



## Your Pathway to Success KPETS Membership Checklist

Use the checklists below to ensure you have everything completed before submitting your membership paperwork to the office. **Please keep all of your forms/paperwork until you've completed all registration steps.** Please do not submit incomplete membership packets. This will delay your processing.

**Step 1: Orientation:** Thank you for pre-registering and attending!

### Completed and Submitted at Orientation:

	Application with \$35 fee
	HIPPA Confidentiality Agreement Form
	Release of Claims for Accidental Injury Form
	Photo Authorization Form for KPETS Volunteers
	COVID Addendum

**Step 2: Therapy Dog Group Evaluation:** You **MUST** pre-register online 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, dog waste bags, and 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. Please contact two different Visit Evaluators directly to schedule your evaluations. A list of our evaluators, locations they serve, and their contact information is at [www.kpets.org](http://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: [membership@kpets.org](mailto:membership@kpets.org) to complete your membership process.

- Required Background Clearances (instructions on [kpets.org](http://kpets.org) under the Volunteer Tab)
- Volunteer Agreement – Filled out & signed
- KPETS Volunteer Affidavit- both sides completed and signed
- Vet Record – Filled out & signed by your veterinarian
- 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 [membership@kpets.org](mailto:membership@kpets.org). If you don't have email, include a photo with your paperwork.
- \$35 membership fee (\$5.00 extra for each additional therapy animal.)

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

888.685.7387 ♥ (888.68.kpets)  
[www.kpets.org](http://www.kpets.org) ♥ [info@kpets.org](mailto:info@kpets.org)