



# Fox Valley Therapy Dog Club

## Steps to Becoming a Registered Team

### 1. Meet and Greet

#### Attend a Saturday practice or meeting without your dog.

Attend one Saturday practice or meeting without your dog so you can have a chance to observe what we do and talk to members.

### 2. Membership

#### In order to become a member and to start to bring your dog to a practice -

Please submit the required documents to the Membership Coordinator:

Mail to: Diane Obey, 2286 Highfield Lane, Aurora IL, 60504

E-mail to: [FVTDCMembership@gmail.com](mailto:FVTDCMembership@gmail.com)

- Provide proof of **CGC or equivalent advanced training certification or Performance Title**  
Submit proof of the successful completion of any one of the following:
  - AKC Canine Good Citizen Test (CGC);
  - Therapy dog certification such as: Therapy Dogs International (TDI), TDI, Inc. or Delta Society;
  - Canine Performance Titles awarded by AKC or similar organizations.
  - **Please Note:** If the dog is under 1 year of age, this requirement is waived until such time as the dog reaches its first birthday. At that time, it will be necessary to complete this requirement in order for the dog to continue attending practices.
  
- Submit **Annual Health Record** form ([www.fvtherapydogs.org](http://www.fvtherapydogs.org))  
This form will include evidence of:
  - Physical examination by a veterinarian within the last 12 months;
  - Negative fecal test within the last 12 months; and
  - Current rabies vaccination.
  
- Complete **Membership Application and Dues**  
Complete the Membership Application ([www.fvtherapydogs.org](http://www.fvtherapydogs.org)) and pay the \$20.00 annual dues fee.
  
- ❖ **Receive Confirmation e-mail**  
Receive confirmation e-mail that all information has been received and that you are now eligible to attend practices with your dog.
  
- ❖ **Meet your mentor.**  
The Prospect Coordinator will match you up with an experienced club member, who will be your Mentor. He/she will introduce you to other club members and provide guidance and support on your journey to becoming a Registered Team.

### 3. Evaluation Test Process

**In order to be eligible to participate in the Evaluation Test, the following criteria needs be completed and documented on the Steps to Evaluation Test Pamphlet by 1-week prior to the Evaluation Test date.**

Please submit completed Steps to Evaluation Test Pamphlet ([www.fvtherapydogs.org](http://www.fvtherapydogs.org)) to the Prospect Coordinator:

Mail to: Valerie Popp, 5 Cayman Ct, Montgomery IL, 60538

E-mail to: [vcpop@aaachicago.com](mailto:vcpop@aaachicago.com)

Fax to 630-236-7681 or 630-851-3284 (after hours/weekends)

- Part A - Attend at least 2 Saturday practice sessions with your dog.**  
(Please note – all **Membership documentation** as listed above, must be received *by the Membership Coordinator prior to attending a practice with your dog*)

- Attending practice will allow you to see how your dog works around other dogs. You will get valuable tips from the experienced handlers in our club. Our practices are often focused on teaching our dogs new skills or polishing existing ones.
- Before each Evaluation test, one practice will be dedicated to providing information on how to work on skills in preparation for the Evaluation test. You will be able to ask questions and practice some of the test items.
- *Please note – that in the interest of everyone’s safety and concern, FVTDC reserves the right at its sole discretion to ask any prospective dog/handler team to leave the premises and/or postpone further participation in FVTDC practices if the dog or handler is disruptive to Club activities, endangers the safety of other dogs or handlers, or behaves in a manner that would suggest additional obedience training is required.*

**Part B - Observation Visit with an Approved Supervisor**

Your mentor will help you arrange a therapy visit with an experienced handler from the *Approved Supervisor list*. This is done *without your dog* and allows you to see the work we do. Although only one observation visit is required, we encourage you to observe different teams in a variety of therapy settings. There are always new skills to learn.

**Part C - Submit the Steps to Evaluation Pamphlet ([www.fvtherapydogs.org](http://www.fvtherapydogs.org)) and test fee.**

This needs to be done **1 week prior to the Evaluation Test date.**

- *All requirements are to be fulfilled by this time.*
- You will receive information e-mails about the process as each test date comes up.

❖ **Receive Confirmation E-mail**

Receive confirmation that your application has been received and that you are eligible to participate in the Evaluation Test.

❖ **Successfully pass the Evaluation Test**

- Evaluation tests are offered three times per year. This schedule is subject to change.
- If not successful the first time, a team may re-take the test 2 additional times for a total of 3 attempts during the calendar year.

#### 4. Become a Registered Team

**In order to become a “Registered Team”, the following must be completed within 6-months of the Evaluation test date; otherwise you will be required to take the Evaluation Test again. This is done to ensure that all your skills are still up-to-date.**

**Get a TB Test.**

Submit the results of a negative TB test to the membership coordinator. This must be accomplished before beginning the supervised visits.

**Complete 3 Supervised Visits with your dog.**

- Visits must be completed at 3 different types of facilities accompanied by 3 different Approved Supervisors.
- Visits must be completed within 6 months of passing the Evaluation Test.
- Only 1 supervised visit is required if the team is already a FVTDC registered team in good standing with another dog.
- Handlers under 18 years old must be accompanied by a parent or guardian.

❖ **FVTDC Board Approval**

The Board will review results of the supervised visits and notify you of your registration. The Board may require the completion of additional visits if deemed necessary.

❖ **Registered Team status**

After satisfactory completion of the FVTDC procedures: Evaluation Test, Supervised Visits, and Board approval, each new dog/handler team will receive:

- A certificate evidencing satisfactory completion of requirements;
- A tag to be worn on the dog's collar.
- A badge identifying the dog/handler team, including pictures of both the dog and the handler.
- A **Record of Visits** form ([www.fvtherapydogs.org](http://www.fvtherapydogs.org)) to be used to track dates and location of visits.