



## Dog Intake Process

Periodically, Compass Key trainers will intake a dog into their home for intense service dog training. Our trainers have limited availability to intake dogs as the majority of our training is personalized in-home one-on-one training with a privately-owned dog and their handler. For this reason, we have a thorough selection process of the dogs that our trainers intake to optimize the success rates of all potential service dogs. At any point during this process, the trainer may decide not to move forward with acquiring the dog. The following is an outline of this selection process:

1. Dog availability
  - a. A dog is available from a reputable breeder and is UNDER 4 MONTHS OF AGE and will be ready to be placed with a trainer before he/she is 4 months old; or
  - b. A dog is available from a reputable source that has cared for and socialized the dog. (\*Note, dogs over 4 months of age are considered for intake very rarely.)
2. Seller provides a description of the dog including date of birth, breed, name, cues/behaviors/socialization process.
3. If any trainers on staff are interested in intaking the dog, an internal staff meeting will be held to discuss likelihood of dog sale and training success given age, trainability, breed, location, etc.
4. Compass Key administrative staff will interview seller to gather background information on breeding/dog selling experience in the past.



5. Compass Key will gather all vaccination information from seller. We prefer to have fecal parasites test results on file prior to the temperament test and assessment, if possible.
6. **Radiographs required:** Compass Key's Veterinarian Health Check Form. For purposes of our Dog Intake Process, option # 1 on the "Joints, Hips, Elbows, Spine" question on this form is not permitted. Veterinarian will either need to complete option 2 or option 3 (up to the veterinarian) to this question and radiographs are required.
7. Trainer will schedule a temperament test and assessment of the dog. (If a fecal parasites test was not previously provided, trainer will take a fecal sample at this time.)
8. Compass Key will provide a purchase order for the dog, including proviso that if dog is determined as unhealthy for any reason within 10 days of transfer, dog will be returned.
9. Compass Key and breeder/seller will complete breeder/seller's transfer of ownership agreement.
10. Trainer will schedule the official pick-up date of the dog!