

WHEN AND HOW DO I RENEW?

- One renewal date per household – October through March registrations will renew on January 1 of each year. April through September registrations will renew on July 1 of each year.
- Electronic renewals will be sent out 60 days prior to renewal and will be on the member portal. Second electronic notices will be generated 30 days prior to renewal.
- Hard copy renewal notices should be received by member 30 days prior to your renewal date. Second hard copy notices will be sent on your renewal date.
- If your renewal is late, there is no insurance coverage between your renewal date and the date your renewal is finalized. Any member who does not renew, including the \$10 late fee, by February 15 or August 15, will be required to retest and reapply for ATD membership.

Prepare to renew:

- Your veterinarian will sign the Renewal Health Verification form attesting that all three items are up to date. This means your dog needs to be current on: annual exam, negative fecal test (within one year) and, rabies vaccine or titer (0.05 IU within two years). Make sure the fecal exam is done early enough to get results and, if positive, get treatment and retest. ATD does not accept vet receipts or records for renewals.

Time to renew:

- Renew online at www.therapydogs.com. Sign into the member portal. Your username is your email address and your initial password (if you have not changed it) is your member number.
- Complete the review in the portal. Your renewal will not be processed until you have passed the review.
- Print one Renewal Health Verification Form for each dog certified with you as handler. Have your veterinarian complete it, then scan, upload, and save it in your member portal or email it to office@therapydogs.com.
- You can pay your yearly dues by providing your credit/debit card information on the appropriate line of the Renewal Health Verification form or you can pay through the payment screen provided on your member portal. All credit card information is deleted once your renewal is processed. If you pay online do NOT list your card information on the form as you may inadvertently be charged twice. Electronic Funds Transfers (EFTs) are not accepted. You can mail your renewal form and a check/money order made out to Alliance of Therapy Dogs, but your renewal will take longer to process than those that are received electronically.
- **All required materials must be submitted together.** Your renewal will not be processed until the office has received your passed member review, up to date

health form for your dog(s), payment of your yearly dues and late fee if any part is turned in after the due date. You can verify your renewal has been processed by checking your member portal for a new member card and the office will mail you a hard copy of updated membership card a few days after they process the renewal.

- Postage fees are a large expense for our organization. We strive to keep our membership fees as low as possible. Please help us by completing your renewal on the portal or returning your complete renewal package to **arrive** by your renewal date.
- Contact the office with any questions about renewal: 307-432-0272 or email office@therapydogs.com.