





THERAPY DOGS INTERNATIONAL (TDI®)

ASSOCIATE MEMBER'S GUIDEBOOK © (Nineteenth Revised Edition, 2025)

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What to Do in Case an Incident or Accident Occurs

There are a number of things to do should any incident, accident, or situation that could be perceived as same occur:

- Remove the dog(s) from the area.
- Get help for the person who has been injured.
- Notify the institution or facility at which the incident occurred. (Such notification should be verbal and, if they request it, in writing, so that it can become part of the injured individual's treatment record.)

Report the incident, accident, or situation to TDI in writing immediately. Please read below for further instructions.

Mandatory

In order to make sure that the insurance you are provided covers any particular incident that occurs, you must immediately report any incident to TDI. A delay of more than a few days may mean that you have not provided "timely notification" within the meaning of the policy and the insurance company may then seek to disclaim coverage.

Name of TDI Handler: _____

Name of TDI Dog: _____

Place, date, and time incident occurred: _____

Name of person involved in incident: _____

List names & telephone numbers of all parties present when the incident occurred:

Provide a detailed version of the incident: _____

Dear TDI Volunteer:

We are pleased to transmit to you our revised Associate Member's Guide ©. It is mandatory for you to study this guide before your first visit. Please be sure to familiarize yourself with our Rules and Regulations, Policies, and Guidelines.

Part of this Guidebook is meant to be used as a tool to help you feel more comfortable while visiting. Even though we tried to cover as many situations as possible, there is always room for improvement. We welcome your ideas and input. If you have any questions pertaining to visitations, please do not hesitate to write or email us.

We ask you to please refer to this Guidebook. Please file it with your other TDI material. Periodically, some of our Rules may change. At that time, we will update the page in the Guidebook.

It is important to note that all material in this Guidebook belongs to TDI and, therefore, is not to be used for distribution to others.

We hope that we have helped you with this publication to give you the confidence to go out and visit with your dog.

Sincerely,

Ursula A. Kempe

Ursula A. Kempe
President/CEO

IMPORTANT, PLEASE READ!!!

Your membership runs from January 1 to December 31, regardless of what month you initially became an Associate Member of TDI. If your membership has not been renewed by December 31, your membership will not be in effect until your renewal is received by TDI. Should you be visiting without being current and an incident occurs, TDI will not be responsible.

RULES FOR ASSOCIATE MEMBERS

(Any claim against TDI is subject to the jurisdiction of the New Jersey Courts.)

This is a copy of the Rules and Regulations you signed in order to become an Associate Member with a dog with Therapy Dogs International.

A. Before a visit.

1. You can only visit places that have an agreement (MOU) with TDI. If you go somewhere without an agreement, you're on your own and risk losing your TDI membership. If this happens, the TDI team will look into it and either get an agreement or put your membership on hold.
2. To apply for membership, your dog must pass the TDI® Test conducted by one of our certified Evaluators. Exceptions apply if you don't have access to a TDI® evaluator within a 4-hour drive; in that case, you can qualify for limited membership through a temperament test by a qualified instructor. Additionally, you need written invitations from facilities you'd like to visit. For limited registration, ask TDI® for a procedure form that guides you through the process.
3. Your dog must be at least one year old to take the TDI® Test and become a registered member.
4. Handlers can be as young as 12 if they pass the test on their own. However, if you're under 18, an adult must go with you during visits. Also, a parent or legal guardian has to sign your registration form.
5. You can be a member even without a dog, but this is limited to those who've had a registered dog that has either passed away or retired.
6. You must keep your dog's health records up to date for both registration and yearly renewal. These records have to be signed by a vet. If any required health checks expire, you can't use your dog for therapy visits until the records are updated.
7. If you want to visit with more than one dog at the same time, both dogs need to pass a test together from a TDI Evaluator. You can bring a maximum of 2 dogs.
8. TDI handlers must have their own liability insurance. TDI provides additional excess volunteer liability insurance of up to \$1 million per incident and \$3 million in total. This coverage only kicks in after your own insurance is used. It only covers volunteer work, not paid work, and is valid only in the U.S. and Canada.
9. When visiting toddlers or babies, all TDI Associate Members must have a hospital representative with them.
10. TDI dog/handler teams can't visit people impacted by disasters unless they get approval from TDI.
11. Individual Associate Members can schedule their own visits but can't arrange group visits unless they are part of an official TDI Chapter.

B. During a visit.

1. TDI Associate Members and their dogs can only be active with TDI and cannot participate in other therapy dog programs.
2. Female dogs in heat cannot do therapy work. It's not mandatory for TDI dogs to be spayed or neutered.
3. Dogs should be clean and well-groomed during visits.
4. Keep your dog on a leash during visits, unless you're doing a demonstration. Always pay attention to your dog.
5. Your dog must wear a flat buckle collar or harness, a TDI tag, and a TDI bandana during visits. No training collars or harnesses allowed. Costumes are permitted for holidays and special occasions. Special clothing is only allowed if TDI approves it in writing.
6. You must carry a current TDI ID card featuring both your and your dog's names and your dog's photo when visiting as part of TDI.
7. During visits, TDI dogs are only for emotional support and companionship. They shouldn't be used for physical therapy tasks like pulling wheelchairs or gurneys. Only general affectionate contact is allowed.
8. Don't give treats or food to dogs during visits. Only the handler can treat the dog when doing a demonstration.
9. Keep all information about people you visit confidential. You may also need to sign a confidentiality agreement with the facility.
10. If you're involved in therapy dog work within the legal system, don't be present during confidential talks between attorneys and clients or witnesses.

RULES FOR ASSOCIATE MEMBERS (CONTINUED)

C. After a visit.

1. If my dog shows aggression, changes in mood and/or temperament, or health issues, I'll tell TDI right away in writing and stop therapy visits until it's resolved.

D. General conduct.

1. I won't use my TDI certification or my dog's for personal or financial gain. This includes misusing TDI credentials to access places dogs aren't allowed, selling dogs, or using TDI's name/logo without permission.
2. Before using TDI's name or logo for public events, websites, or media, get approval from TDI. When speaking to the media during therapy visits or public events, make sure to identify as a TDI member and provide TDI's contact info.
3. Always act courteously and professionally when representing TDI. Show that you and your dog are prepared and caring volunteers. Do not engage in negative or slanderous behavior toward other TDI members or organizations; such actions will be reported.
4. My main goal in becoming a TDI Associate Member is to bring joy and companionship to people through therapy visits with my dog.
5. By signing, I confirm that I've read and understand TDI's rules. I promise to follow them and know that breaking these rules may lead to penalties, including a review of my membership, probation, suspension, or re-testing my dog.
6. Renew your TDI membership by December 31. If you renew between January 1 and February 1, you won't have insurance or other benefits until TDI receives your renewal. After February 1, you'll need to retest your dog to rejoin TDI. There might be exceptions to this rule. TDI will inform the membership if this is the case.

You can only use your TDI certification for TDI activities and must follow TDI rules. Don't volunteer for other organizations using your TDI credentials.

As a TDI member, you can make contacts with places to visit (see Rule A1). However, you must only represent TDI. If another group asks you to use your TDI certification for their activities, report it to TDI immediately.

Disaster Stress Relief Dog (DSRD)

TDI Dog-handler teams (TDIDH) have been bringing comfort to others since 1976.

