

When and How Do I Renew?

- One renewal date per household - October through March registrations renew on January 1 of each year. April through September registrations 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 the member 30 days prior to your renewal date. Second hard copy notices will be sent a week after 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 \$15 late fee, by February 15 or August 15, will be required to retest and reapply for Alliance of Therapy Dogs (ATD) membership.

Prepare to Renew:

- Ask your veterinarian to complete and sign the Renewal Health Verification Form. This form attests that all three of the following items regarding your dog's health are current:
 - An annual exam.
 - A negative fecal test (within one year).
 - A rabies vaccine or titer (0.5 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. Your initial password (if you have not changed it) is your member number.
- Complete the annual Member Review in the portal. Your renewal will not be processed until you have passed the Member Review.
- Print one Renewal Health Verification Form for each dog certified with you as handler. Have your veterinarian complete it. Then scan it, upload it, and save it in your Member Portal or email it to office@therapydogs.com.
- You can pay your yearly dues through the payment screen provided on your Member Portal. All credit card information is deleted once your renewal is processed. Electronic Funds Transfers (EFTs) are not accepted. You can mail your renewal form and a check or 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 be processed once the ATD Office has received your passed Member Review, up-to-date Health Verification 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. The Office will mail you a

hard copy of your updated membership card a few days after your renewal has been processed.

- Postage fees are a large expense for ATD. 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 ATD Office with any questions about renewal: 307-432-0272 or email office@therapydogs.com.