



Application Checklist for Dog Therapy Team

- ♥ **NOTE:** Every person who will be a handler for a dog must submit a completed **Control Evaluation, Supervised Visits Log, Visit Evaluation, and Membership Application.**
- ♥ All forms, photos, and checks must be sent together, in the same packet (except for email headshot of dog.) **Please keep copies of all of your forms, applications, etc. for your records and in case of lost or damaged application packets.** Incomplete applications and/or incorrect fees are the most common reasons for membership applications to be delayed or returned.
- ♥ **Applications may take 6-8 weeks for processing.**

Please read and double-check the instructions on each form!

Questions? Call Love on a Leash at (760) 740-2326
or email at info@loveonaleash.org

Checklist:

- Completed **LOAL Control Evaluation**
The Control Evaluation and the Visit Evaluation must be done by two different evaluators.
- Completed **Supervised Visits Log**
Only one hour per day is allowed to be counted for the minimum ten hours.
- Completed **Visit Evaluation**
The Control Evaluation and the Visit Evaluation must be done by two different evaluators.
- Complete **Membership Application packet (all 12 pages)** of the application are required). All documents must be completed and submitted within one year from date of Control Evaluation.
A Junior Handler application must include Junior Handler Release Agreement.
- Include with your application, two (2) full-body **photographs** of the dog (for LOAL to keep on file).
- Email a headshot of your dog's face for his or her ID card to info@loveonaleash.org. Please send photo in portrait orientation. In your email, include your name, your pet's name, phone number, and address.

Send the above with a check for the appropriate fees and membership dues (applicant will be responsible for any service charges or fees incurred from a returned check) to:

**Love on a Leash
PO Box 4548
Oceanside, CA 92052-4548**

Thank you!



Evaluator Guidelines for CONTROL Evaluation for Dogs

- ♥ This evaluation for dogs must be administered by a Certified Behaviorist, Certified Dog Trainer, Certified Obedience Instructor, or AKC approved Canine Good Citizen Evaluator, and is to be fully and successfully completed **before** going on any supervised visits. The Control Evaluation and the Visit Evaluation must be administered by two different evaluators.
- ♥ Candidates for membership cannot evaluate their own pets.
- ♥ Your pet must be a minimum of one year old before beginning the certification process. If a rescue, re-homed or career change pet, it is strongly recommended you take a minimum of 6 months to bond with this pet and get to know its reactions in various situations.
- ♥ The LOAL Control Evaluation is to test the temperament of the dog and the amount of control that the handler has in various situations. These guidelines are meant to give the evaluator objective criteria and to make the test as consistent as possible in all parts of the country.
- ♥ All parts of the evaluation should be performed with the dog on a four foot leash. If the dog shows aggression towards any person or dog, the evaluation should be stopped and the dog disqualified. The handler may talk to the dog and encourage him, but **no treats** may be used during the evaluation. Additionally, no prong, pinch or electronic collars, of any kind, may be used

1. I have read and will abide by the LOAL Evaluator Guidelines, accompanying this form, when evaluating this team.

As an evaluator you have a responsibility of deciding whether or not this team is ready to begin their supervised visits. By signing off on a team you are acknowledging that the team has satisfactorily performed all required tasks on the Love on a Leash Control Evaluation. Be sure to include your CGC Evaluator # (if applicable) and include a business card in case you need to be contacted by National Love on a Leash.

2. Is the dog able to do a sit, lie down, heel with people close by, and come when called while on a leash?

The dog must sit and lie down at the handler's command. The handler may repeat the command, but no more than two times. It must be obvious that the dog is responding to the handler's command. A hand signal may be used, but no force, such as pulling down on the leash or pushing the dog into position. The dog should stay in position for at least three seconds before being released.

The dog should be able to heel by the owner's side while walking through a crowd. The dog must be under complete control without pulling on the leash. If the dog is pulling the handler or paying too much attention to other people, the dog should not pass. The criteria should not, however, be one of competitive obedience.