In 1995, therapy dog work for some TDI handlers in Oklahoma City (OKC) changed dramatically overnight. After the bombing of the Murrah Federal Building in OKC, our dog handler teams became, by default, DSRDH-teams (Disaster Stress Relief Dog Handler Teams). Working with the victims' families as well as the rescue personnel and caregivers at the various disaster relief sites, the handlers, for better or worse, had to adapt to the different working environments and demands with which they were confronted. Most of the TDI DH-teams in OKC at that time had a strong dog obedience background and therefore were able to adapt readily. They did an admirable job without any special or additional training. The TDI DH-teams earned the respect of the care-giving and governing agencies alike. They paved the way for all of us to build upon and benefit from the experience they gained.

In NYC/NJ and at the Pentagon in Washington DC after 9/11, TDID-handlers were called upon again to bring comfort. As in OKC, TDI dog-handler teams came only with their TDI dog-handler credentials. Most TDI dog-handler teams were able to adapt but were not prepared for the work which lay ahead.

Subsequently in November 2001, TDI decided to create a special Disaster Stress Relief division. It was felt that the demand on the teams was extensive, and some of the teams could not handle the stress involved. As a result, a specialized DSRD Test for the dogs as well as the handlers was developed. A DSR Manual was created with input from some of the handlers who had served in OKC, NYC/NJ, and Washington, DC. Having served after a disaster, we all had some very dramatic experiences and had seen the particular demands on a DSR dog-handler team.

In August 2005, Hurricane Katrina devastated the Gulf Coast region. In September, by the request of the Governor of Louisiana, some veteran handlers and newly certified TDI DSRD Teams were deployed to Baton Rouge, LA where the staging area for those helping in the aftermath of the hurricane was located. The team was camping out in a firehouse and commuting to various sites to work with displaced people and rescue personnel on a daily basis. This was a large undertaking since the team did not know what to expect, and had to come prepared with equipment and food for both the dogs and handlers. The teams served between 2 and 3 weeks in Baton Rouge, LA.

We have added more criteria to our DSR Handler requirements including the guidelines set forth by the state of New Jersey for their Disaster Response Crisis Counselor certification. We are trying to test in various locations across the country, so that we will be ready to have local teams in place if a disaster occurs. If you want to test in your area, please contact the TDI Office. The arrangements for the test must be made by a certified TDI DSR volunteer.

Dog Requirements

- Your dog must be able to pass all parts of the original TDI test
- You and your dog must be in good physical condition, and be able to walk a distance of one mile.
- You and your dog will be subjected to extreme noise from fire engines, etc.
- Your dog must be able to work and to be transported with other dogs (both genders) in close quarters, such as in cars, trolleys, boats, elevators, etc.
- Your dog must be able to work under various conditions, with people crowding the dog and approaching from all sides and without prior warning or introduction.

Handler Requirements

These three courses can be taken online at: <http://training.fema.gov/IS/crslist.asp>

- Introduction to the Incident Command System (ICS 100) IS-00100
- Introduction for single Resources and Initial Action Incidents (ICS 200) IS-00200
- National Incident Management System (NIMS) and Introduction IS-00700

This course can also be taken online at: <http://learn.nctsn.org/login/signup.php>

- Psychological First Aid

Step 1: Create an account (free): <http://learn.nctsn.org/login/signup.php>

Step 2: Check your email and confirm your account (click on link)

Step 3: Return to <http://learn.nctsn.org>, and enroll in Psychological First Aid Online



INTRODUCTION

The focus of this training Guidebook is to prepare dog handlers and their dogs to work as a team and to prepare for situations which they may encounter during Therapy Dog visitations. After reviewing this Guidebook, the handler should be prepared to respond accordingly with confidence and integrity.

Until recently, the benefits of relationships between people and dogs were not widely known. Researchers are beginning to confirm and document the effectiveness of dogs in various settings:

- **Hospitals**
- **Assisted Living**
- **Hospice**
- **Nursing Homes**
- **Schools**
- **Libraries**
- **Community Events**
- **Funerals**
- **Private & Public Corporations**
- **Community Outreach Programs**



Therapy Dogs can be used as a therapeutic aid by the medical community to gain insight into thought and emotional/behavioral patterns. In addition to providing unconditional love while interacting with patients, dogs have a beneficial influence on the social, physical, and mental condition of patients.

Studies have shown that interaction with dogs can:

- **Lower blood pressure**
- **Rehabilitate and promote relaxation**
- **Relieve agitation, anxiety, and stress in patients**

- **Improve communication between humans**
- **Reduce the need for drug therapy in some cases**
- **Reduce aggression in certain adult substance abuse cases**

Therapy Dog visitations can be used to motivate patients, improve socialization, encourage appropriate behavior, develop hobbies, help with relaxation, promote reality orientation, and is a much needed diversion from patients' problems.

Patients who are not responding to other forms of therapy may respond to a Therapy Dog visit. Someone who is withdrawn might find it easier to respond to a dog than a medical professional in uniform. A patient may be more willing to pet a dog than to try a less pleasant form of occupational therapy.

We can conclude that relaxation, pleasure, and comfort can result from patient and animal contact.



A Brief History

The use of canines to help mankind is known throughout the world. They have been used for guarding flocks, tracking, hunting, search and rescue, leading the blind, and in assisting the deaf and physically challenged. The bond between dog and man dates back to early history, but it wasn't until recently that a correlation was acknowledged between this bond and the emotional health of humans. Studies have shown that a person holding or petting an animal will cause a lowering of blood pressure, the release of strain and tension, and can draw out a person from loneliness and depression.

Therapy Dogs International (TDI®) was founded in 1976 by Elaine Smith. A registered nurse working for a brief period of time in England, Smith observed the benefits of pets interacting with patients. She noticed how the patients reacted to the daily visits of the chaplain and his companion, a Golden Retriever. Upon returning to the United States, Smith was determined to bring the concept of pet therapy to health care facilities.

Elaine Smith (deceased) with Phila CDX (German Shepherd), Ursula Kempe with Sam UDT, SCHIII FH (German Shepherd) and Tippy UD (German Shepherd), Maeleine Loos (deceased) with OTCH Jodi (Collie), Ronn Loos (deceased) with Holli UDTX (German Shepherd), and John Miktus (deceased) with Ebony UDTX (German Shepherd) were the first group to visit institutions and helped put into action Elaine Smith's dream.

TDI was formed so that dogs could be certified, insured, and registered as volunteer Therapy Dogs. The goal of the organization is to unite and increase the number of available Therapy Dogs, give them the recognition they deserve, and to alert hospitals and other institutions to the importance of Therapy Dog visits to their patients.

Milton Wynn (first president of TDI) invented the word "Therapy Dogs". Before this it did not exist. Now it is used by groups all over the world. Milton and Elaine Smith were instrumental in drafting legislation in New Jersey, which was passed in 1984, allowing assistance dogs for people with disabilities all the same rights as guide dogs, not to be confused with emotional service dogs (TDI Dogs).

Since the term "Therapy Dog" has become a household word, confusion has arisen concerning these rights. Different organizations have been created, and some have copied Elaine Smith's ideas and used the term "Therapy Dog" or even "TDI." Currently, all dogs which are



registered with TDI provide emotional service only. Laws in various states are confusing and often use the phrase "Therapy Dogs" to indicate dogs that may or may not be dogs used for emotional

service. Laws have to be read carefully as sometimes the legislators are not aware of the difference between an emotional service dog and an assistance dog for people with disabilities. Emotional service dogs are the type of dogs which are registered with TDI. TDI Dogs do not have the same rights as assistance dogs, which at times are also referred to as Therapy Dogs.

