



Dear Prospective Client,

Thank you for your interest in being matched with one of our wonderful facility dogs! Please read the instructions carefully, we cannot process applications until we have received all of the required information. If you have any questions about the application process please email us at ServiceDogRequest@BerginU.edu

Step 1: Complete the application

A completed application includes the following:

1. A \$50 non-refundable application fee.
2. Your resume.
3. Your photo (within the last year).
4. The completed *Facility Dog Application*.
5. The *Facility Handler Information Form*, if anyone other than the Caregiver will handle the dog in the facility. All Facility Dog Handlers must attend formal training with Bergin University in order to qualify as an alternate handler.
6. A personal letter of reference from a friend, teacher, or someone other than family.
7. A professional letter of reference from a colleague, professor, supervisor, or any other professional with whom you have contact.
8. A one-page letter stating your reasons for wanting a facility dog and how you feel the dog would benefit your facility/clients.
9. Contact information for all persons providing supporting documentation (individuals writing reference letters and any other persons sending in documentation).

Mail a hard copy to:

Bergin University of Canine Studies
Attn: Client Services
10201 Old Redwood Highway
Penngrove, CA 94951

OR email a scanned copy to: ServiceDogRequest@BerginU.edu



Step Two: Preliminary Acceptance and Additional Paperwork

After a successful application review by our staff, the next steps in the process begin as we send you six social style forms (to be completed by people you select). You would then complete these forms per the instructions and return them to us. Once we receive all the social styles forms, we will schedule an interview.

Step Three: Interview and Follow-Up

We will contact you to schedule an interview. If you are unable to travel to our campus, we will arrange to conduct the interview via video conference or at your facility. The interview is the final step in the process that enables us to determine if our facility dogs meet your needs. If your application is accepted after the interview, you will then be put on our waitlist to be matched with a dog. After the interview, we conduct further follow-up with providers and family members. **Note: there will be quarterly follow-up with staff to update the application after acceptance to the waitlist in order to keep all information up to date.*

Step Four: Final Acceptance

Approximately two to four weeks after the interview we will notify you if you are selected for a facility dog placement. If you are selected for placement, please understand that it may take more than two years to match a client with a dog due to the high demand for assistance dogs and the necessity of matching each dog carefully to the personality and needs of each client. In addition, our primary focus is on the education of the human students enrolled in our degree programs, so we do not graduate as many dogs as a traditional assistance dog program that employs professional trainers.

Step Five: Match

Once a potential match has been determined you will be invited to attend the two-week Assistance Dog Client Training certificate course held at our Penngrove, California campus. This class is taught by our Associates students who are earning their degree in Assistance Dog Education. The class will culminate in a graduation ceremony where your dog will be formally transferred from the student trainers to you. While attending this training our university policies will apply to you. Please review the sections in our university catalog beginning with the admissions section through the end of the catalog. The catalog is available online: <https://www.berginu.edu/university-catalog.html>.

The fees associated with receiving a facility dog are: *a \$1100 fee for a facility dog, as well as a \$405 fee for the two-week training course (the dog and training course fees are waived for handlers who serve Veterans with service-related disabilities).* Other expenses you may need to plan for include:



transportation, housing, food, and entertainment expenses while attending the training course. After successful completion of the Team Training course, you will graduate with your dog and will be responsible for the ongoing costs of caring for your new partner, which may include, but are not limited to: food, grooming, toys, other supplies, annual veterinary exam, vaccinations, and other incidental expenses.

Ongoing Support

Once a dog is placed with you, we provide ongoing support for the remainder of the working partnership. We work in partnership with you to support the dog's health, behavior, temperament, and training through written, phone, video, and in-person follow-up. We have a staff member dedicated to client services available to communicate with you whenever you need advice, and we are ready to deploy our local professional trainers to consult with you and support your needs on an ongoing basis. At a minimum, we proactively reach out for regular follow-up each month for the first six months of placement, and then annually thereafter. We do require in-person visits post-graduation, which is the financial responsibility of the client. In addition, we are proud to offer our clients the opportunity to become full owners of their dog, depending on the specifics of each case. We also know that when a dog approaches retirement, it can be an uncertain and stressful time for our clients, so we give priority to our existing clients who seek a successor dog when their dog approaches retirement.



