



Your Pathway to Success KPETS Membership Checklist

This sheet will guide you through the registration process to become a KPETS registered pet therapy team.

Please keep all of your forms/paperwork until you've completed all registration steps.

Use the checklists below to ensure you have everything completed before submitting your membership paperwork to the office. Please do not submit incomplete membership packets. This will delay your processing.

Step 1: Orientation: You MUST pre-register to orientation@kpets.org or 888-685-7387

Completed and Submit at Orientation:

	HIPPA Confidentiality Agreement Form
	Pre-Application form with \$35 fee
	Release of Claims for Accidental Injury Form
	Orientation Feedback Evaluation Form (End of class)

Step 2: Therapy Dog Group Evaluation: You MUST pre-register and receive confirmation.

Group Evaluation Registered for:

Date:	Location:	Time:
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Group Evaluation needs:

	KPETS Group Evaluation Form with top section filled out
	Completed KPETS Post Orientation Review

Be sure to bring these items along for your Group Evaluation and Visit Evaluations: water & water bowl; doggie waste bags; varied motivating treats. Use a four-foot leash or shorter. **NO FLEXI-LEADS.** Use a buckle or quick release collar: **NO PRONG or CHOKE COLLARS;**

Step 3: Two Passing Visit Evaluations: You MUST PASS the GROUP EVALUATION BEFORE MOVING ONTO VISIT EVALUATIONS. Contact Visit Evaluators directly to schedule each evaluation. A list of our evaluators, locations they serve and their contact information is at: www.kpets.org under the Volunteer tab: Visit Evaluations

	Visit Evaluation #1: When/Where: _____
	Visit Evaluation #2: When/Where: _____

Step 4: Membership Submission: Submit the following items to: **KPETS, 2120 Oregon Pike, 2nd Floor, Lancaster, PA 17601** to complete your registration

- Required Background Clearances (instructions on Page 16 of KPETS Therapy Team Handbook)
- Application form – Filled out
- Volunteer Agreement – Filled out & signed
- Vet Record – Filled out & signed by your veterinarian
- Photo Authorization Form – signed for your photo authorization. This form is also used for photo authorization for those visited
- Group Evaluation Form – passing – signed by evaluator
- Visit Evaluation #1 Form – passing – signed by evaluator
- Visit Evaluation #2 Form – passing – signed by evaluator
- Email a photo of you and your pet together for your ID Badge (photo should be of your faces close together) to ellens@kpets.org. If you don't have email, include a photo with your paperwork.

Once your membership is processed you will receive a certificate of completion, a letter stating insurance coverage, and your name badge in the mail. **Thank you so much for your dedication in making KPETS a successful service to so many in our neighboring communities!**