When called to come, the dog should go directly to the handler and not run past. This is not a test of "stay". If necessary, the evaluator may gently hold the dog in position until called - the dog does not need to remain in a sit position. The handler may coax the dog with his voice, but may not use the leash to bring him in.



3. Is the dog able to do a two minute down or sit/stay with the owner holding the leash?

The two minute stay may be done in either the sit or down position. It is the handler's choice. Whatever position the handler chooses, the dog should stay in that position the entire two minutes. The handler may stay close but must not hold the dog in position. He may encourage the dog with his voice. If the dog is sitting, he should not lie down and, if lying down, he should not sit up. The dog may move around in position, but not crawl or leave his spot. If the dog gets up or moves away, the evaluator should start the time again, but no more than two times.

4. Is the handler able to greet a friendly stranger who has a dog? Is the handler able to maintain control without the dog being aggressive or over stimulated?

The handler and dog should approach another dog and handler from a distance of about 20 feet, stop, shake hands, exchange brief pleasantries and then move on. (The neutral dog should be proofed prior to the test to make sure that he will remain calm). If, for some reason, the neutral dog reacts to the dog being tested, the test may be redone with another dog.

This will demonstrate that the dog can behave while the owner greets another person, who is also with a dog. The dog being tested may show casual interest, but must stay by the handler's side. The dog does not need to sit, but should not cross in front of or behind the handler. The handler may talk to their dog to encourage it.

5. Does the dog allow petting including having its head, ears, feet and tail touched?

The dog may sit, lie down, or stand. The owner should hold the dog. The evaluator should approach the dog in a calm, friendly manner, kneel in front or to the side of the dog and touch the dog's head, ears, run his hands down the dog's side, touch and very lightly squeeze the dog's paws and tail.

The dog should not shown signs of fear, aggression or shyness. He may move toward the tester, but must not lunge or jump. He may roll over onto his back, but should not wiggle too much. He must be under the control of the handler at all times. He may stand or lie down to receive attention. The dog should not struggle to the point of needing restraint when the tester checks the dog. The handler may talk to the dog while being handled by the evaluator.

6. Is the dog clean and well groomed?

The dog should be prepared for this evaluation as he would be for an actual visit. He should be clean and trimmed if necessary. His nails should be trimmed and filed so they will not easily scratch. He should be in good health and his teeth and ears should be clean and free of infection. He should be obviously well cared for.

7. Is the dog under control with people around, and able to walk on a loose leash without pulling?

The dog should be able to maintain composure when around other dogs and people. He should be attentive to his handler and not wanting to charge or jump. He should show interest in others, but not insist on attention. He should be able to walk on a leash without pulling.



8. Is the dog able to maintain composure when a stranger approaches in an erratic manner?

A person who is not known to the dog should approach the dog in an erratic manner. He may be wearing odd clothes, such as a long coat and a floppy hat. He could be on crutches or just stumbling. The handler may reassure his dog, but the dog must not lunge, cower, or attack. He may give a short bark, but must recover quickly.

9. Is mouthing, biting, dodging or aggression apparent?

The dog should not touch his teeth to skin or clothing, even in a playful manner. No growling or snarling should be allowed. Excessive shyness should not be apparent. Dodging should be a judgment call. Sometimes a dog may back away from a situation that may be uncomfortable for him. The intensity of the contact that causes the evasion should be noted and taken into account. A dog that demonstrates excessive shyness should not pass.

10. Does the dog show signs of fear, sound sensitivity, or shyness?

The test for sound sensitivity should consist of:

- ♥ Dropping a dog's stainless steel food dish or a non-breakable item on a hard surface
- ♥ Flapping a trash bag (an insert for a household trash can)

These should be done no closer than about five feet from the dog.

The dog may react or startle, but may not attack the object, bark, or cower away. He should recover within a couple of seconds.

Does the dog welcome attention and seem to enjoy it? If he tries to evade touch or show signs of stress, such as panting or obsessively licking his lips, he probably is not suitable, at this time, to be a therapy dog. This should be an enjoyable experience for the dog as well as the people he is visiting. If the dog does not pass, the handler should be encouraged to keep exposing the dog to new and different experiences (in a very positive way) and perhaps try again later.