The dogs used for therapy work vary in size and type. They may not all be “purebred,” but they all have a love of people. As Elaine Smith has often said, “All Therapy Dogs have one thing in common: their owners have discovered Therapy Dogs International and have the unselfish desire to help others, taking time to paws awhile for love.”



After years of informal evaluations of potential Therapy Dogs, our Board of Directors decided that a more formal test was needed. At the same time, the American Kennel Club (AKC) was developing the Canine Good Citizen Test (CGC). A board member of TDI served on the committee while developing the CGC test. The test was developed “to demonstrate that the dog, as a companion of man, can be a respected member of the community.”

TDI then added its own requirements to the AKC-CGC test.

In 2013, TDI developed its own test.

Before certification to serve as a potential Therapy Dog, dogs and handlers must meet our testing requirements given by our special qualified and certified Evaluators. These Evaluators all have years of experience working with dogs and TDI. Evaluators must submit a detailed resume of their dog and Therapy Dog activities to TDI and must abide by TDI’s Rules and Guidelines.

The organization, which is governed by a Board of Directors, now has an office located in Flanders, NJ, with a full-time paid staff. Funds for TDI come from dog registrations and Associate Member dues. Donations and bequests are welcome.

TDI is the oldest registry for Therapy Dogs in the United States, with dogs working in the US and Canada and some other countries. In 1989, TDI was completely reorganized under the direction of the current President, Ursula A. Kempe.

The future goals for TDI are to continue to bring joy and comfort to those in need, improve all phases of operations, and to make more TDI dogs available by striving to improve and expand the relationship between TDI and institutions and individuals in need of emotional service dogs.



How to Complete Your Online Renewal Process



Step 1: Set Up Your Account

If you've done this before, just log in.

1. Go to www.tdi-dog.org.
2. Click the blue link saying "New Website User Registration."
3. Fill in the needed details and click "Submit."
4. Pick your record and click "Continue."
5. Confirm your details, pick a username and password, then log in.

Step 2: Renew Membership

Note: You need an updated Health Record on file for your dog to renew online.

1. Click "Renew Online" on the left side of the page.
2. Fill in the details. Update any changes to your dog's status.
3. Presently we are not accepting Credit cards, only checks and money orders.
4. Agree to follow all TDI Rules and Regulations by typing your name and click "Continue."

If You Have Trouble:

Make sure you've answered if you're part of other dog therapy groups.
If it still doesn't work, you'll have to renew by mail.

Congratulations! Once we receive your application by mail, you'll receive your ID Card(s) by mail.

My Dog Has Met All the TDI Registration Requirements. What Now?

by Ursula A. Kempe

1. Refer to a facility list provided to you by TDI or the TDI website, or contact any facility of your choice. All facilities must have signed our MOU before any visits can take place.
2. Contact the institution you would like to visit by phone, in person, or mail.
3. Contact the person by name. If no name is given, ask for the activity director, recreational therapist, or for volunteer services.
4. Introduce yourself and explain that we are volunteers, thus there is no charge for our visits or demonstrations.
5. Tell them a little about the TDI program and the requirements for registration (level of training and health record requirements). Explain that these dogs are only used for emotional support.
6. Explain that all dogs are kept on leashes at all times, except maybe during a demonstration (when they would not be interacting with residents).
7. Clarify the insurance question.
8. If you are giving a demonstration with a group, make sure you let them know how much room you will need, and approximately how many people and dogs will be there. During a demonstration you, and *only you*, are allowed to give treats to award your dog.
9. Leave your name and telephone number so they have a contact person. Sometimes the person you initially contact is not familiar with the policy about pet visitations, and may need to get back to you.
10. If, despite all your efforts, you still cannot find a place to visit, contact TDI's membership support department via e-mail therapydogsinternational@gmail.com



Grooming Your Therapy Dog for Visitations

by Terry Hooretz

- Set enough time aside for grooming—this means do not rush the preparation process.
- If a bath is necessary, try doing this a day or two before your scheduled therapy visit, as this ensures that the dog is thoroughly dry and gives you and your dog a chance to relax. Some dogs may get tired after being groomed; you will want to have your dog well-rested for therapy visitations.
- Extra time may be needed for brushing of heavy undercoat, removal of matted hair, and any clipping and trimming that may be necessary. This does take time, so plan for it!
- Clean ears with a good ear cleaner.
- Trimming the dog's pads is a little extra step, but it will allow for good footing in facilities, and will make it very easy to wipe off water, mud, snow, etc.
- Nails should be cut using a proper nail cutter. Either file rough edges or take your dog for a walk on a hard surface (road or sidewalk). The tips of your dog's nails should be trimmed once a week. These procedures should be included in your once-a-week routine check. **Trim nails at least two days before visiting to avoid rough nails.**
- Try to maintain proper dental care for your dog's teeth. This may consist of scaling and brushing and observing any foul mouth odor. There are numerous products available for proper care; however, if you are unsure about which product to use, check with your veterinarian.

Before your Therapy Visitation, Re-Check:

- Dog's hair is clean and dry, and loose hair brushed.
- Dog's teeth are clean with no obvious doggy breath (use of dog breath-freshener spray or tablets will help).
- All nails are not jagged or sharp.
- Wipe away any eye discharge using a damp washcloth—also wipe dog's face to remove any fine dirt and to freshen appearance.

Quick-Fix Hints

- Use a No-Rinse or Foam-In Shampoo. This can be an effective method if time does not allow for a full bath or if a touch up is all that is needed. Mist the dog's coat using a small amount of conditioner and water mixed in a spray bottle (water alone may also be used), then brush thoroughly. A spray-in conditioner also works well. This will help lift and brighten the coat.
- If feet get dirty, you can use a tiny amount of shampoo mixed with water in a spray bottle to spray the feet, then dry with a towel.

Lecture Topic: Medical Ethics and General Liability

by Stephanie Brand, Esq., M.P.H.

Individual rights:

Any individual has the right to refuse a visit with a dog, or has the right to just watch or visit at a distance from the dog.

Confidentiality:

Many facilities have a confidentiality policy that they will ask you to sign. This is entirely appropriate as individuals have an absolute right to privacy. Anything learned about any individual (e.g., name, birthday, diagnosis, prognosis) is privileged and not to be discussed with anyone at all. If one needs to seek advice about a particular individual and TDI activities, that individual may be referred to generally, without any specific identifying information (e.g., “At the nursing home I saw a person who had lost the functioning of his right hand. Is it OK for me to position the dog on his right side?”).

It is a violation of the written and understood policy of confidentiality to take pictures or videos of any individual without release forms signed by the individuals.

Additionally, if you want to write a story or talk to the media about your experiences, you must obtain additional clearance and release from the appropriate individual or board of the facility.

Insurance:

TDI handlers must have their own liability insurance. TDI provides additional excess volunteer liability insurance of up to \$1 million per incident and \$3 million in total. This coverage only kicks in after your own insurance is used. It only covers volunteer work, not paid work, and is valid only in the U.S. and Canada.

A Note from TDI:

Please be advised that our insurance is only valid when you are working as a volunteer. The use of your Therapy Dog in your job or line of work is not covered. Our insurance coverage requires that you must follow TDI’s Rules and Regulations when volunteering. Please take extra care when volunteering, and watch your dog at all times. In these changed times it is very difficult to obtain insurance coverage for dog-related activities. We are proud that we are able to provide our members with quality insurance coverage. If you visit under the auspices of an organization other than TDI, you will not be covered by TDI’s insurance.

Guidelines which must be followed when releasing information to anyone including posting on social media:

On ALL visitations, no matter where it may be, it is required that the rules and guidelines of HIPAA (Health Insurance Portability and Accountability Act) be followed.

