Office of Fair-Trading Qld Incorporated Association AI60010 ABN 90 746 958 129

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REGISTERED SELF TRAINING HANDLER INQUIRY INFORMATION

Our Vision "SUPPORTING QUALITY OF LIFE THROUGH HANDLER TEAMWORK"

Thank you for your inquiry to PAWSome Assistance Dogs.

PLEASE FULLY COMPLETE THE INQUIRY FORM on the Website/ Forms, to proceed through the INQUIRY AND/OR APPLICATION PROCESS.

Inquiries that are not made via the website, using the fully completed FORM will not be responded to. We are a volunteer organisation. Our time is prioritised towards sincere inquiries that comply with the processes.

A Read Only version of the Application Forms and Process are also on the website, and you are welcome to access these for further information on the PAWSOME Assistance Dogs application process.

AN APPLICATION WILL NOT BE ACCEPTED PRIOR TO THE INQUIRY FORM AND INTERVIEW. At the application stage:-

1. You will need a medical referral for yourself, and a veterinarian letter stating the dog's health condition, its fitness for work as an Assistance Dogs, its microchip number, and proof of its vaccinations.
2. The Breed and Age of the dog must comply with the Association's Recommended and Accepted Breed Policy.
3. You will be required to sign a Code of Conduct, Responsible Persons Agreement, a Handler Agreement, and agree with PAD's Safeguarding Persons Policy along with its other policies, procedures, and by-laws.
4. You will be required to be eligible to apply for a WWCC/Blue Card, if you do not already hold one.
5. As a Handler, you will be held to a high level of standard in meeting all policies, procedures, and public access standards, if you do not agree with this level of compliance and

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supervision, or feel you will be unable, or not prepared, to maintain such compliance, please do not apply.

6. **ALL NEWLY REGISTERED TEAMS ARE PROBATIONARY FOR 12 MONTHS. If you demonstrate, during this time, that you are not suited to PAD, or that PAD is not suited to you, you will be de-registered, and no refund of registration /annual fees will be provided.**
7. Public Access Certified Teams are probationary certified for 12 months. If Public Access Standards and ALL COMPLIANCE REQUIREMENTS are not maintained, certification will be withdrawn until standard is proven.

PAWSOME Assistance Dogs (PAD) is a volunteer run Not for Profit Association. We endeavour to respond to inquiries withing 15-20 working days. At busy times of the year, it may take longer. Again, if this is a problem to you, please do not apply.

Tolerance and Patience are keys to creating a united PAD family.

PAD strives to provide Advice, Support, Mentoring and Assistance as an Association supporting Registered Self Training Handlers in a family environment.

PAD will provide advice regarding the suitability of a dog to the Handler's needs but does not supply or pre-train dogs. PAD assists Handlers to achieve these goals for themselves.

PAD provides a community, and mentorship, to support Handlers: -

• via regular local meetups (subject to Handler location) and

• online through its website, as well as

• social media platforms such as the PAD Facebook Closed Support Group.

Some guidelines: -

1. PAD provides support to Associate Handlers accessing their own dog and with any prior approvals necessary for Residential, Education or Work environments. This is done by becoming an Associate until there is a dog to be assessed as part of the Handler Team. There is a Fee involved in becoming an Associate.
2. **FEES: Registration Fees** are payable once the Executive Committee has confirmed acceptance of your application. The Application can only proceed once all documentation has been received and an interview and assessment have been concluded. An Administration Fee applies to the Associate application and can be explained to you further at interview. **The Associate Fee** is equal to half the Registration Fee, and if you proceed to Registration it is applied to the Registration Fee. If an Associate does not proceed to Registration, an administration fee is non-refundable. A Special Circumstances Exemption may apply at the discretion of the Executive Committee, as to what portion of the Associate Fee may be refunded, or not.
   The 2024 ANNUAL AND REGISTRATION FEES ARE $500 unless otherwise revised.
3. Becoming a PAD Registered Self Training Handler is a process. Applying does not guarantee acceptance as there are criteria relating to both Handler and Dog.
4. The Application Process includes
   1. Via the INQUIRY FORM the inquirer must provide basic details of phone, email, location, need for the Assistance Dog, and if your current dog is a rescue, how old it is, and at what age it came into your care.

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2. There will be a Personal contact/interview over the phone and/ or in person, or by the use of social media platforms.
3. Assessment of your current dog, or Identification of a suitable dog at your own cost.
4. The Formal Application Process.

FORMAL APPLICATION PROCESS

a. FORM 1 – Formal Application/ **Database information**

b. FORM 2 - **Medical Confirmation** of your eligibility for an Assistance Dog

c. FORM 3 – **Registered Handler Agreement,** which is ongoing proof of your commitment to the training and assessment process to meet both PAD standards, and the Public Access Standards, required under the Disability Discrimination Act 1992, as well as agreement to abide by all standards, rules, procedures and policies, and by-laws

d. Completion of the **Code of Conduct and Responsible Person Declaration**

e. **Vet verification** of the dog's health, vaccination, and suitability to be an Assistance Dog

f. **Receipt of all signed forms**, vet verification, and the medical referral**, by email, and the original by post** prior to the application being presented to the Executive Committee

g. Submission of the Application to Executive Committee for review and response

h. If accepted, you will be provided with an Acceptance Letter, acknowledging your registration with PAD

i. You will be able to progress through to Public Access Training and Certification, when it is shown that as a Handler Team, you and your dog are ready

j. You will be assessed for Public Access Training and Certification. Registration, and Public Access Certification, are both for a Probationary period of 12 months. After which you may request assessment for 3- year certification. Approval for this is at the Executive Committee discretion. You may be required to train for a further 12-month period. At the end of that time, if you are not to Public Access 3-year Standard, it will be deemed that you and your dog, as a Team, do not mee the PAD requirements for Registration

k. **All Teams are Public Assess monitored and assessed a minimum of three times per year for the duration of their affiliation with PAD**

l. **All Teams are required to have active interaction/communication with the Association a minimum of eight times per year, primarily via monthly meetings**

m. If your application is denied, you will be advised. There is no appeal process for rejection of an application. PAD holds the right to deny registration at its own discretion without explanation or justification

Please remember that all Members of the Association are volunteers. From time to time there may be delays in reply or processing due to our voluntary status, and other private commitments.

The Executive Committee of PAWSome ASSISTANCE DOGS INC retains the right to de-register, or refuse to register, any Handler Team which fails, or refuses, to comply with the Standards, Rules, and Guidelines set down by PAD.

PAD Handlers must not use any abusive, or fear inducing, training methods or equipment on or with their Assistance Dog. To do so will result in immediate deregistration, without

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refund. **No aggressive, punishment focused equipment or methods are permitted. IF IN DOUBT ASK FOR A RULING**.

All adult Handlers must be eligible to apply for a Blue Card (Queensland's Working with Children Check), or equivalent in the relevant state, and provide proof of application if requested by the Executive Committee.

FOR MORE INORMATION Email: pawsomeassistancedogs@outlook.com

PAWsome Assistance Dogs looks forward to discussing your needs with you further.

Thank you for your inquiry. Have a PAWsome day

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