11. Does the dog or owner appear to have any training difficulties or behavior problems that might interfere with its ability to work as a therapy team?

Are there areas that could use some work? These may be areas that would disqualify the dog for therapy dog work or they may just be something that the evaluator feels could be better. You may offer suggestions to help the handler better prepare the dog for therapy work.



CONTROL Evaluation for Dogs

- ♥ **Note:** Your Control Evaluation is to be completed before starting your Supervised Visits.
- ♥ The Control Evaluation must be administered by a Certified Behaviorist, Certified Dog Trainer, Certified Obedience Instructor, or AKC approved Canine Good Citizen Evaluator.
- ♥ **Make a copy of this completed Control Evaluation to carry during supervised visits.**
- ♥ Supervised visits and the entire Membership Application (12 pages) must be completed and submitted within one year from date of Control Evaluation.
- ♥ Treats and prong, pinch and electronic type collars or any similar may not be used during the evaluation.
- ♥ The Control Evaluation and the Visit Evaluation must be done by two different evaluators.

Note: Any dog that shows aggression toward a person or another dog is automatically disqualified.

Dog's Name _____ Breed _____ Age _____ Yrs. (must be 1 Yr or older)

Handler's Name _____ Location of Evaluation _____

1. I have read and will abide by the LOAL Evaluator Guidelines, accompanying this form, when Evaluating this team. YES NO
2. Is the dog able to do a sit, lie down, heel with people close by, and come when called while on a leash? YES NO
3. Is the dog able to do a two minute down or sit/stay with the handler holding the leash? YES NO
4. Is the handler able to greet a friendly stranger who has a dog? Is the handler able to maintain control without the dog being aggressive or over stimulated? YES NO
5. Does the dog allow petting including having its head, ears, feet and tail touched? YES NO
6. Is the dog clean and well groomed? YES NO
7. Is the dog under control with people around and able walk on a loose leash without pulling? YES NO
8. Is the dog able to maintain composure when a stranger approaches in an erratic manner? YES NO
9. Is mouthing, biting, dodging or aggression apparent? YES NO
10. Does the dog show signs of fear, sound sensitivity or shyness? YES NO
11. Does the **dog** or **handler** appear to have any training difficulties, physical or emotional limitations, or behavior problems that may interfere with their ability to work as a therapy team? (If yes, turn page over and explain) YES NO

FOR EVALUATOR ONLY: Fill out completely. Incomplete Control Evaluations will not be considered.

Name of Evaluator (Please Print) _____

Professional certification (e.g., CGC Evaluator #, professional membership, etc.) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Signature of Evaluator _____ Date of Evaluation _____



Supervised Visits Log for Dogs

- ♥ **Note: Your Control Evaluation is to be completed before starting your Supervised Visits.**
- ♥ ***On each visit, you must bring your Supervised Visit Log and a copy of your completed Control Evaluation. Treats may not be offered to your pet during supervised visits.***
- ♥ Only enter a facility or do visits when accompanied by a Visit Captain or a substitute approved by LOAL National.
- ♥ No more than one hour per day can be counted during the probationary (supervised visits) period.
- ♥ Supervised visits must be completed and submitted within one year from date of Control Evaluation.
- ♥ At any time, you may be asked to perform additional supervised visits to help you become a better therapy team.
- ♥ The Visit Evaluation form must be completed by whoever supervised at least five of the required hours, but may not be completed until the conclusion of the required minimum 10 visit hours.