FMI: <https://www.hhs.gov/hipaa/index.html>

It includes Protected Health or other Information (PH) that identifies or can be used to identify a patient or a person III (Individuality Identifiable Information), as well as health or other information in any format - paper (written), electronic, or oral. It also includes information about the patient’s/person’s health or other status or condition and can include research information and photographs, videotapes, and other images.

Before taking any photos, videos etc. on a visit, you must have written permission from the facility and of everyone shown in the photos etc. Verbal permission does not hold up in a court of law. Do not reveal or post the names and locations of facilities. This includes taking a photo with your dog in front of a Name Sign of a facility. Do not use last names of anyone pictured in a photo or other communications.

It is your duty to protect those we serve, to protect yourself and to protect TDI!

He Won't Bite – He's a Therapy Dog

by Esther Peck



Doesn't that sound nice? A full-grown dog with a complete set of teeth that never bites. Of course, we have to have a few exceptions: a flea or two, his soup bone, a little garbage, a stick, a table leg, or perhaps a squirrel.

My dog uses his mouth and teeth as I would use my hand. He carries things, tends to itch places, reaches into garbage cans, catches things, and defends himself. However, he doesn't have many scruples, has negligible religious training, nor does he give a hoot for the Ten Commandments. He obeys a set of rules because I insist, and I'm the keeper of the cookies.

But what if... he has a sore muscle, a toothache, or a headache? Maybe he wants a nap and is cranky. What if I'm distracted, looking the other way, or involved in a conversation? He's an animal. Can we truthfully say he won't ever bite? Just because he's a Therapy Dog doesn't mean he'll never bite. Since he never has, can we be certain he never will?

The following happened to me: A neighbor's dog, a delightful Setter, appeared to be limping. The neighbor called me over to look at him, and fortunately, had hold of his collar. I pointed to the dog's front paw—didn't touch him, just pointed. The dog almost tore off my face. The owner was bitten, but I wasn't. I have known this dog since he was a puppy, and liked him. It had never happened before or since. But it happened once and I won't forget it.

Watch your dog every minute when he's around people and every second when he's around children. He's tame and trained, but he's a dog. Never let your guard down. Have your hands on your dog whenever anyone is touching him.* Watch his eyes, his tail, his feet, and his mouth. If he does bite... it will happen fast.

He won't argue as we would, he won't complain, and he might not even try to pull away. Please watch. We have our days when we'd rather be alone, so does he. We have times when our mind is elsewhere. Does he? We occasionally need a nap in order to be nice. So does he.

We can never be certain what our own children are going to do, so how can we say for sure, "He's a Therapy Dog, he won't bite."

*TDI does recommend that the TDI handler allow the dog to interact freely with others without the handler touching the dog as this creates a conflict for the dog in terms of who they should be attending to. However TDI does acknowledge that there are times when hands on is required.

Common Sense: How to Get Around a Hospital Without Interfering in Hospital Routine

by Ursula A. Kempe

- At your first visit, get directions pertaining to hospital rules and regulations.
- **At all times, follow TDI's Rules, Regulations, and Guidelines.**
- Check-in at the Nurse's Station or Volunteer-Coordinator's office at the beginning of each of your visits.
- Ask for the hospital staff to accompany you on your visits.
- Always use designated entrances, elevators, and stairs.
- In the hallways, have your dog walk close to the wall.
- Watch your dog at all times.
- Don't obstruct hallways.
- During a code (an emergency), immediately get out of the way and go to a designated area.
- Follow hospital procedure for infection control. Use a lap pad for your dog if indicated. (Request a lap pad from the facility.)
- Don't visit any patients in isolation.
- Respect patient privacy by first asking if it is all right to visit.
- If a patient drops something, don't pick it up with your bare hands, use a paper towel.
- Don't let your dog eat things off the floor. Use your "leave-it" command.
- Don't move, feed, or interfere in any way with a patient.
- During a fire, exit via stairs, don't use elevators. Follow the directions of hospital charge personnel.
- At all times, present yourself in a professional and courteous manner.

Some Guidelines for Conducting a Pet Therapy Visit

by Nancy Bradley, R.N., BSN, M.Ed., TDI Evaluator #149

As **Therapy Dogs International** is growing rapidly, we all need to be cognizant of helping our members continue to maintain the excellent reputation of the organization. This is especially important in view of the increasing requests for pet therapy from many types of facilities.

BEFORE A VISIT

- Dog grooming (refer to “Grooming Your Therapy Dog” on page 15).
- Know where to park, what entrance to use, and the name of the facility contact person.
- Dress neatly and comfortably. Many facilities are quite warm.
- Make sure you have your ID Card and that your dog is wearing the TDI Tag and TDI Bandana.
- Pack a small bag with the following suggested articles:
 1. Small bowl for water or spray bottle with water if your pet will drink from it.
 2. Cleanup materials so you will be prepared: paper towels, plastic bags, and small spray bottle of deodorizer (Nilodor works well).
 3. Pencil and paper for making notes about future visits, etc.

DURING A VISIT

- Plan to arrive on time, and allow sufficient time to exercise your dog and, if necessary, clean-up. Remember that clients may have other planned activities and you need to start and end on time as scheduled.
- Be knowledgeable about facility policies and follow them. Remember, you are a visiting guest; be polite and considerate. Follow **TDI** policies (tags, health care, dog on lead requirement, etc.).
- Ask hospital or hospice personnel to accompany you while visiting. Please be sure when visiting a private home that hospice personnel or a neutral chaperone is present. (This not only will protect you and your dog in case of a mishap, but it will provide feedback to the hospital on the benefits of pet therapy.)
- Be knowledgeable about your dog’s behavior and watch for signs of stress in your dog.
- Introduce yourself and your pet to clients.
- **CLOSELY SUPERVISE YOUR PET AT ALL TIMES.** Be aware that elderly client’s skin is easily injured. Always protect your pet from too much handling or abuse.
- Always be a careful observer of clients. Watch for any reaction that could signal stress, irritation, or physical danger. Ask staff if there are any clients you should not see. Remain calm, friendly, cheerful, and professional at all times. Notify staff if client becomes upset, ill, or makes a request. Report any injuries immediately, so that appropriate action can be taken and accident forms completed.
- **BEFORE** you approach a client, ask if they would like to see your dog or if they wish to pet it. If they respond positively, follow your instincts and start a conversation. If they respond negatively, excuse yourself courteously. Never force an animal on a client; respect their feelings. Clients may change their minds about wanting to see your dog, so ask again on the next visit. Many clients have never seen a trained dog, so a demonstration of obedience or tricks may help some clients overcome their reticence.

- All TDI Associate Members must be accompanied by a hospital representative when visiting with toddlers or babies.
- As you interact with clients, be a good listener and provide questions to keep the conversation going. You may want to ask if they had pets and what kind of pets they had. Do not yell or speak loudly when communicating with the hearing impaired. Directly face the client and use caring body language as much as possible.
- Respect client confidentiality. You may hear information but you are **NOT** to repeat the information.
- **DO NOT REMOVE ANY RESTRAINTS** from clients, even at their request. Notify staff as needed.
- In case of a fire drill, follow staff directions. You are responsible for yourself and the safety of your pet.
- Be aware of staff time. They are very busy and have many responsibilities; do not give them any more. Allow staff to interact with pet as indicated. We all benefit from a pet therapy break.

