visit?



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## Assumption of Risk and Release of Liability

### PLEASE READ CAREFULLY. THIS DOCUMENT INCLUDES A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS.

The undersigned desires to apply for Alliance of Therapy Dogs ("ATD") membership and otherwise participate in, volunteer at, assist with, or observe ATD events. In consideration of my being allowed to apply for ATD membership and to participate in, volunteer at, assist with, or observe ATD events, including but not limited to ATD Certification and ATD Observations, I agree as follows:

I understand the inherent dangers of handling dogs in settings with people and with other dogs and I recognize the importance of following safety rules in all situations. I understand that I am responsible for reading, understanding, and following all applicable ATD rules. I understand that, even with the strict observance of event rules and safety rules, injury to myself, my dog, and my property is still possible.

I assume all risks and responsibility for the safety of myself, my dog and my property, as well as the safety and property of any dog, spouse, dependent, minor child, or any other person who accompanies me.

I UNCONDITIONALLY RELEASE, HOLD HARMLESS, and AGREE TO **INDEMNIFY** ATD and all of its directors, officers, agents, employees, members, sponsors, contractors, related parties, and other affiliates (collectively, "Releasees") from all claims, demands, costs and expenses (including attorneys' fees) and causes of action whatsoever, either in law or in equity, arising out of or in any way connected with any loss, damage, bodily injury, disability, illness, or death sustained by me, my dog, my property or any dog, spouse, dependent, minor child, or other person who accompanies me, including any such person's property, arising from my participation in ATD events or activities.

I FURTHER UNCONDITIONALLY AGREE TO RELEASE, HOLD HARMLESS, and INDEMNIFY the Releasees for all claims, demands, costs and expenses (including attorneys' fees) and causes of action whatsoever, either in law or in equity, arising out of or in any way connected with any loss, damage, bodily injury, illness, disability, or death sustained by any third parties or such third parties' property during ATD events or activities as a result of my failure to follow any and all ATD rules.

I agree to pay ATD's reasonable costs and attorneys' fees incurred to enforce this Release. I consent to the state courts of Laramie County, Wyoming, having exclusive venue and jurisdiction over any dispute arising from or in connection with this Release.

I understand this Release shall be binding on me, my personal representatives, heirs, successors and assigns. I agree that if any part of this Release is found not to be legally binding, then all other parts of this Release shall be binding and continue in full force and effect.

I have read the contents of this Release, am fully informed of its contents and affirm that I understand its contents. I have signed this Release voluntarily. In addition, I assume responsibility for my physical fitness in regard to my ability to perform the functions required for ATD events and activities.

I am of lawful age and legally competent to sign this Release. If I am signing for a minor, I am a parent or legal guardian of the minor.

To your knowledge, has this d	log ever bitten a	person?	
Yes (Date of bite If yes to this question, the members		ease. Contact the ATD Office.	
Are you the owner of this dog	? Yes No	_ Dog's name	
Have you had a relationship was the standard of the standard for the stand	•	_	No
Prospective Member/Applican	t Signature	Date Signed	
Print Full Legal Name		Date of Birth	
Address Code	City	State	Zip
Signature of Parent or Legal G	Guardian (If appli	 icable)	

The prospective member must sign this document before assessment. A release for each handler/dog team must be returned with ATD Certification and Member Application to the ATD Office.



### **2025 Certification Test**

Must be received by the Office within 6 months from the date of the Handling Assessment

Applicant Full Legal Name: Dog	g's Call Name:
Is this the first time being assessed with this dog for ATD?  If assessed before, please indicate the approximate previous assess	
The Alliance of Therapy Dogs Certification Test may be taken no more than with at least 30 days in between tests. Falsification of any information will result to the Test:  Proof that you have successfully completed the Sterling Volunteers backgory A completed, veterinarian signed/stamped and dated Health Verification For A completed, signed and dated Assumption of Risk and Release of Liability Each Handler/Dog Team Must Pass All Sections of This	sult in membership denial.  ground check  Form  ity form.
Observed in Stroller: ☐ Yes ☐ No	
Handling Assessment Sections 1-9  1. Handlers attention to instructions: Handler arrived at assessment approlation of the following required items:  Did the handler bring an approved collar for the dog?	Yes  No  No  No  No  No  No  No  No  No
2. Initial Meeting: Was the handler in control? Were the handler and dog polite? Was the dog corrected or redirected for inappropriate behavior? Was the dog praised for good behavior Was the dog clean and well groomed?  □ Pass □ Fail Comments or, if needed, areas for improvement:	

3. Canine-human Behavior: Friendly Stranger  Dog held, lifted, carried and/or in stroller for assessment*	
4. Physical Handling of the Dog and Dog's Responses:  Dog held, lifted, carried and/or in stroller for assessment*	le le
5. Handler Control of Dog with Loose Leash:  Dog held, lifted, carried and/or in stroller for assessment*	_
6. Canine-canine Behavior: Never allow the dogs to be closer that 2 feet or to stare at another do Dog held, lifted, carried and/or in stroller for assessment*	g.