Dog's Name _____ Breed _____ Age _____ Yrs. (must be 1 Yr or older)

Handler's Name _____

Visit	Date	Length of Visit	Name of Facility	Activity Performed	Comments/Supervisor's Signature
1 <i>(example)</i>	5-21-06	60 <i>minutes</i>	<i>Meadows Retirement Home</i>	<i>Regularly scheduled weekly visit</i>	<i>Great First Visit / Joan Brown</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



Evaluator Guidelines for VISIT Evaluation for Dogs

- ♥ This evaluation is to be filled out by a Visit Captain, or an experienced LOAL therapy team. If there are no LOAL teams in your area, an approved experienced facility employee (i.e. Recreational Therapist or Activities Director, etc., that has been approved by National) may substitute as an evaluator who has supervised this team for at least five of the minimum 10 visit hours. Contact LOAL for approval of a substitute supervisor. It is preferred that a team in training pair up with a certified LOAL team for their supervised visits.
- ♥ The recommended ratio of supervisors to teams in training is one supervisor with one team in training or one supervisor and two teams in training (without supervisor's pet present).
- ♥ Candidates for membership may not evaluate their own pets.
- ♥ The LOAL Visit Evaluation is to evaluate the team and the amount of control the handler has in various situations. These guidelines are meant to give the evaluator objective criteria and to make the evaluation as consistent as possible in all parts of the country.

1. On how many visits have you observed this therapy team?

In order to sign this evaluation form, you must have observed this team for at least five of the mandatory 10 hours. This form cannot be signed off until after the minimum of 10 hours has been completed. If a team begins their supervised visits with you, and completes 5 visits with you, then goes to another facility to complete their 10 hours, the team must come back to you for their last visit so you can officially sign them off after their minimum 10 hours.

Additionally, if you do not feel this team is ready to be signed off after 10 hours, you may request additional visits under your supervision. Currently, there are two additional blank lines on the Supervised Visit Log for this reason. You may ask the team in training for more than two additional visits if needed. If you do ask for additional training/supervision, **do not sign** the Visit Evaluation until the team is ready to be signed off.

2. Does the dog seem to like and relate well to people?

The dog should look relaxed and have happy presence. The dog's tail (for breeds that have them) should be relaxed, not tucked between their hind legs. A tucked tail may be a sign of fear, lack of confidence, or an indication that the dog may be unhappy.

3. Is the dog under control of the handler when it interacts with others?

The dog should be at the handler's side or just slightly in front of the handler. Additionally, in the event something were to happen, is the handler paying attention to the dog and ready to intervene or correct the dog if needed? ***The handler should never be so engrossed in conversation, that he/she does not know what the dog is doing at all times.***



4. Is the dog able to walk on a leash without pulling?

The dog should be on a loose 4' leash. If the leash is taut, then the dog is pulling and the handler is being controlled by the dog. The leash should be relaxed, and the dog should be by the handler's side or just slightly in front of the handler, not 4' in front.

5. Is the handler able to get the dog close enough to people during visits?

No matter what size dog, the handler should be able to get the dog close enough to those in a manual or electric wheelchair, next to walkers, and raised or lowered beds. There are times people will be sitting in corners, or in physical therapy, or rooms that are small and have lots of medical equipment around them. The handler should be able to get the dog close enough for petting in any of these situations. It could be by picking up your dog (smaller breeds), or kindly asking if a walker can be moved for a moment for a visit. If you do move any furniture, be sure to place it in the same position it was in beforehand and sanitize your hands if applicable.

6. Is the handler able to initiate conversations with people and stimulate interest in the dog?

It can be difficult at times to strike a conversation with a complete stranger. However, while doing therapy work this will more than likely occur at each visit. Can the handler walk up to a person and talk to them? Does the handler attempt to converse with those who do not wish to speak or are unable to speak?

7. Based on your observations, do you feel this team is a good candidate for pet therapy at this time?

Taking in to consideration all of the questions, does this team appear ready to be on their own without any further supervision? If you do not feel the team is ready, additional visits should be requested by you and under your supervision.

