



## APPLICATION PROCESS

### Step 1: REQUEST APPLICATION

Via form on website, email, phone, or in person the prospect will obtain a copy of the application.

### Step 2: Return Application Packet

Complete and return the FULL, COMPLETED PACKET, including:

1. Application Form
2. Counseling Agreement
3. DD-214
4. VA Disability Letter
5. Disclosures, waiver, and agreements package
6. 3 Letters of Reference from personal, reputable sources citing why they feel the candidate would benefit from partnering with a service dog, and their confidence in the candidate's ability to properly care for the animal.

### Step 3: Vetting Process & Send Pre-Interview Questionnaire

This is a 'waiting period' for the prospect, where the Foundation is processing paperwork, checking references, and setting up for the interview process. The Veteran Advocate will send over a pre-interview questionnaire to be filled out and sent back prior to the interview being scheduled.

### Step 4: Schedule Interview

Upon return of completed pre-interview questionnaire, one of the Foundation Directors will contact the Prospect to set up an interview.

### Step 5: Interview

Prospect will have a face-to-face interview with the Foundation Veteran Advocate, one of the canine Trainers, and a Board Member. This is an opportunity for the Prospect and the Foundation to explore:

- (a) discuss the Prospect's history and needs
- (b) set expectations for the training process
- (c) discuss the care and needs of a service dog

## BASIC CRITERIA FOR ACCEPTANCE

To be considered for entry into the program as a Trainee, a veteran must meet the following basic criteria (this is NOT a comprehensive list):

- (a) Demonstrated need for a service/emotional support dog
- (b) Affinity for dogs
- (c) The ability to be financially responsible for, and physically care for and manage the dog
- (d) Psychological and emotional stability necessary to benefit from the services of a support dog
- (e) Ability and Desire to attend and learn from the training course
- (f) Ability to attend public relations/demonstration events
- (g) Willingness to help other trainees during their training process