7. Dog's Apparent Responsiveness:  Did the dog demonstrate a willingness to participate in the exercises?
8. Does the handler have the ability to safely handle this dog?  Pass Fail Comments or, if needed, areas for improvement:
9. Did the handler follow your instructions during the handling portion of the assessment?  □ Pass □ Fail  Comments or, if needed, areas for improvement:
Date of Handling Assessment: □ Pass □ Fail
Tester Signature:
Tester Name (print):
Comments or, if needed, areas for improvement:
Accoment for an Everation 2 Ver - No
Assessment for an Exception?

<sup>\*</sup> Any dog that might be held, lifted or carried during visits must also perform the exercise held by the handler.

<sup>\*\*</sup> A dog too short to be reached for petting must have its front legs lifted or propped up for this exercise.



Applicant Full Legal Name:	Dog's Name:
<ul> <li>Minimum of 3 Observations required.</li> <li>Maximum of 4 allowed.</li> <li>Two Observations must be done at a medical of All Observations must be conducted on 3 (or 4).</li> <li>Please use the comment section for all exceptions.</li> </ul>	) different days.
Observation 1:  Type of facility used for Observation	ifted, carried and/or in stroller?. ☐ Yes ☐ No or NA dog? ☐ Yes ☐ No
Needs improvement (If yes, list improvement needed in Fourth Observation required (If yes, indicate why in cor	n comments below.) □ Yes □ No
Observation 1:	] Pass
Comments or, if needed, areas for improvemen	nt:
Observer Signature:	Date:
Observer Name (print):	
Observed in stroll	er: □ Yes □ No



Applicant Full Legal Name:	Dog's Name:
<ul> <li>Minimum of 3 Observations required.</li> <li>Maximum of 4 allowed.</li> <li>Two Observations must be done at a medical of All Observations must be conducted on 3 (or 4).</li> <li>Please use the comment section for all exceptions.</li> </ul>	different days.
Observation 2:  Type of facility used for Observation	fted, carried and/or in stroller?. ☐ Yes ☐ No or NA log? ☐ Yes ☐ No
Needs improvement (If yes, list improvement needed in Fourth Observation required (If yes, indicate why in con	comments below.) ☐ Yes ☐ No
Observation 2:	] Pass □ Fail
Comments or, if needed, areas for improvemen	nt:
Observer Signature:	Date:
Observer Name (print):	
Observed in strolle	er: □ Yes □ No



Applicant Full Legal Name:	Dog's Name:
<ul> <li>Minimum of 3 Observations required.</li> <li>Maximum of 4 allowed.</li> <li>Two Observations must be done at a medical of All Observations must be conducted on 3 (or 4).</li> <li>Please use the comment section for all exceptions.</li> </ul>	) different days.
Observation 3:  Type of facility used for Observation	ifted, carried and/or in stroller?. ☐ Yes ☐ No or NA dog? ☐ Yes ☐ No
Needs improvement (If yes, list improvement needed in Fourth Observation required (If yes, indicate why in cor	n comments below.) □ Yes □ No
Observation 3:	⊒ Pass □ Fail
Comments or, if needed, areas for improvement	nt:
Observer Signature:	Date:
Observer Name (print):	
Observed in stroll	er: □ Yes □ No



Applicant Full Legal Name:	Dog's Name:	
<ul> <li>All Observations must be</li> </ul>	ns required.  e done at a medical care facility.  conducted on 3 (or 4) different days.  section for all exceptions or stating observed dog in stroller.	
Observation 4 (if needed):		
• •	on ☐ Medical ☐ O	
Does the handler have the ability	n the dog was held, lifted, carried and/or in stroller?. □ Yes □ No o to safely handle this dog? □ Yes □ tions? □ Yes □	No
•	les and Regulations during this Observation? ☐ Yes ☐	
Did the handler arrive with the pro	per approved equipment for the Observation? $\square$ Yes $\square$	No
· ·	ness to participate in the exercises? $\square$ Yes $\square$	
•	down and begin to respond? ☐ Yes ☐ No c	
	ance or stress during the Observation? □ Yes □ to safely interact with people in animal-assisted functions.	No
	☐ Yes ☐ I	۷o
	Observation 4: □ Pass □ Fail	
Comments or, if needed, are	as for improvement:	
Observer Signature:	Date:	
Observer Name (print):		
	Observed in stroller: ☐ Yes ☐ No	