

## SERVICE DOGS IN TRAINING: POLICY & PROCEDURES

Service dogs in training are not recognized by federal law but are recognized by [Ohio Revised Code § 955.43](#). Handlers of service dogs in training (SDT) are afforded the same rights as the handlers of fully-trained service dogs. This means that service dogs in training may attend class, accompany trainers to dining facilities, and take part in other campus activities. Some exceptions may apply in places where the presence of the service dog in training compromises a sterile environment or presents a potential safety hazard. Puppy rearing (for dogs under six months of age) focused on socialization is general obedience training and is not typically considered to be in training. All service dogs in training are required to have insurance through their sponsoring organization.

### I. REQUIRED REGISTRATION PROCEDURE FOR OWNER AND SDT

- a. Provide the following documentation:
  - i. Proof of liability insurance provided by sponsoring organization.
  - ii. Current vet records of all required vaccinations and a statement of good health.
- b. If living on campus, complete the required registration procedure outlined below.
- c. Review SDT policy and community expectations.

To begin the process of registering your SDT, please contact the Learning Support Office at [learningsupport@ccad.edu](mailto:learningsupport@ccad.edu).

### II. REQUIRED REGISTRATION PROCEDURE FOR OWNER AND SDT RESIDING IN CCAD HOUSING

Owners who plan to reside in CCAD housing with an SDT must provide the Learning Support Office and the Residence Life Office with sufficient notice of the intent to do so for the purposes of both offices to be able to make appropriate arrangements regarding placement, roommates, and other relevant campus units. To register an SDT with the Learning Support Office, submit a statement of intent to [learningsupport@ccad.edu](mailto:learningsupport@ccad.edu) and review the policy outlined in this document.

If the necessity for the SDT is otherwise not apparent (i.e., SDT guides an individual who is hearing or visually impaired), statements of intent must include responses to the following two questions:

- a. Is the dog a service animal required because of a disability?
- b. If so, what specific work or task has the dog been individually trained to perform?

Within 5 business days of receiving an owner's statement of intent, the Learning Support Office will confirm the owner/SDT's registration to reside in CCAD housing. Before moving into the residence with the SDT, the owner will be required to meet with a staff member in the Learning Support Office to review the requirements and community expectations, as outlined in this policy, as well as provide Learning Support with current vet records of all required vaccinations and a statement of good health.

### III. EXCLUSIONS

Owners can be asked to remove their SDT from campus if:

- a. The SDT fundamentally alters the nature of the goods, services, programs, or activities provided;
- b. The SDT poses a safety risk to the goods, services, programs, or activities provided;
- c. The SDT is out of control and the owner does not take effective action to control it (example: continuous barking in a class); and/or,
- d. The SDT is not housebroken

When there is a legitimate reason to ask that an SDT be removed, the owner will be given the opportunity to return to the classroom or activity without the SDT's presence.

### A. GENERAL SDT POLICY & COMMUNITY EXPECTATIONS:

These community expectations apply to any owner with an SDT in/on CCAD property.

1. An SDT must be harnessed, leashed, or tethered, unless these devices interfere with the SDT's work or the owner's disability prevents using these devices. In that case, the owner must maintain control of the animal through voice, signal, or other

effective controls, as an owner must effectively control the SDT at all times. The SDT cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to keep the SDT on campus will be rescinded until such time that the problem is rectified. It may be necessary to ask that an SDT be removed from the premises if the dog is out of control, aggressive to others, or significantly disruptive and an owner does not take proper action to control the animal, or if the dog is not housebroken. If it is necessary to ask that the SDT be removed, every effort will be made to assure that the owner still has access to the programs or services of the institution without the SDT.

2. The SDT must be clean and in good health and must wear a rabies tag. Owners must abide by current city ordinances/laws pertaining to licensing and vaccination requirements for their SDT. It is the responsibility of the owner to know about these ordinances and laws. CCAD may request proof that the SDT has all necessary vaccinations as required by local/state laws and is in overall good health.
3. The SDT must be housebroken. Owners are responsible for properly containing and disposing of all animal waste. An SDT must relieve bio-waste outside in grass areas on campus and owners must comply with campus signage related to appropriate locations for animal bio-waste relief. Waste must be immediately retrieved from the grass by the owner, placed in a plastic bag and securely tied before being disposed of in a trash dumpster outside campus buildings. Owners who are unable to properly dispose of their animal's waste must work with the Learning Support Office to develop an alternative accommodation to this requirement.
4. It is the responsibility of the owner to care for and feed their SDT. CCAD is not obligated or required to provide care or food for an SDT at any time. The owner is fully responsible for the daily care of the SDT; roommates and/or other campus community members must never be asked to care for the animal for any reason. It is recommended that the owner provide the Residence Life Office with the name and contact information for someone who does not reside in CCAD housing and who can take responsibility for the animal within 12 hours should the owner be unable or unavailable to care for it, or becomes incapacitated during a campus emergency.
5. The SDT must not be left alone anywhere on campus. No animal can be left alone in a vehicle. If animal neglect is suspected, CCAD will contact the owner and the Capital Area Humane Society. The entire responsibility of the SDT must be taken on by the owner.
6. It is recommended that an SDT have a tag that identifies the owner and contact info in case of emergency.
7. The owner is responsible for instructing others on appropriate interactions with the SDT and setting clear expectations.
8. The owner is liable and financially responsible for the SDT and its actions, including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. If the SDT causes physical damage to CCAD property the owner must call Facilities directly at 614.222.3246.