Client Placement Overview and Acceptance Policy

Students at Bergin University train and place service dogs as a part of the Assistance Dog Education degree program. Our main focus is providing these students with a thorough, in-depth and experiential education in the training and placement of service dogs. We appreciate your understanding and willingness to help our students learn, and we hope that our students will, in turn, be able to help you by training and placing one of our wonderful dogs with you.

Bergin University of Canine Studies is committed to providing equal opportunities for all applicants regardless of ethnicity/race, color, sex, age, religion, marital status, sexual orientation, disability, gender, national origin, medical conditions, status as a veteran, or political or organizational affiliation.

Bergin University places dogs with the following client population:

- **Service dogs** are placed with adults, children, and veterans with mobility limitations who can competently handle the dog and maintain its well-being (with limited attendant or familial support). In addition, they would benefit from help with tasks such as: retrieving items, pushing buttons for elevators and doors, turning lights on/off, and pulling a manual wheelchair. We will only place dogs with children who have the maturity, physical ability, and desire to command and care for the dog. *To apply for a service dog, please fill out the Service Dog application.
- **Service dogs** for military service members and veterans who have been diagnosed with trauma related conditions such as Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI) who can competently handle the dog and maintain its well-being. In addition, they would benefit from tasks for panic prevention and behavior interruption, as well as tasks that encourage social interaction. *To apply for a service dog, please fill out the Service Dog application.
- **Applicants who reside in residential facilities** that provide care such as nursing homes, Community Living Centers, or rehabilitation centers, must be able to provide basic care for the dog or have a designated attendant who can provide care throughout the day on a daily basis. These applicants must also have a plan to transport the dog to a veterinarian in case of an emergency. *Accepted on case-by-case basis.*
- **Applicants who are hospitalized frequently** must identify a designated caregiver for the dog who can house and provide care for the dog on an emergent basis, in the event the applicant is hospitalized and unable to care for the dog for a period of time. *Accepted on case-by-case basis.*
- **Applicants who are currently in treatment programs** (substance abuse, physical rehabilitation, etc.) must wait *at least 1 year* before applying in order to establish a baseline (i.e. regular provider, daily routine/activities, social support, living situation, etc.).
- **Applicants who have been psychiatrically hospitalized** must wait *at least 1 year* before applying for a service dog. This allows for the applicant to increase psychiatric stability prior to applying, which is important because the service dog application process and team training process, if approved for a service dog, are quite intensive and will require significant insight and coping skills.
- **Facility dogs** are placed with teachers, nurses, facility managers or others who work in care facilities. Facility dogs provide invaluable benefits to the populations they serve, but they do not meet the legal definition of a service dog and do not have public access rights outside of their assigned facility. *To apply for a facility dog, please fill out the Facility Dog application.



- **Animal Assisted Therapy dogs** are placed with counselors, psychologists, psychiatrists, and teaching specialists who wish to integrate a dog into their clients' treatment plans. *To apply for an animal assisted therapy dog, please fill out the Facility Dog application.
- **Social Therapy dogs** to be placed with individuals who will visit nursing homes, hospitals, participate in children's reading programs, etc. We place social therapy dogs when we have a dog being released from our assistance dog program that has the right temperament for social therapy work. *To apply for a social therapy dog, please fill out our release dog application on our website.
- **Students currently enrolled at the University** may not apply (or begin the application process) for a service, facility, or career change dog/release dog until after they graduate. Any application materials submitted to the Career Change/ Release Dog Department or Client Services Department will be immediately discarded.
- **Successor Clients:** Clients who previously had a BUCS dog and are requesting a successor service dog receive priority over new clients. Successor clients must have been compliant with all follow-up reporting and maintained their dog at a healthy weight. We reserve the right to decline successor clients who were noncompliant with follow-up requirements or let their dog become overweight.
- **Waitlist Policy:** At BUCS, we strive to ensure we can place dogs with all the qualified people we can help. To do that, we need the cooperation of our clients in the queue to do their part by working with us and their providers to move the process along. Bergin University of Canine Studies reserves the right, at its sole discretion, to remove a client from the waiting list. Examples include, but are not limited to: the client is not compliant with quarterly follow-up with BUCS staff and/or refuses to participate in occasional video check-ins, his/her needs for a dog have changed, or the client does not have an active mental health treatment plan with a provider (PTSD waitlisted clients). While on the Waitlist, it is the responsibility of the applicant to update BUCS on a change of contact information, provider information, and changes in medical and mental health status.

