



Office of Fair-Trading Qld Incorporated Association AI60060 ABN 90 746 958 129

ATO Endorsed Deductible Gift Recipient ACNC Registered Charity

Blue Card Registered Organisation ID 1030694

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

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.

PAD is an Advice, Support and Assistance Association supporting Affiliated 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.

PAD provides support to Affiliated Associate Handlers accessing their own dog and with any prior approvals necessary for Residential, Education or Work environments. This is done by becoming an Affiliated Associate, until there is a dog to be assessed as part of the Handler Team. A Fee applies to the Associate Affiliate application and can be explained further to you at interview. If you proceed to Registration the fee is applied to the Registration Fee. **If an Associate does not proceed to Registration, the fee is non-refundable.** A Special Circumstances Exemption may apply at the discretion of the Executive Committee.

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.

Becoming affiliated with PAD as an Associate or Registered Self Training Handler is a process. **Applying does not guarantee acceptance as there are criteria relating to both Handler and Dog.**

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 at your own cost.
4. **The Formal Application** Process including
 - a. FORM 1 – Formal Application
 - 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 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** You will be assessed for Public Access Standards Training (**PAST**), and when ready as a Team, be assessed for Public Access Standards Assessment (**PASA**) Certification.

All PASA Teams serve a minimum probationary period of 12 months before being eligible to request assessment for full Public Access Standards Certification (**PASC**). Approval for this 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 mee the PAD requirements for Registration.**

PAD makes allowances for the special adaptations to some assessments that may be required for small dogs.
9. If your application is denied, your 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.**
10. There are fees involved in becoming an associate or registered affiliate of 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:

- **An Affiliate Associate or Registered Self Training 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 reply or processing due to our voluntary status, and other private commitments.
- The goal is a response to inquiries in 5-15 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 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.
- PAD Handlers must not use any aversive, abusive, or fear inducing training methods or equipment on or with their Assistance Dog. To do so will result in immediate deregistration, without refund. **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 where applicable, 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 Associate & Registered Handler Agreement and the Code of Conduct are not received, your application will not processed.**
- 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, or refuses, to comply with the Standards, Rules, and Guidelines set down by PAD.***
- *Please Post a signed hard copy of the completed Form 1, Form 3, the Code of Conduct and Handler Declaration along with 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.