AFTER A VISIT

- Ask what you and your canine pal can do to improve visits. Check with staff to see if there are clients you missed or follow-up with those that may benefit from additional attention. Confirm time for next visit.
- Praise and reward your canine companion for a good visit.
- Remember that you and your canine companion have probably established important human-animal bonds with some clients and they will be looking forward to seeing you again. **Please** continue your visitations on a regular basis. If you are unable to attend a scheduled session, please notify the facility prior to your appointment and reschedule.

Most of all, keep up your excellent work. If we think of how our lives would be changed if we could no longer own or hold a pet again, we can appreciate the needs of the people that we can reach with pet therapy. Your caring and loving for people and your dogs enriches many lives.

*Remember, we are all Ambassadors for **TDI**, so keep on putting your best foot forward, all six (or more) of them!*



Frequently Asked Questions

Why does TDI prohibit the use of food or treats while visiting?

Many incidents have occurred when dogs try to grab a treat.

Can the dog handler give treats during a visit?

Only during a demonstration and only by the handler.

Why does TDI no longer accept Associate Members who have dogs certified with any other Therapy Dog-related program or organization?

This policy is based on a recent Board of Director's decision prompted by insurance coverage issues. Additionally, our organization has struggled with a growing concern that multiple certifications and affiliations serve only to blur the distinction between agencies and their specific rules and regulations.

Can we visit under our group name of "Fido's Therapy Dogs?"

No, TDI dog/handler teams must use the name Therapy Dogs International when visiting.

Why does TDI not allow a Therapy Dog team to visit after a natural or man-made disaster?

Disaster Stress Relief dog/handler teams must go through additional training and testing and supervision for their first field assignment.

Where do the dogs volunteer?

We have dogs and their handlers volunteer throughout the United States, as well as some in Canada.

What does TDI's excess volunteer liability insurance cover?

TDI handlers must have their own liability insurance. TDI provides additional excess volunteer liability insurance of up to \$1 million per incident and \$3 million in total. This coverage only kicks in after your own insurance is used. It only covers volunteer work, not paid work, and is valid only in the U.S. and Canada.

What happens if I have not renewed my TDI membership by January 1st?

You will not be a current TDI Associate Member. You cannot visit representing TDI and will not be covered by TDI's excess volunteer liability insurance.

Can I visit before my membership is renewed?

No. You must have a current ID Card and TDI Tag to be covered under TDI's excess volunteer liability insurance.



Dog Therapy for Older Adults (Geriatric Patients)

by Christina M. Davitt, MSN, GNP & Mary Timiras, MD, FACP

AGE RELATED CHALLENGE

REMEDY

Hearing Loss

Speak to client's "face" at eye level. Allow client to read your lips. Write messages. Use sign language. Speak slowly with a deep voice.

Visual Loss

Announce your arrival and activities. Emphasize tactile and auditory contact. Guide client to pet dog.

Fragile Skin

Trim pet's nails two days before visiting. Avoid scratching client.

Poor Balance

Use extra person for safety. Avoid pushing or jumping up on client.

Thin Bones

Use extra precaution to avoid causing client to fall.

Dementia

Check with staff regarding client acceptance. Prepare for inappropriate behavior.

Incontinence

Avoid excess sniffing, which may be embarrassing to client. Inform staff of problem.

Signs of Stress in Therapy Dogs

by Dr. Mary Burch

We all love our dogs and we want to remind you that TDI is very concerned about the welfare and happiness of our canine members. Learn to recognize the signs and symptoms of stress in your dog. Make sure your expectations for therapy settings are realistic and that your visits are not too long.

Signs of stress in dogs may include panting, yawning, sneezing, shyness, dilated pupils, reluctance to go and see a person, pacing/overactivity, underactivity, shedding, or the lack of desire to socialize.

If you see signs of stress in your dog, take a break. A walk may help, or you may need to shorten the visit. Long-term stress may require that you take several weeks off. Make sure that in addition to therapy work, you provide your dog with some fun leisure activities such as going for a walk with you, playing ball, fetch, etc.

Many therapy settings are intense: our dogs are sensitive and suffer burn-out and stress just as we do, so keep a close watch on your canine therapist. A good Therapy Dog is a happy Therapy Dog.

Encountering and Handling Difficult Situations during Visitations

by Ruby Reuter

Having a dog pass a Therapy Dog testing, by a certified TDI Evaluator, shows that the dog has a wonderful and sound temperament. However, it does not prepare the dog and it's owner/handler for all situations that might occur. The following situations have actually happened to TDI members while on visitations:

A patient in a hospital Psychiatric Ward lunged from a watchful nurse's care onto a German Shepherd. This female patient thought it was her dog and kept it in a restrictive hold for approximately fifteen minutes. The nurse was unable to remove the patient from the dog.

Resolution: The dog's owner told the patient that the dog needed to go potty and she would bring her back. The patient did let go of the dog.

A male patient at a Psychiatric Facility did not want to approach a dog or have the dog approach him. This patient then went and obtained a paper cup of water and closely followed the dog and owner, asking if the dog wanted some water. The patient never allowed the dog to look at him and he did not want to give the dog the water himself. The dog became concerned and distracted because he could not figure out what the shuffling sound was behind him or what was looming over him.

Resolution: The dog was taken to another floor.

A female patient at a Psychiatric Facility was verbally attacking a dog's owner. The patient was not going to be happy unless she was released from the facility. The verbal attack went on for approximately ten minutes. The owner became tense and uncomfortable because the patient was relentless and becoming more aggressive. The dog was now reading off its owner and became nervous and uncomfortable. The staff was not alarmed because this was normal behavior for this patient.

Resolution: Owner removed the dog from the facility. The owner and dog were too stressed to continue on with further visitations that day.

Notes: On visitations, I now keep my dog on a two-foot leash. My dog is always in close proximity to me and I can keep an eye on her at all times.

When my dog is in close contact with a patient/person, I will slide my hand under the dog's neck and wrap my thumb around the collar. While the dog and patient are visiting, I am scratching the dog's neck with the same hand. This keeps a part of me in between the dog and patient/person at all times. I feel I have better control if a negative or awkward situation should arise. My dog can be easily pulled away.

My dog's welfare is my number one concern. A dog should never be put in a situation where a patient/person could harm them. Dogs do not forget. One time could ruin your dog as a Therapy Dog. Always keep your visits fun, upbeat, and safe for your dog and the patients.

The Training of Toy Dogs for Therapy Dog Work

Interview/Article by Sherry Davis, TDI Evaluator (Bakersfield, California)

I've got this old threadbare t-shirt that I've managed to hold on to for over 40 years; most notably for its broken-in-fits-like-second-skin comfort, but also because after an equal number of years training dogs, I still get a kick out of the graphic displayed on the front: "The only thing two dog trainers agree on is what a third trainer is doing is wrong". Easy to agree with that sentiment when the training methodology of today's new-age dog trainer proclaims that as a "pet parent" we should enrich our dogs' lives by ignoring blatant disobedience, avoid correcting dogs for fear of bruising their delicate canine feelings and that an never-ending supply of treats is all that is needed to obtain desired behaviors. Happily, my faith that a profession which has been my whole life has not fallen into a bottomless pit of anthropomorphism was recently given a re-boot during a conversation with Margaretta Patton on the training of toy dogs for therapy work.

Interviewing of Margaretta Patton (May 20 & 27, 2016)

Margaretta (Maggie to her friends) has been an AKC obedience judge for over 35 years, a TDI evaluator since the '90's and has been doing educational programs for schools and children groups since the '80's. Having started in Pomeranians, she now trains and shows Toy Poodles.

Maggie, do you find any parts of the TDI test to be more challenging for toy dogs?

