



## ORGANIZATIONAL OVERVIEW

The mission of **Canines for Service (CFS)** is to inspire Veterans through life-changing canine partnerships. Canines for Service serves Veterans from all conflicts with service-connected mobility challenges, military sexual trauma, Traumatic Brain Injuries, and Post-Traumatic Stress Disorder. Veterans are partnered with service dogs at no cost or fundraising requirement.

## INTERNSHIP PROGRAM

The Canines for Service Internship Program is a year-long program that provides knowledge and hands-on experience for the intern while extending the training capacity of CFS. *Applications are due by December 31<sup>st</sup>, 2023. CFS Internship starts January 16, 2024.*

### Class Structure

#### **Months 1-12:**

Interns will begin the program by attending instructional classes three days per week:

- Tuesday: 7am – 12pm
- Thursday: 7am – 12pm
- Friday: 7am – 12pm

Each intern will work with multiple service dogs in training. Instruction will occur at the training facility, while socializing the service dogs in training is off-site. Outing locations may include local parks, malls, restaurants, area businesses.

Once the intern has progressed in their skills and training and after a home/apartment inspection, they will begin to take a service dog in training home. Interns are expected to maintain training when not in the facility and will begin outings with the dog on their own. This will continue for the remainder of the program. In person training with staff will be used to work on handling skills, troubleshooting issues, learning more about the service dog industry, and acquiring the skills to teach additional commands.

Throughout the program, interns will also shadow staff and other trainers during daily operations. This includes temperament testing dogs at local shelters, veterinary visits, and grooming. Interns may use the training facility Monday – Friday beyond the class hours as needed. This timeline is based on both the handler and dog's performance and ability.



### **Competency Based Learning**

Evaluations, which demonstrate an understanding of training methods, will be given throughout the year-long program. Evaluations include written tests, hands-on assessments, and problem-solving scenarios. Interns and service dogs in training progress at different rates. At least a one-year commitment is necessary to receive the experience needed to train a service dog with Canines for Service and provide ample time to advance through the program. Once the intern has completed the requirements, they will receive a certificate of completion and have the experience of training a service dog with an ADI (Assistance Dogs International) Accredited organization.

### **Requirements - Interns must be able to:**

- Physically and mentally handle and train dogs with various temperaments. (Canines for Service dogs' range between 60-90lbs.)
- Take a service dog in training into their home/apartment. (Due to N.C. law, rental properties must waive any "no pet policy" or pet fee for service dogs in training).
- Attend additional Canines for Service events that help promote the organization.
- Commit to at least a one-year internship.

### **Fees**

A supply fee of \$500 will be due at the time of enrollment into the Canines for Service Internship Program. \$400 will be refunded upon completion of the course to take the CCPDT Test. You may go to our website at [www.caninesforservice.org](http://www.caninesforservice.org) and pay the fee under the "donate" button. This fee will cover CFS apparel, training supplies, a grooming kit, toys and bedding, and a L/XL crate.

*Disclaimer: Successfully attending and completing the Canines for Service Internship Program does not signify that the graduate is a service/assistance dog trainer or qualified to train and/or place service/assistance dogs. Assistance Dogs International has specific standards that an individual must meet in order to be an assistance dog trainer – and taking part in this class does not meet these requirements.*



## Canines for Service Internship Program Application

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**Canines for Service limits the number of interns enrolled in each program. The start date for the 2024 Internship Program is January 16, 2024. Applicants will receive an email indicating acceptance or denial. Applications are due by December 31<sup>st</sup>, 2023.**

*The following items must be submitted with your application either by email to [information@caninesforservice.org](mailto:information@caninesforservice.org), by mail, or in person at our office Address: 221-1 Old Dairy Road, Wilmington, NC 28405.*

1. Verification of high school diploma or equivalent (GED)
2. Photo Identification
3. Two references: one personal and one professional
4. Completed Internship Program Goals form provided.
5. Must be physically and mentally able to handle and train dogs of various temperaments. CFS Dogs can weigh up to 90lbs.

