

**EDUCATIONAL PROGRAM**

**Code No. 606.3E2**

**Policy Title: Professional Therapy Dogs Checklist of Information in Building and District Business Office Files**

Professional Dog Owner \_\_\_\_\_

Professional Dog Handler(s) \_\_\_\_\_

Professional Therapy Dog \_\_\_\_\_

School(s) in which dog will be used \_\_\_\_\_

- Administrative Approval – A signed statement of the building administrator’s approval for use of the Professional Therapy Dog.
  
- Health Records – A copy of annual vaccinations and exams signed by the veterinarian, including a photocopy of Rabies certificate. It is expected that all owners will use year-round preventive medication for heartworm and external parasites.
  - Rabies, five-way parvo/distemper, and bordatella vaccinations
  - Comprehensive wormer or a fecal check for worms
  - Check for external parasite control

*Please note: for dogs less than one year of age or receiving their first parvo/distemper and rabies vaccination, follow-up vaccines will take place in one year. For all other dogs, these vaccinations take place every three years.*

- Public Access Test Documentation – A certificate certifying that the handler and dog both passed the Public Access Test must be provided.
  
- Current Certification – date: \_\_\_\_\_

\_\_\_\_\_  
Dog Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Administrator’s Signature

\_\_\_\_\_  
Date

**Adopted: October 23, 2017**