## **B. SDT HOUSING STANDARDS & EXPECTATIONS AGREEMENT**

If the owner with an SDT resides in CCAD housing, the owner must comply with the General SDT Policy & Community Expectations, outlined above, as well as the following:

1. If the SDT causes physical damage to the owner's CCAD housing accommodation, the owner must contact the Residence Life Office directly in order to arrange a time when they will be present for an assessment of the damage. The owner is liable and financially responsible for the actions of the SDT in CCAD housing, including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The owner is expected to cover all costs of returning the unit to the same condition of move-in. This may include cleaning all carpets and furniture to remove odors, dander, hair, etc.
2. Routine maintenance of the SDT is expected and may include flea and tick prevention, de-worming, annual examinations, and vaccinations, as recommended for that species by the American Veterinary Medical Association. The Residence Life Office will inspect the residential unit on a routine basis. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods and approved pest control services. Applicable costs will be put on the owners' student account. CCAD has the right to request updated veterinary verification at any time during the SDT's residency. If the owner detects fleas, ticks, or other pests in their housing accommodations, they must alert the Residence Life Office immediately. At no time can an owner self-treat a pest infestation. Professional services are required for this type of treatment.
3. The SDT's cage/crate/bedding must NOT be cleaned in CCAD laundry or bathroom facilities. Please use off-campus resources, such as laundromats, for this purpose.
4. It is recommended that owners with an SDT notify their roommate(s) about the SDT. Roommates may request a room change if they have a desire or need to do so (i.e., allergies).

5. The owner is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the building.
6. The Residence Life Office conducts at least one fire drill each semester, possibly more depending on successful outcomes of tests. Owners with an SDT are responsible for the SDT at all times, including during times of fire drills, fire alarms, or other campus emergencies. CCAD and the Residence Life Office's priority is the safety of its student residents. Residence Life Office staff will attempt to alert owners with an SDT 1-2 days in advance of a drill, however, that isn't guaranteed. Building alarms are a routine occurrence for other non-drill situations and CCAD and its staff will not be responsible for ensuring that an SDT is safe and removed from the building. Jurisdiction of the alarm or emergency is transferred to emergency responders upon arrival. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. Owners may never, under any circumstances, ask roommates or other campus community members to retrieve or rescue their SDT at any time, especially during times of an emergency.

### C. SERVICE DOG IN TRAINING HOUSING AGREEMENT

**Does NOT apply to owners with an SDT who do NOT live in CCAD housing.**

I have read and agree to all of the terms of the GENERAL SDT POLICY & EXPECTATIONS and the SDT HOUSING STANDARDS & EXPECTATIONS AGREEMENT. I understand that if I have questions, concerns, or need assistance that I will contact the Learning Support Office. I understand that any violation of this agreement may result in financial responsibilities, removal of the SDT from campus, and/or student conduct violations and sanctions. I also understand that the presence of the SDT may be noticed by others visiting or residing in CCAD housing.

Please complete the below fields prior to meeting with the Learning Support Office to review the SDT HOUSING STANDARDS & EXPECTATIONS AGREEMENT. The owner must complete this form. If the owner is under the age of 18 then the parent/guardian will also sign the agreement.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 CCAD ID #: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 SDT Name: \_\_\_\_\_ SDT Breed: \_\_\_\_\_  
 Veterinarian name: \_\_\_\_\_ Veterinarian phone: \_\_\_\_\_  
 Sponsoring agency: \_\_\_\_\_ Sponsoring agency phone: \_\_\_\_\_

Name of Emergency Contact for Animal Care: \_\_\_\_\_  
(contact to take care of animal in case owner becomes incapacitated)

Emergency Contact Cell Phone or Other Contact Information: \_\_\_\_\_

\_\_\_\_\_  
**Student Signature (owner)** **Date**

\_\_\_\_\_  
**Parent/Guardian Signature (for students under 18)** **Date**

\_\_\_\_\_  
**Kasey Daniel, Director of Advising & Learning Support** **Date**

\*A copy of the signed agreement will be shared with the Residence Life Office if owner resides in CCAD housing

**Conditions/Notes:**