**A total fee of \$500 is required prior to starting the internship.  
\$100 is NONREFUNDABLE.**

**The remaining \$400 is refundable UPON COMPLETION of your internship.**

**Our goal is to help you prepare for the CCPDT Test. \$400 is the current cost of the CCPDT test. The Certification Council of Professional Dog Trainers (CCPDT) is the leading independent certifying organization for professional dog trainers.**



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FOR  
SERVICE**

***Applicant Information***

Name of Applicant: \_\_\_\_\_

Date of Birth (MM/DD/YY) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

How did you hear about the CFS Internship Program? \_\_\_\_\_

\_\_\_\_\_

***Educational Background***

Highest Level of Education and School Attended

☐ High School \_\_\_\_\_

☐ Some College \_\_\_\_\_

☐ College Degree \_\_\_\_\_

☐ Vocational School \_\_\_\_\_

Do you have any professional licenses or certifications?

☐ Yes

☐ No

If yes, please list: \_\_\_\_\_



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***Employment Information***

Are you currently employed?

☐ Yes

☐ No

If yes, please list your current employer and occupation:

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Current Supervisors Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

May we contact your current employer?

☐ Yes

☐ No

Are you intending to resign from your current position to attend the CFS Internship Program?

☐ Yes

☐ No

If not, how will your employment affect your internship attendance? \_\_\_\_\_

***Military Service (If applicable)***

Branch of Service: \_\_\_\_\_

Years of Service (Start and End Date): \_\_\_\_\_



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SERVICE**

***Dog Experience***

Do you have any previous experience with dogs?

☐ Yes

☐ No

List any specific dog handling experience:

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Do you volunteer with any other animal organizations?

☐ Yes

☐ No

If yes, please list the organizations:

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Do you have a/any dog(s) of your own at home?

☐ Yes

☐ No

If yes, please list the age(s) and breed(s) of your dog(s):

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Is/are your dog(s) friendly and accepting of other dogs?

☐ Yes

☐ No

Please list any other animals that live in your home: \_\_\_\_\_



### ***Conflict of Interest / Confidentiality Agreement***

- **CONFLICT OF INTEREST:** *A conflict may exist where an intern, or a relative or business associate of an intern, obtains a non-financial benefit or advantage that they would not have obtained absent of their relationship with the organization, or where their duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization. Conflict of interest may include, but is not limited to, an intern seeking to: 1) obtain preferential treatment by the organization for themselves or relative, or business associate; 2) make use of confidential information obtained from the organization for their own benefit, or for the benefit of a relative, business associate, or other organization; and 3) take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which they have reason to believe would be of interest to another organization.*
- **CONFIDENTIALITY:** *Intern agrees that any and all knowledge or information that may be obtained in the course of the internship with respect to the conduct and details of the business and with processes or procedures used by the Canines for Service in producing its products will be forever held inviolate and be concealed from any competitor and all other persons. Any client/patient/family information obtained as a result of your internship with Canines for Service shall be kept confidential. If there is an inquiry about a client/patient/family, the intern must politely state that you cannot provide confidential information. Further, information provided in the form of documents (e.g., training manuals, board of director manuals) will be returned to the corporate office of Canines for Services within 10 days after discontinuation of the internship program. **Terms of Service: By checking this box and submitting the application, I agree that all statements are truthful, and I agree to the conflict of interest / confidentiality agreement.***

☐ I Agree to the Terms of Service

**Authorization for Background Verification - I authorize Canines for Service to conduct a background verification.** *(CFS will initiate the background check upon acceptance into the program. Your Social Security Number will be requested at that time.)*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **ADI DISCLAIMER:**

Successfully attending and completing the Canines for Service Internship Program DOES NOT signify that the graduate is a service/assistance dog trainer or qualified to train and/or place service/assistance dogs. Assistance Dogs International has specific standards that an individual must meet in order to be an assistance dog trainer and taking part in this class DOES NOT fulfill those requirements.



## Internship Goals

Name: \_\_\_\_\_

1. During your time at Canines for Service, you will not only learn the skills to train a Service Dog, but you will be learning about basic canine health and grooming, socialization training, state, and federal access laws for Service Dogs, reviewing, and selecting and matching clients with a Service Dog. Is there anything else in the pet obedience/non-profit industry that you are interested in learning?

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2. What are your goals (short term and long term) while working at Canines for Service? If you are unsure, what are some things that you thoroughly enjoy doing/think about/dream about?

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3. Create an action plan to reach your short term and long-term goals. If you are unsure of your goals, refer to the things that you've listed above and determine what you need to do to be able to do the things that you enjoy.

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4. During your time at Canines for Service, what can we do to help you reach your goals?

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