**All clients and applicants are not required to participate in fundraising or public relations activities without expressed and voluntary consent.

We do not train or place the types of assistance dogs included in the following list. Please visit Assistance Dogs International's website (www.assistedogsinternational.org) for a list of accredited organizations that offer these valuable services:

Balance dogs for people who need ongoing support while walking.
Guide dogs
Hearing alert/service dogs
Medical alert dogs, such as diabetic and seizure alert/assistance dogs
Scent detection dogs such as allergen and gas detection dogs
Autism service dogs
Dementia/Alzheimer's service dogs
Emotional support dog



Facility Dog Application

1 General Information on Facility Dog Placement

Facility / Business Name: _____

Location Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Facility/Business President/CEO: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Day Phone: _____ Eve Phone: _____

Cell Phone: _____ FAX: _____

Email: _____ Website: _____

2 Facility

What type of building houses the organization? Commercial Hospital/Medical School
 Government House
 Other: _____

Is there a dog toilet area? Yes No

If yes, what type of fence is it?

Is there a fenced yard for play/exercise?

Height? _____

Yes No

Will the dog be on leash or off leash in the facility? on leash
 off leash

If off leash, what security measures are in place to assure that the facility dog will not be able to leave the facility on its own? _____

Is there an off-duty area for the facility dog to rest/take a break during the workday? Yes No



If yes, where is the area? _____

If the dog were destructive to the yard or building, how would the situation be handled?

Who will be responsible for paying the fees for the facility dog and team training? _____

Where will the facility dog be during the University trained handler's off hours? _____

What accommodations will be provided for the facility dog when the University trained handler is on vacation? _____

Please list any other animals at the organization, dogs' ages and whether dogs have been neutered or spayed: _____

Can you provide proof of vaccinations for these animals? Yes No

3 Facility Population that will interact with the dog

Custodial

- Retirement Homes
- Alzheimer's Programs
- Senior Citizens
- Children's Center

Educational

- Troubled Youth
- Learning Disabilities
- Emotional Disabilities
- Counseling

Medical

- Hospice
- Hospital
- Rehab Center
- Physical/Occupational therapy

Other _____

Age of population: _____



4 Behavioral or Medical Conditions of facility population:

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Aggression | <input type="checkbox"/> Physical Limitations | <input type="checkbox"/> Developmental Delay |
| <input type="checkbox"/> ADD or ADHD | <input type="checkbox"/> Reading Difficulties | <input type="checkbox"/> Brain Injury |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Fear of Dogs | <input type="checkbox"/> Other _____ |

Will the facility dog be interacting with clients/residents unsupervised? Yes No

If yes, describe: _____

Is there a possibility that the facility dog could be injured by a client/resident outburst or are there any other threats that the dog could encounter? Yes No

If yes, describe: _____

5 Dog use in facility

Please briefly describe how this dog will be used in your setting:

Describe how the facility dog and your clients/residents will interact: _____

Commands: _____

Group Setting? Yes No

One-on-One Counseling? Yes No

Freedom in and around the office area off leash? Yes No



If yes, describe: _____

What impact do you anticipate a facility dog will have on your clients/residents? _____