8. Is there any behavior you would like them to work on that would not disqualify this team for therapy work?

Some examples could be but are not exclusive:

- ♥ The dog or handler is a bit shy and could use more training.
- ♥ The dog is fine around a manual wheelchair but is a bit uncertain around electric wheelchairs.
- ♥ The handler is still working on certain sound sensitivity issues



VISIT Evaluation for Dogs

- ♥ **INSTRUCTIONS TO EVALUATOR:** This evaluation is to be filled out by the person who has supervised the dog and handler on at least **five** of the minimum **ten supervised visits**, and is to be completed **after** at least ten supervised visit hours have been completed and documented on the Supervised Visits Log.
- ♥ **Treats may not be offered to the pet during supervised visits.**
- ♥ No more than one hour per day can be counted during the probationary (supervised visits) period.
- ♥ Candidates for membership in *Love on a Leash* **cannot** evaluate their own dog.
- ♥ The Control Evaluation and the Visit Evaluation must be done by two different evaluators.

Dog's Name _____ Handler's Name _____ Date of Control Eval _____

1. On how many visits have you observed this therapy team? Number of Visits = _____
2. Does the dog seem to like and relate well to people? YES NO
3. Is the dog under control of the handler when it interacts with others? YES NO
4. Is the dog able to walk on a leash without pulling? YES NO
5. Is the handler able to get the dog close enough to people during visits? YES NO
6. Is the handler able to initiate conversations with people and stimulate interest in the dog? YES NO
7. Based on your observations, do you feel this team is a good candidate for pet therapy at this time? (If "No", please explain and/or make recommendations for additional supervised visits, training, etc.) YES NO
8. Is there any behavior you would like them to work on that would not disqualify this team for therapy work? YES NO

Please explain: _____

Pass YES (**all** questions answered as intended)

Re-Evaluate (Not ready at this time)

For Evaluator Only: If team is not ready to be certified at this time (see #7, #8), please note - **only you** may re-evaluate this team. Team must send in all completed Visit Evaluation forms when applying for membership.

Name of Evaluator (Required) (Please Print) _____

Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

(Signature only if approving team for certification)

Signature of Evaluator: _____ Date of Evaluation: _____



Membership Application for Dogs

- ♥ Love on a Leash can only insure evaluated partnerships (one person with one pet).
- ♥ Please fill out a separate application for each partnership.
- ♥ Each person wishing to certify with a pet must complete a Control Evaluation, a Supervised Visits Log, a Visit Evaluation, and a Membership Application.
- ♥ If more than one person is certifying with the same pet, each person must certify individually and may not combine hours or evaluations with another person.

1. Tell us about yourself (Please print clearly):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (H): _____ Phone (CELL): _____

Email Address: _____ Chapter Association: _____

Have you and/or your pet ever been involved with another therapy pet organization where your membership has been terminated, suspended or revoked? _____

**** Junior Handler application must include Junior Handler Release Agreement. ****

2. Tell us about your dog:

Name: _____ Date of birth (dog must be 1 year old or older): _____

Breed: _____ Sex: _____ Spayed or Neutered? YES NO

Color and Markings: _____

Weight: _____ Microchip # (if available): _____

3. Declaration of Behavior:

Has your dog ever shown signs of aggression to other animals or people? YES NO

Are there any behaviors that may inhibit your pet's ability to visit? YES NO

(If yes to either question, please describe the circumstances on supplemental paper.)

4. Veterinarian Information: (Listed Veterinarian must have examined the dog in the past year and be able to vouch for the dog's health and current vaccinations)

Veterinarian: _____ Date of Last Exam: _____

Vet's Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

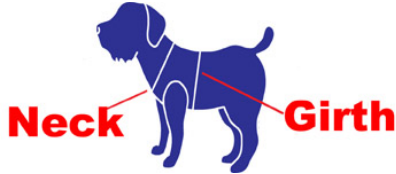
***Required for Dogs, Rabies Vaccine Expiration Date: _____

Applications may take 6-8 weeks for processing.



Membership Application for Dogs

5. Size information for LOAL vest for dogs:



There are two adjustable straps that secure the vest. Measure low on the neck with a soft fabric measuring tape for the neck measurement. For the girth measurement, use the measuring tape to measure all the way around the rib cage.

