

## **COPE FACILITY DOG APPLICATION PROCESS**

1. Express your interest in hosting a facility dog by emailing: [info@copedogs.org](mailto:info@copedogs.org) or by calling 1-705-734-COPE (2673), extension 221
2. Complete Application Form
  - a. Fill out the application form and return it to COPE Service Dogs by email at [info@copedogs.org](mailto:info@copedogs.org) or by mail to COPE Service Dogs at PO Box 20035, Barrie, ON L4M 6E9
  - b. Confirm your organization's financial capacity to host a facility dog
3. Telephone Interview
  - a. Speak with a COPE Service Dogs team member about your needs and interest
  - b. Generally, this occurs within 12 weeks after an application is received
4. Assignment to the initial waiting list
  - a. Based on your application and the telephone interview, be placed on a preliminary waiting list for a future decision, or be declined
5. Personal Interview at the Facility
  - a. Meet in person at your facility with a COPE Service Dogs team member to discuss your interest and evaluate the dog's temperament requirements and discuss costs
  - b. Depending on dog availability, this may occur any time between 12 weeks and 12 months or longer
6. Home Interview(s) of the Primary Caretaker(s)
  - a. A COPE Service Dogs team member will visit the home(s) of the caretakers with all household members and pets present to ensure the optimal fit for the Facility Dog and your family.
7. Selection Review
  - a. The COPE Service Dogs team will review your application and determine if your organization will be approved to receive a facility dog, be placed on a waiting list, or be declined
  - b. COPE will select the host by determining the greatest impact the dog may have and future association with COPE may play a factor
  - c. References may be requested
  - d. Selection is entirely dependent on facility dog availability
8. Notification of Selection
  - a. A COPE representative will contact you to advise whether your application has been successful or not.
  - b. If successful, you will be forwarded a Facility Dog Agreement for review. You will sign the agreement upon successfully completed Team Training.
9. Invitation to Team Training
  - a. Upon acceptance of hosting a facility dog and a dog match is found, you will be invited to a 11-business day team training course to make sure you and your colleagues know how to work with a facility dog.
  - b. You will be responsible for the costs of transportation, accommodation and meals while attending the team training in Barrie, ON.
10. Taking your Facility Dog home

*Please note that COPE Service Dogs prioritizes placing Facility dogs in the Simcoe County area and locations where we operate.*