



National Capital Therapy Dogs

P.O. Box 234

Highland, Maryland 20777-0234

301-585-NCTD (6283)

info@nctdinc.org www.nctdinc.org

REGISTER AS A NCTD THERAPY DOG TEAM CHECKLIST

Congratulations on passing your Therapy Team Evaluation! You are on your way to helping to bring joy and smiles to some individuals who may need it the most! Just a few more steps to complete and you will be on your way.

Registration

- Turn in your NCTD Health Status Report completed by your veterinarian.
 - You will receive your acceptance letter and an ID photo will be taken.
 - Indicate to the registrar at the evaluation your preference of 2 ID cards or one ID card and one dog tag.
 - *Usually when the dog is wearing a vest while visiting, the handler chooses 2 ID cards.*
- If you do not have your form, we will provide you with an address to send it to.
- You will then be added to our volunteer roster and have access to the Member Only section of NCTDInc.org.
 - You can either pay your registration fee to the registrar at the evaluation, or NCTD can invoice you through the website.

NCTD "Uniform"

- When you represent NCTD, you must have an acceptable collar and leash for your animal, as well as NCTD Photo ID.
- There are two choices for the animal's uniform.
 - NCTD Vest, which can be purchased, at cost, through NCTD
 - A standard green harness or collar, available through most pet stores.
- We ask that handlers also purchase a shirt with the NCTD logo through Land's End.
 - Ordering info will be provided after you register.
 - While not required, NCTD attire helps us maintain a professional image. Otherwise, be neat, clean, and comfortable.
 - Please Note: Some facilities may have their own specific dress requirements that will need to be followed.

Select a Facility

- A list of NCTD-approved facilities can be found on the Facilities page of NCTDInc.org.
- Some facilities may require any or all of the following:
 - Pre-screening
 - Facility Orientation/Volunteer Training
 - Background Checks
 - Medical Tests
 - Flu Shots
 - Information on requirements are usually available through the facility's website or their volunteer office.
- If you are still in need of assistance, contact the NCTD Regional Director in your area.



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- Once you select a facility, you will be assigned a mentor who will help you get on board and begin visiting with your pet partner.

Mentoring & Visiting

Pre-Visit

- Arrange a date & time with your NCTD mentor so that you can observe a visit at one or more facilities.
 - Pre-visits are done without your animal teammate. You will be shadowing your mentor and her/his pet partner.
 - This allows you to become familiar with the facility, ask any questions you may have, and allows for time to address any additional facility-specific requirements.

Your First Team Visit

- Arrange a date & time with your NCTD mentor so that you can visit a facility.
 - Your mentor will leave her/his pet partner at home and observe you on a visit with your partner. This offers your mentor an opportunity to offer valuable feedback.
 - If needed or requested, by you or the mentor, your mentor can observe you for additional visits.

Congratulations! It has been a lot of work for you and your animal partner, but you are now ready to start visiting on a regular basis.

Regular NCTD Visits

- As an NCTD Volunteer, you are responsible for abiding by all NCTD policies and procedures.
- In order to maintain an active volunteer status, you should:
 - Attend at least one NCTD Open Floor event or other approved training opportunity every calendar year.
 - Maintain your NCTD registration. Re-registration is required every three years.
 - Volunteer at one NCTD event each year.
 - Have your Facility Performance Review Forms completed annually.
 - Check your E-mail and the NCTD web site regularly for important information.