Neck Measurement	inches
Girth Measurement	inches

6. Fees:

6a. Membership Fees (Choose One)

New Therapy Pet Team (Handler/Pet) \$50.00 \$ _____
(Includes ID for Handler, Photo ID for Dog, Vest, Plastic ID Holder, Retractable Lanyard, LOAL Pet Tag, and LOAL Certificate)

Additional Handler (For Dog Already Certified) \$15.00 \$ _____
(Additional handler must complete Control Evaluation, Supervised Visits, and Supervised Visits Evaluation forms with the dog's ID number)
(Includes Handler ID, Pet Photo ID, Plastic ID Card Holder, and Retractable Lanyard) **Dog ID #** _____

Current Member Adding Additional Dog \$35.00 \$ _____
(Member must also complete Control Evaluation, Supervised Visits, and Visit Evaluation forms with additional pet.)
(Includes ID for Handler, Photo ID for Dog, Vest, Plastic ID Holder, Retractable Lanyard, LOAL Pet Tag, and LOAL Certificate)

6b. Vest and/or Bandanas (Optional)

LOAL Bandana: Neck Size: _____ Quantity: _____ x \$15.00 \$ _____
(Bandanas are optional. A bandana may not be substituted for the vest, but may be purchased in addition to the vest)

LOAL Vest: (Additional) Girth Size: _____ Neck Size: _____ x \$20.00 \$ _____
(Note: Purchasing a vest is optional here. One vest is included with your new member packet)

6c. Donation (optional) (Thank you!) \$ _____

6d. Total Enclosed (Make check payable to "Love on a Leash") \$ _____

Applicant will be responsible for any service charges or fees incurred from a returned check.

Mail To:

**Love on a Leash
PO Box 4548
Oceanside, CA 92052-4548**



Membership Application for Dogs

7. Acknowledgement of Owner/Handler Agreement and Member Guidelines: *(Please read and sign. Applications will not be accepted without this signed agreement.)*

As the therapy pet's owner and handler, I understand and agree that: **(Initial each Line)**

I am responsible for all my pet's actions at all times, including but not limited to financial or physical injury.

I shall consider the safety of other people at all times.

I shall continue my pet's education, refreshing obedience commands, and teaching special commands.

My pet and I shall be clean, neatly groomed and healthy on each visit. My pet shall be parasite-free and up to date on all state required vaccinations.

I will remember at all times that my pet and its actions as well as my behavior, actions, and attitude represent all therapy teams in the eyes of the public.

I agree to abide by all of Love on a Leash policies and procedures, including any revisions.

If at any time my pet and/or I can no longer do this work due to age, illness, disability or behavior problems, I will stop the work and will notify Love on a Leash. Love on a Leash Board of Directors reserves the right to make a determination on whether my pet and/or I are suitable to continue on visits. Based upon the above, I understand and agree that the Love on a Leash Board of Directors has the complete discretion to disallow my pet or me to continue as a participating member.

I agree that if I do not or cannot abide by Love on a Leash policies, procedures and guidelines (including any revisions), my membership may be terminated at the discretion of the Love on a Leash Board of Directors.

I give Love on a Leash permission to use my photograph and the photograph of my pet for the purposes of education or promotion of Love on a Leash and its programs.

I have read and agree to abide by the Owner/Handler Agreement

I have read the Membership Guidelines.

Signature: _____ Date: _____

Signature: _____ Date: _____

(Signature of parent or guardian if under 18 years of age)

A Junior Handler's membership application and release form must be signed by a parent or legal guardian, who is already a certified member in good standing with Love on a Leash, acknowledging responsibility and agreeing to accompany the Junior Handler on all LOAL activities and visits.

Love on a Leash is a nonprofit, charitable organization. All officers and board members are unpaid volunteers. Love on a Leash does not rent office space. All funds are used to pay for direct operating expenses (postage, printing, member supplies, insurance, etc.).

Questions? Call Love on a Leash at (760) 740-2326
or email at info@loveonaleash.org

8. Other Comments or Concerns:

Applications may take 6-8 weeks for processing.

Thank You!