



ACT
Government

Registration Application Form: Assistance Animal Trainers and Assessors

Overview

Under section 100 of the Domestic Animals Act 2000 (the Act), an individual may apply to be a registered assistance animal trainer or assessor. Only registered assessors and trainers may conduct Public Access Tests and accredit assistance animals as having met the necessary standards.

In order to be registered as an assistance animal under the ACT scheme, all assistance animals must pass a Public Access Test to be accredited, which sets out the minimum standards of behaviour and hygiene. Once accredited by an independent registered trainer or assessor the handler may apply for registration and an ID card from Domestic Animal Services.

Staff of recognised organisations do not need to apply to train or assess assistance animals. However, if staff of a recognised organisation wish to work as an independent assistance animal trainer or assessor outside of the recognised organisation, they must apply.

All registrations will be valid for five years and it is expected that registered assistance animal trainers and assessors will uphold the standards of registration for the entirety of this period.

Registered assistance animal trainers and assessors are responsible for their own fee structure for administering the Public Access Test and conducting training sessions with clients.

How to apply?

Applicants must complete this form and provide evidence of the following:

- a relevant qualification, preferably certificate IV or certificate III with experience;
- your CV demonstrating relevant experience, such as experience in training, assessing or working with assistance animals; and
- a copy of your ACT Working with Vulnerable People (WWVP) card or evidence that you have applied for one (your application will be held until the WWVP registration has been obtained).

The completed application form and supporting documentation must be submitted to: [TCCS.
AnimalManagement@act.gov.au](mailto:AnimalManagement@act.gov.au)

Section 1 - Applicant details

Given name

Residential address

Surname

Postal address

Email address

Business name and address (if applicable)

Mobile

Home phone number

Work phone number

I am applying to become:

Registered assessor Registered trainer

Note: Trainers may operate a business where assistance animals are trained to alleviate the effects of a disability in addition to testing and accrediting assistance animals. Assessors test and accredit assistance animals, but do not offer a service to train assistance animals to alleviate the effects of a disability.

Section 2 - Qualifications and experience

Please outline your relevant training and experience working with assistance animals and handlers.

Note: Applicants must attach evidence of a relevant qualification provided by a registered training organisation. The qualification should preferably be a Certificate IV at minimum; however, a Certificate III is acceptable if the individual can demonstrate extensive experience related to working with assistance animals.

Please outline any experience working with persons with a disability.

Note: Applicants will need to provide a copy of a current Working with Vulnerable People (WWVP) card. If applicants do not have a current WWVP card they may attach a proof of application in the interim. Registration will not be approved until a copy of the WWVP card is provided.

If your qualification was obtained over five years ago, please outline any ongoing professional development activities.

Note: Applicants must demonstrate efforts to be up to date with industry best-practice methods. This may include attending industry events, seminars, formal study or additional training.

Section 3 - Conditions of registration

Please agree that if your registration is approved, you will:

- Only use force-free methods when working with assistance animals.
- Undertake ongoing professional development activities every five years at a minimum.
- Offer ongoing support to clients in working with their assistance animal. This assistance may include offering the handler help with ongoing training, continuing to meet public access standards of behaviour and hygiene and maintaining good animal welfare standards.
- Maintain secure records of all information relating to assistance animal applicants and clients including:
 - Details of automatic fails of the Public Access Test;
 - The number of Public Access Test attempts by a team;
 - Identifying details of the assistance animal being trained or tested (e.g. name, breed and colour); and
 - Contact details of all clients.

Section 4 - Criminal history disclosure

- I hereby certify that I have not been convicted of an offence under the
- Animal Welfare Act 1992, Domestic Animal Act 2000* or any equivalent state or territory legislation in the last two years.

Attachment checklist

- CV demonstrating at least 12 months experience training, assessing or working with assistance animals.
- Working with Vulnerable People (WWVP) card OR confirmation of application for a Working with Vulnerable People card.
- Evidence of completed training with a recognised assistance animal organisation (if applicable).
- Evidence of experience in working with persons with a disability or studies relating to this kind of work (if applicable).

Applicant authorisation

Please read the information carefully and mark to confirm your understanding and acceptance.

- I declare that the information I have provided, to the best of my knowledge, is true and correct.
- I understand that any complaints made about my conduct as a registered trainer or assessor will be investigated by Transport Canberra and City Services. If I am found to be operating contrary to registration standards and conditions, registration may be revoked or suspended in accordance with the *Domestic Animals Act 2000*.

Name

Date