1. Due to their size, approaching the service equipment can be a little scary, but they certainly can be trained to work comfortably around the different pieces of equipment.
2. The "leave it" command is generally difficult for most breeds and sizes of dogs, and it's especially hard when the treat is offered by the helper.
3. People standing over toy dogs has always presented a challenge.

Maggie, do you have any specific tips or advice about training toy dogs?

1. I do a lot of play training, teaching sit, down and stand on my bed. My poodle weighs 7 lbs, and play-downs on the bed are non-threatening and help build confidence. It's also easier on the handler's back!
2. There needs to be a leader in the relationship, and dogs large and small need parameters for their behavior.
3. Work on your voice. Most people don't use their voice properly; they praise in a monotone. Your voice is a tool which can be used to motivate, caution or reward extra effort. While food can be used to highlight an exceptional performance in practice, since it can't be used in the ring or while doing therapy work, praise should always be the primary re-enforcer for a dog.

Maggie, what advice would you give newly certified toy handler teams?

1. Watch your dog at all times! Be especially vigilant when working with teenagers or psychiatric/special needs children who can be too rough with tiny dogs. Keep your eyes on hands which can pinch testicles, squeeze feet too hard or stick a finger down a dog's ear canal. Don't let children pick up your dog, pick it up yourself and hold it for petting.
2. Therapy work is not a social event. Don't stand around chatting with facility workers or your friends. Watch your dog.

Maggie, what are some of the mistakes people make when raising toy dogs?

1. Waiting too long to start training. Although performance won't become consistent until around the age of four years, training using play techniques can begin when dogs are puppies.
2. Not correcting play biting/nipping.
3. Not confining puppies when unsupervised until they are mature enough to be trusted.
4. Stepping on tiny feet. Shuffle your feet when you walk.
5. Broken legs. Slipping a finger through an over-enthusiastic puppy's collar when it is being held can prevent a serious fall.
6. Not socializing to outside world.
7. Over-dependence on food for performance.

Finally, Maggie and I discussed "burn-out" which is not unique to toy breeds.

While seasoned therapy dog handlers are instinctively tuned to their dog's physical and psychological needs, newer handlers often have a tendency to go "overboard" when starting in therapy work. In their enthusiasm to fill up their visit log by knocking off that first 50 visits, handlers often over-work their dogs. While one of the reasons for doing therapy work may be because the handler's dog loves attention, many dogs (especially toys) can be overwhelmed at first by all the petting and touching, so it's important to pace dogs until you've learned to read the signs that they've reached their limit or run the risk of burning them out.

Thank you Maggie, for this is great information that should be helpful to new and old handlers alike.

******Sherry: But I still won't be doing any Newfoundland training on my bed!******

How to Approach and Interact with Children

Please Note: It is required that handlers first gain experience by visiting Nursing Homes, Assisted Living Facilities, etc. for at least one year. After actively visiting under the auspices of TDI for at least one year, a dog/handler team is eligible to participate in a specialized test “Visiting With Children”. Successful completion of this specialized test will allow the dog/handler team to visit child specific facilities (Schools, Libraries, Children’s Hospitals, etc.)

Be sensitive to the needs of children who are away from loved ones and are being exposed to invasive procedures in a perceived foreign, hostile environment. Simple actions like kneeling down to their level, softening your voice, and smiling will help their confidence.

- Introduce yourself and your dog and ask if they would like to have a visit.
- Sometimes, the gender of a patient is masked by disfigurement. It would, therefore, be prudent to ask for a first name.
- Let the child’s initial response lead the direction of any conversation.
- Answer their questions honestly without going into detail.
- Please remember to follow the facility’s and TDI’s rules and regulations.
- One way to make your dog accessible to children is to put your dog in a down position.
- At all times, watch your dog while keeping a hand on your dog’s collar (or a very short lead).



Guidelines for the TDI “Children Reading to Dogs Program”

This is a wonderful and very popular program which can take place in a school or public library setting. Teachers, librarians, and parents are impressed by the response to this program—suddenly, reading is fun and exciting and everyone wants a chance to participate! Additionally, research has shown that the presence of Therapy Dogs not only improves a child’s self-esteem and self-confidence, but their reading scores as well!

How to Get Started (Please refer to our Children Reading To Dogs “Tail Waggin’ Tutors” which can be seen on Youtube.

When making contacts to start this type of program, be sure to emphasize the following salient points:

- Dogs are non-judgmental and will not criticize or ridicule. Quite simply, the dog does not care if the child makes a mistake.
- The child can read aloud in a more private setting, thus eliminating anxiety associated with reading aloud in front of peers.
- There is a fair amount of status that goes along with those students who are chosen for whatever reason to read to the dogs. For a child who is lacking in confidence and/or is somewhat withdrawn, this puts them in the forefront in a very positive way.

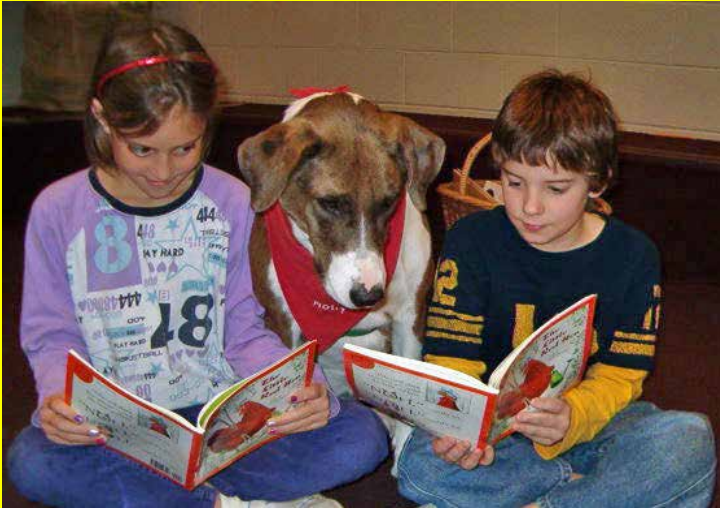
Dog/Handler Requirements



- Introduce the dogs to all staff and children.
- The dog should be able to lie still and remain calm for at least 30 minutes. Some facilities may require that the dog lie on a specific rug or blanket.
- The dog should not mind if children run up to them, squeal at them, or touch them. The handler should always be ready to instruct children on the proper way to approach a dog: walk toward the dog, ask if you can pet the dog, let the dog sniff your hand, and then pet it with soft, gentle touches.
- The dog should remain still and focused, even if other dogs are in the same area.
- The dog should be comfortable being cuddled or leaned on during the session. Always be sure your dog is free of sore spots or injuries that may cause pain if leaned on. Be alert with older, arthritic dogs for signs of stiffness or tender areas when touched. Do not participate with your dog if your dog is in pain.
- The handler remains as a “silent partner” unless the student asks for assistance or the teacher or parents request specific assistance while the child reads. Otherwise, the handler and the dog will ignore any mistakes. The goal is to provide the child with a comfortable setting in which to practice reading skills without fear of ridicule or judgment.

