



Office of Fair-Trading Qld Incorporated Association A160060 ABN 90 746 958 129 ATO Endorsed Deductible Gift Recipient ACNC Registered Charity Blue Card Registered Organisation ID 1030694

APPLICATION PROCESS EXPLAINED

PAD is an organisation here to support those who “Needed a Hand and Found it in a Paw”.

PAD IS NOT SUITED TO EVERYONE

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Because of this, not all Inquiries will be proceeded to the Application Phase.

PAWSome Assistance Dogs (PAD) is a volunteer run Not for Profit Incorporated Association, registered with both the ACNC nationally, and the Office of Fair Trading in Queensland. It is a volunteer organization.

PAD is an Advice, Support and Assistance Association supporting Registered Self Training Handlers. PAD will provide advice regarding the suitability of a dog to the Handler's needs but does not supply or train dogs. PAD assists Handlers to achieve these goals for themselves. An opportunity to have the chosen litter Aptitude Tested for the best AD candidate can be provided by an independent Trainer, at a cost to the potential Handler.

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.
- Supervision, advice, and assessment of digital training logs

Becoming Registered Self Training Handler is a process. **Inquiring does not guarantee acceptance to proceed to the Application process, or success in the Application Phase, as there are criteria relating to both Handler and Dog at each stage.**

The Application Process includes

1. **COMPLETING AN INQUIRY FORM via the Website/forms** – this is the only method for making an inquiry that will be accepted.
2. **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 that is purchased at your own cost.
4. **The Formal Application** Process including
 - a. FORM 1 – Formal Application data
 - b. FORM 2 - Medical Confirmation of your eligibility for an Assistance Dog
 - c. FORM THREE – 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 agreement to abide by all standards, rules, and policies. **Non-compliance with these may result in the Handler being de-registered without appeal, so please read all documents carefully.**
5. **Receipt of signed ALL FORMS plus Vet and Medical documents**, by email, and the original by post, prior to the application being presented to the Executive Committee.
6. **Submission of the Application** to Executive Committee for review and response.
7. If accepted, you will be provided with an Acceptance Letter and Registration Certificate acknowledging your registration with PAD. You will then 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.
8. **Assessments**
 - Good Citizen Training (24 hrs)
 - Preparation for Public Access Training (118 hrs)
 - Public Access Standards Training (**PAST**) (Two phases 120 hrs In Training jacket, then PAD jacketed and 12 months probation)
 - Public Access Standards Assessment (**PASA**) Certification.

All PASA Teams serve a minimum probationary period of 12 months before being eligible to be assessed for full Public Access Standards Certification (**PASC**). Approval for this assessment is at the Executive Committee discretion. **You may be required to train at the PASA level for a further 12 month period. At the end of that time, if you are not to PASC Standard, it will be deemed that you and your dog, as a Team, do not meet the PAD requirements for Registration.**

PAD makes allowances for the special adaptations to some assessments that may be required for small dogs, or medical requirements.

9. If your application is denied, you will be advised. **There is no appeal process for rejection of an Inquiry or Application. PAD holds the right to deny registration at its own discretion without explanation or justification.**
10. There are fees involved in becoming a registered Handler with PAD. Fees may be varied by the Executive Committee from time to time. You will be advised of the current fees at interview.
11. You will be provided with Bank Account details for payment of your fees, once your application has been accepted.

NOTE:

- **A Registered Handler with PAWSome Assistance Dogs is not a Member of the Association.**
- Please be advised that all Members of the Association are volunteers. From time to time there may be delays in replying or processing, due to our voluntary status, and other private commitments.
- The goal is a response to inquiries in 5-21 working days.
- **Your full application process may take 1-3 months to complete** dependent on individual circumstances.
- If approved, **you are required to join and participate in the Facebook Closed Group for Registered Handlers, as it is the primary communication tool for Handlers and the Association.** You are to also like the main PAWSOME ASSISTANCE DOGS Facebook Page.
- You are required to maintain a digital training journal, involving both photos and videos, demonstrating you as a Team working in public and fulfilling the PAD Public Access Standards. The PAD Administrator and Secretary are to be given access to the journal.
- If you do not use Facebook, you will need to make satisfactory arrangement, acceptable to the Executive, to meet these requirements.
- **You have a requirement of eight active participations in PAD events per year.**
- **Handler Teams are public access assessed three times per year** in line with the Association's Public Liability Insurance and Policy.
- **Three times per year Distance Teams will need to provide videos of ALL the Public Access Standards for assessment. Failure to provide these may result in immediate de-registration without appeal.**
- PAD Handlers must not use any aggressive, abusive, or fear inducing training methods or equipment on or with their Assistance Dog. To do so will result in immediate deregistration, without refund.
- **PAD is a BALANCED TRAINING ORGANISATION
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 eligibility if requested by the Executive Committee.
- You required to provide medical documentation of the need for an assistance dog, and veterinary verification of the health and fitness of your dog for assistance dog work, before your application will be considered
- In addition, **if a signed copy of the Registered Handler Agreement and the Code of Conduct, Safeguarding Persons Policy and By-Laws document are not read, understood, and received by the Administrator, your application will not processed. DO NOT SIGN THE DOCUMENTS IF YOU HAVE NOT READ AND UNDERSTOOD THEM.**
- Please retain a copy of your application for your own reference.
- ***The Executive Committee of PAWSome ASSISTANCE DOGS INC retains the right to de-register, or refuse to register, any Handler Team which fails, breaches or refuses, to comply with the Standards, Rules, and Guidelines set down by PAD.***
- *Please Post a signed hard copy of the completed all completed forms, including your medical and veterinary documents, to the Administrator, PO BOX 187 Coopers Plains, Qld 4108.*
- **Email a scanned copy to: pawsomeassistancedogs@outlook.com**
- All Fees are payable via Bank Deposit. No cash is handled by the Association for Handler transactions. Registration is not confirmed until fees are paid.