6 Dog care and handling

Who will be responsible to feed the dog? _____

Who will be responsible to groom the dog? _____

Who will be your veterinarian? _____

Will the dog be taken home [] evenings or [] weekends? By whom? _____

Who will be responsible for caring for this dog? _____

How will you exercise your new dog and how often? _____

Where will the dog stay during the day? _____

Where will the dog stay during the night? _____

How many hours will this dog be left alone? _____

Where will s/he stay? _____

What do you plan to feed the dog? _____



7 General information on dog's primary caretaker

First Name: _____ Middle Initial: _____ Last Name: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Cell Phone: _____ Email: _____

Gender: Male Female

Date of birth: ____/____/____

Place of birth: _____

Number of siblings: Full _____ Half _____ Step _____ Your birth order 1st 2nd 3rd 4th 5th 6th
Other: _____

Have you ever owned a dog? Yes No If yes, when? _____

What do you estimate it will cost to care for a dog each year? \$ _____

(Food, grooming, licensing, veterinary care, vaccinations)

Do you have a breed or gender preference?

Male

Female

No preference

Golden
Retriever

Labrador Retriever

Golden/Lab cross

No preference

What energy level dog would you prefer? High Medium Moderate Mellow

Are you willing to take responsibility for a dog for the rest of his/her life, possibly 10 years or more?

Yes No

Do you consent to a visit to your home from a Bergin University representative? Yes No



If the University representative cannot come to the facility due to distance, will you provide:

- a) a video of your facility, yard, people and animals? Yes No
- b) three references that we can contact? Yes No

Are you willing to come to Bergin University to train for two weeks with your new dog? Yes No

What are your reservations about your ability to handle a facility dog in your facility setting? _____

8 Dog Handler Experience and degree of proficiency

Dog Training Category and your proficiency level:				Years/Type of prof. experience:
Agility	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Obedience	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Show	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Field Trial	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Search/Rescue	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Tracking	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Assistance Dog	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____
Other _____	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	_____

9 Dog Handler Occupation and work information

My current position is: _____ My length of employment is : _____

Estimate my average weekly work hours: _____

It is my intent to remain in this occupation/facility for a minimum of 5 years: Yes No unknown

If "no", who would become the dog's primary caretaker? _____

10 Comments/concerns:



11 Signature and Indemnification

I acknowledge that the information contained on this form is true and correct. I understand that any misrepresentation of facts may result in the removal of the dog from the facility.

Yes No

I acknowledge that Bergin University does not provide financial assistance to clients.

Yes No

I indemnify and hold Bergin University harmless from and against all claims, losses, and/or liabilities for damage done by a University dog to any person or property. I indemnify and hold Bergin University harmless from and against all governmental charges or fines and attorneys' fees arising out of the acts or omissions of Bergin University, including but not limited to interactions with instructors, attendees, or other students' dogs, involved in training and placement of a University dog.

Primary Caretaker's Signature _____ Date ____/____/____

Facility President/CEO's Signature _____ Date ____/____/____

Direct phone number: _____ Email: _____

Please send this application by mail or scan/email directly to:

**Bergin University of Canine Studies
Attn: Client Services**

**10201 Old Redwood Hwy
Penn Grove, CA 94951**

**email: ServiceDogRequest@BerginU.edu
www.BerginU.edu**



Facility Dog Handler Information Form

Name & Title: _____

Your role at the facility: _____

Your length of employment at the facility: _____

If you leave, who will continue handling this dog? _____

When will you handle the dog? Please include days/times if known.

While you are handling the dog:

Please describe the setting(s) & circumstances:

What population will interact with the dog?

What tasks do you anticipate will be helpful for the dog to perform?

Where will the dog toilet? _____

Where will the dog take a break? _____

Where will the dog obtain food (if applicable) and drink? _____

Why do you want to be a facility dog handler?

What reservations do you have about handling the dog in the facility?

Do you have any disabilities, mental health conditions, or medical conditions that may impact your work with the dog? Yes No If yes, please explain: _____

Facility Handler's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Supervisor Title _____ Direct Number _____ Email _____

Disclaimer: All Facility Dog Handlers must attend formal training with Bergin University in order to qualify as an alternate handler.