How to Arrange the Environment

- Many teams feel that one child reading to one dog works best. Other options are to have a group of children reading to a dog with each child getting a turn to read out loud. This is OK for children who are comfortable reading aloud in a group. For those who are not, the individual session is recommended.
- Try to have the program set up in a quiet, private area away from main entrances and thoroughfares.
- It is helpful for the child to have some guidance selecting a book that is appropriate for his/her reading level, as well as for the time frame available.
- For younger children (ages 4 and up), i.e., pre-school age or early readers, it may be better to have someone read to the children while a Therapy Dog is present in the group. This is a better approach for keeping younger children interested and occupied. This program is not recommended for toddlers.
- Remember, it is extremely important for this to be a successful, positive experience for each child. Success will help them feel good about their performance, thereby gaining the confidence needed to become a better reader.
- At the close of each session it is nice to give each child a little souvenir. Suggestions include a bookmark with the dog’s picture on it, a photo of the dog they read to, a cute dog sticker or other type of sticker for good performance, or even an ink stamp of a paw print on their hand. The children love these special mementos of their time with the dogs!





TDI Children Reading To Dogs
“Tail Waggin’ Tutors” (TWT)

**To learn more about our "Tail Waggin' Tutors" program please
check out our video on YouTube**

Video Published on You Tube:

Title:

"Therapy Dogs International's Children Reading to Dog Tail Waggin' Tutors"

Guidelines for Hospice Visits

Although death is unavoidable, solace can be found on life's last journey.

Hospice care is administered to patients when a cure is no longer an option. A specialized team consisting of doctors, nurses, social workers, physical therapists, aides, clergy, pharmacists, volunteers, etc. work together to help provide a good quality of life for patients in their final days.

Caring for people who are terminally ill is a demanding responsibility for medical staff and family members, whether the hospice is in the home or hospital. According to the National Hospice and Palliative Care Organization (NHPCO) 2004 Facts and Figures*, "the number of hospice programs nationwide continues to increase ... 1,060,000 patients sought hospice care in 2004, an increase of 110,000 people in just one year's time."

State hospice organizations report to the NHPCO that "Approximately 400,000 hospice volunteers contribute 10.3% of all hours provided to hospices—equal to over 18-million hours per year..." a figure that may well include the time donated by TDI handlers and their Therapy Dogs, who bond with patients and make connections with families, even in a short span of time.

Therapy dog/handler teams should remember:

- To provide treatment plans unique to each patient, including whether or not he or she wishes to spend time with a Therapy Dog.
- It is important that patients feel they still have control over their lives with a Therapy Dog.
- It is very important that volunteers who are doing Therapy Dog work talk with the nurses and physical therapists in order to be sure of what patients can and cannot do.
- It is important that the dog/handler team realizes that in a hospice setting, comfort is provided to the entire family, not only the patient.
- For any member who is unfamiliar with hospice, helping people with the journey through the end-of-life is one of the most rewarding experiences.
- Often, teams are asked to provide a final farewell at the funeral home.



Notes on Visiting a Women's Shelter

- Educate the shelter staff as to what TDI's program is about.
- All information regarding the shelter is ***strictly*** confidential.
- Members visiting this type of facility should ***never*** tell ***anyone*** where it is or who they have seen. *These women are there in fear for their lives.*
- There should be ***no*** publicity sought, i.e., media or newspapers.
- The children and mothers at this type of facility are from a violent background.
- A lot of patience is needed when visiting this type of setting. The children are often quite active and their attention span may be short.
- The mothers and children are often fearful of the dogs. They may be familiar with "dog fighting." They will ask, "Do you fight that dog?" or "Does that dog bite?"
- If the children and/or mothers are afraid, it helps tremendously when the handler can gain their confidence and shows them the dog is gentle.
- Many times the children are rough with the dogs. Teach them how to pet the dogs. Explain how positive rewards and gentleness are the best way to get the dog to do what you want him to do.
- Handlers need to be cognizant of paying close attention and staying in control of the visit. On any visit, watch for objects or food that may be lying around that may be harmful to your dog.
- No personal questions should be asked, and the conversation should be light and positive.





CHAPTER FORMATION APPLICATION

For Office Use Only

Amount: _____

Check/MO: # _____

Date: _____

Received: _____

CHAPTER DIRECTOR & CHAPTER VICE-DIRECTOR, Please include with your Applications:

1. Letter of Recommendation from one Facility you currently visit*
2. Personal Letter of Reference from another individual*
3. Request for Consideration Letter*
4. Detailed Resume pertaining to Therapy Dog activity*
5. Signed and Dated statement granting TDI permission to distribute your contact information, as well as a statement agreeing to abide by TDI's Rules, Code of Ethics, and Chapter Rules*
6. List of TDI Members who wish to join the Chapter (Please include name and dogs registered)
7. \$20.00 Check (Non-Refundable Processing Fee)

*Both Director and Vice-Director must submit their own document

Location: _____

Chapter Director: _____

Chapter Vice-Director: _____

Mailing Address: _____

Mailing Address: _____

Daytime Phone Number: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Evening Phone Number: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

Please Complete and Return to: Therapy Dogs International
ATTN: New Chapter Applications
88 Bartley Road
Flanders, NJ 07836

Terms and Conditions for TDI Chapters

By granting Chapter Status to a TDI Chapter, the Chapter must agree to abide by TDI's Rules and Regulations.

SECTION 1 – CHAPTER ORGANIZATION

Any group of individuals may form a TDI Chapter, with the consent of TDI, if they have at least 3 current, active TDI members at the time of inception. All Chapters must name a Chapter Director at time of inception.

SECTION 2 – CHAPTER IDENTIFICATION

Each Chapter shall only be known as and refer to itself in all letterheads, correspondence, interviews, promotional materials, clothing, and public appearances as:

“Therapy Dogs International Chapter # (Chapter No.)”

-or-

“TDI Chapter # (Chapter No.)”

The Chapter number will be assigned by the TDI Office. No other methods of Chapter identification, including the creation of a Chapter name will be tolerated. Once assigned, the number becomes, and remains, the exclusive property of TDI, whether the Chapter has an active or inactive status under the auspices of TDI. Should a Chapter be dissolved for whatever reason, the Chapter number must be relinquished to TDI and may not be used for any purpose thereafter. No Chapter is allowed to create their own shirts for the handlers, bandanas for the dogs, or any other Chapter specific paraphernalia. A TDI Chapter is allowed to affix its Chapter number on these items if it so chooses. All Chapter names both past and present will remain the exclusive property of TDI, and may not be used by anyone going forward for any purpose.

SECTION 3 – APPLICATION PROCEDURE

Any group of individuals desiring to become a Chapter of Therapy Dogs International, as of April 30, 2008, must fill out and sign the “TDI Chapter Formation Application” to register as a TDI Chapter. TDI must approve all applicants before a Chapter may be registered.

SECTION 4 – CHAPTER TREASURY

- (a) TDI does not recommend having a Chapter Treasury, but if a Chapter decides to have a Chapter Treasury, all monies collected by the Chapter can only be used to further the cause of TDI. Monies cannot be used or distributed to other agencies or Chapter members. This excludes legitimate expenses that may arise such as events, parades, etc. that the Chapter may participate in.
- (b) Chapters are formed for the sole purpose of TDI Associate Members and their dogs to visit together, support each other, and foster new Associate Members and their dogs. TDI reserves the right to monitor the Chapter's Treasury and reserves the right to dissolve a Chapter based on a violation of these rules.
- (c) Chapters may not accept donations from public or private sources. All monies of this nature must be forwarded to the TDI Office. TDI may distribute these monies to the Chapter at TDI's sole discretion.
- (d) TDI Chapter Treasuries must not exceed the amount of \$1,000.00. If a Chapter Treasury exceeds this amount, the Chapter may not accept any more money from any source, including Chapter dues. To remedy the situation, a Chapter may make a donation to TDI in order to lower the balance.

SECTION 5 – RULES & REGULATIONS

In order to become or remain a TDI Chapter in good standing, ALL CHAPTERS MUST:

- (a) Have only registered TDI Associate Members in good standing as part of their Chapter membership.
- (b) Only visit facilities with other TDI registered dog/handler teams.
- (c) Be registered and affiliated with only TDI and no other Therapy Dog organization.
- (d) Renew the Chapter annually by March 31 and provide any and all information required by the TDI Board of Directors at that time.
- (e) TDI Chapters must follow the policy of Therapy Dogs International not to discriminate on the basis of handicap, race, color, creed, religion, sex, ancestry, dog breeds, social status, or economic status. All TDI Certified Dogs and their handlers of good character should be able to join a TDI Chapter. Membership can only be refused if the Chapter has adopted a “closed membership” policy that limits the Chapter to a certain number of participants. Qualified applicants must be put on a waiting list and be accepted if a vacancy occurs. If additional training is needed for visitations to any institutions, potential applicants must be made aware of these requirements and be given the opportunity to comply with these rules.
- (f) Chapters and their members may not discriminate against TDI members who are not members of their Chapter. All members have an equal right to visit at facilities as individuals. Chapters that try to discriminate or prevent individual visitations are in violation of TDI’s Rules and Regulations.
- (g) TDI Chapters must represent themselves as members of TDI in all public appearances, media contacts, presentations, etc. Chapter members must prominently display TDI’s logo on any banners, correspondence, merchandise, etc.
- (h) Not utilize or promote their particular Chapter with Chapter-specific merchandise (i.e., specific colored leashes, bandanas, vests, etc.). Chapters may only use TDI merchandise for the purpose of promoting the Chapter or our organization.
- (i) TDI Chapters may NOT incorporate their Chapter as of November 20, 2004.
- (j) If the Chapter has written Chapter rules, the TDI Rules and Regulations must prevail in all discrepancies or conflicts between the Chapter Rules and the TDI Rules and Regulations.
- (k) Abide by TDI’s Rules and Regulations as set forth by the TDI Associate Member’s Guide.

Failure to abide by these Chapter Rules and Regulations may result in termination of the Chapter, and the Chapter will be forced to dissolve.

SECTION 6 – DISSOLUTION OF A CHAPTER

Any Chapter that does not follow the Rules and Regulations set forth in each section of this publication, or conducts itself in a detrimental or defaming manner to the organization, will be subject to review by the TDI Chapter Committee Task Force, and may be dissolved as a result. A dissolved Chapter must relinquish all of its assets to the TDI office and cease operations immediately.

PLEASE SEE RULE A.11 ON PAGE 6 FOR ADDITIONAL INFORMATION ON THE PURPOSE OF TDI CHAPTERS.



THERAPY DOGS INTERNATIONAL (TDI®)

APPLICATION GUIDELINES FOR TDI CERTIFIED EVALUATORS

For Office Use Only
Amount: _____
Check/MO: # _____
Date: _____
Received: _____

Applicant Requirements (your application cannot be considered unless you first meet these requirements):

1. Applicant must have years of visiting experience, at various types of facilities, as an Associate Member of TDI.
2. TDI Associate Membership must be in good standing (current).
3. (Letters of Reference are required from the various types of facilities where Therapy Dog work is performed. The Letters of Reference must be on the institution's letterhead, and must state the length of time that the applicant has been involved in the program.) Associate Members who are also members of a similar organization may not apply for Evaluator status with TDI.
4. Applicants must be a minimum of 21 years of age.

Applicants must submit to the TDI Office the following:

1. "Request for Consideration" letter.
2. Detailed resume which includes:
 - (a) History of Therapy Dog activities and work.
 - (b) Knowledge of dog behavior and History of dog-related activities. (Provide at least two Letters of Reference relating how the knowledge of dog behavior was acquired. Must include name, address, and telephone number with original signature of person giving the reference.)
 - (c) List of dog-related educational activities (seminars, workshops, courses, etc.)
3. Reason(s) for requesting Evaluator Certification.
4. Non-refundable \$50.00 application fee.
5. Current photograph of yourself, suitable for scanning.
6. Written permission for TDI to distribute and/or publish your name, address, and telephone number to interested parties.
7. Signed and dated statement agreeing to abide by TDI's Rules and Code of Ethics (in TDI Handbook).
8. Signed and dated statement agreeing to test all applicants and thereby following TDI's Rules, Regulations, and Guidelines for Certified Evaluators. **Please note: Applicants can operate a training facility, but as a TDI Evaluator, you would not be permitted to test dog/handler teams which you have trained or those who have taken your classes.**

Please take a moment to ensure that you have included the following:

- _____ A "Request for Consideration" letter.
- _____ A detailed resume.
- _____ Letters of Reference relating how the knowledge of dog behavior was acquired.
- _____ A current photograph of yourself, suitable for scanning.
- _____ Non-refundable \$50.00 application fee.
- _____ Written permission for TDI to distribute and/or publish your name, address, and telephone number to interested parties.
- _____ A signed and dated statement agreeing to abide by TDI's Rules and Code of Ethics (in TDI Handbook).
- _____ A signed and dated statement agreeing to test all applicants and thereby following TDI's Rules, Regulations, and Guidelines for Certified Evaluators.

Please see checklist below for required credentials:

YES NO

	YES	NO
Years of active visiting experience with TDI.		
Current Associate Member with dog(s).		
Experience visiting various types of facilities with dog.		
One Letter of Reference needed, from each place visited.		
Dog training experience of various breeds. Must have taught adult dogs, puppy classes are not sufficient. Classes can be either Obedience or Breed.*		
Or , other professional experience with dogs. (Veterinarian, Vet Technician, Dog Groomer, Dog Judge [Obedience or Breed], Professional Dog Handler, Shelter Worker, or any other type of occupation with access to various dog breeds.) A considerable knowledge of dog behavior is required.*		
Continuing education on subjects pertaining to dogs, such as seminars, books, etc. (Helpful but not mandatory.)		

*You must submit two Letters of Reference relating to how knowledge of dog behavior was acquired. Each letter must include name, address, and telephone number with original signature of person providing reference.

Please send Application to: THERAPY DOGS INTERNATIONAL
 Attention: Evaluator Applications
 88 Bartley Road
 Flanders, New Jersey 07836

Your Application will be reviewed by the Membership Committee Task Force for consideration by TDI. You will receive written notification once a decision has been made. Please allow six (6) weeks for processing.

“TAIL WAGGIN’ TUTORS”



Children Reading to Dogs
Tail Waggin' Tutors
TDF's Reading Program

**CHILDREN
READING
TO
DOGS**



**Therapy Dogs
International (TDI®)**
88 Bartley Road
Flanders, NJ 07836
(973) 252-9800
www.tdi-dog.org

Therapy Dog

Therapy Dogs International (TDI®) is a volunteer group organized to provide qualified handlers and their Therapy Dogs for visitations in a variety of facilities and settings.

The "Children Reading to Dogs" program is one of TDI's newest services. Once in school, some children might have a little trouble learning how to read. Here is where we can help with our wonderful Therapy Dogs. It is so much fun for the children to read to a patient Therapy Dog. What an incentive! Libraries and schools schedule reading hours for children and Therapy Dogs. Children and dogs bond over a shared story. Children's confidence and reading skills grow in a relaxing environment. It's that simple.

Reading is Knowledge,
Knowledge is Power,
Paws a while to Read!

BOOKMARK

Here is an idea: When going to libraries or schools you might want to leave a little memento with the children. Please feel free to copy this bookmark. You can also download the bookmark from our “Member’s Page” with instructions on how to reproduce them. Have fun visiting!

