 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 1 of 29	Last update: 9/9/2024

Procedure for recognizing an umbrella organization for assistance dogs

1. Overview


- 1.1. On June 30th, 2022, the Equal Rights for Persons with Disabilities Law (Amendment No. 22 and Temporary Law) of 2022 (henceforth: "**the Law**") was legislated.
- 1.2. Pursuant to the provisions of Section 19-F-1(d) of the Law, the Minister of Welfare and Social Affairs (henceforth: "**Welfare Minister**") may recognize an organization as an umbrella organization for assistance dogs in connection to assistance dogs as defined in the seventh addendum to the law, if it had been demonstrated that the conditions specified in the Law have been fulfilled.

2. The purpose of the procedure

Setting out the process of recognizing an umbrella organization by scrutinizing the umbrella organization's fulfillment of the conditions specified in the Law and in the professional standard on training canine assistance animals.

3. Definitions

- 3.1. Assistance dog: A canine assistance animal, as specified in the seventh addendum to the law.
 - (1) An assistance dog for persons with physical disabilities affecting their mobility or movement (mobility dog);
 - (2) A medical alert dog for people with diabetes, epilepsy, thrombophilia, life-threatening allergies or a disease causing fainting or uncontrolled convulsions;
 - (3) Assistance dogs to assist with disability-induced functional needs for people with intellectual and developmental disabilities, communicative disabilities, neuropsychological-cognitive disabilities, or emotional disabilities, including PTSD or people with autism;
 - (4) Hearing dogs for hearing-impaired individuals;

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 2 of 29	Last update: 9/9/2024

3.2. The Organization's Documents: All of the organization's documents, as submitted to the training and instruction centers that wish to be members of the organization, and to the training and instruction centers which are members of the organization (as specified in sections 5.1.2.3 and 5.1.2.4 of the procedure)

3.3. Ministry: The Ministry of Welfare and Social Affairs.

4. Responsibility for execution

The Disabilities Administration

5. Method and process

5.1. Application for recognition

5.1.1. The Welfare Minister shall post a call for applications for umbrella organizations to apply for recognition as an umbrella organization, pursuant to the provisions of the Law.

The text of the call for applications is attached herewith as Annex A

5.1.2. To apply for recognition, the umbrella organization should complete an application for recognition as an umbrella organization.

The application for recognition is attached herewith as Annex B


The following documents should be attached to the form:

5.1.2.1. For Israeli organizations: A declaration for initial recognition, signed in front of an attorney;

5.1.2.2. For organizations whose addresses are not in Israel: A declaration for initial recognition signed in the presence of a local attorney whose seal had been validated through a notary's stamp, which had been validated through an apostille or the equivalent method used by states that are not parties to the Apostille Convention.

The text of the declaration for initial recognition, attached herewith as Annex B-1

5.1.2.3. A copy of the organization's articles of association

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 3 of 29	Last update: 9/9/2024

5.1.2.4. A copy of the Organization's Documents, as submitted to training centers that the apply for membership in the organization (including documents that outline the organization's admission process, the organization's requirements of its members, and any other information given to candidates for admission to the organization)


* If the organization has documents addressing those apply for membership in the organization, and other documents for those who had already been accepted as a candidate for membership and is currently in the vetting process before being recognized as a training and instruction center, the documents on both stages should be attached.

5.1.2.5. A copy of the organization's documents, as = transferred to the members of the umbrella organization (including documents specifying the requirements following a candidate's admission as a member of the organization, documents the members of the organization are required to sign, and any other document connected to membership in the organization)

5.1.2.6. A sample of a certificate issued by the umbrella organization to a training and instruction center currently in the membership process, including those accepted as membership candidates, or details on how a certificate issued by the organization for which the training and instruction center is currently applying for membership can be obtained, including those accepted as membership candidates;

5.1.2.7. A sample of a certificate of membership in an umbrella organization for training and instruction centers, or details on how the organization's approval of the membership of the training and instruction center can be obtained.

5.1.3. All documents attached as annexes should be submitted in MS Word format or searchable PDF format, in Hebrew or in English.

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 4 of 29	Last update: 9/9/2024

5.2. Reviewing the application for recognition


- 5.2.1. The Ministry will make its decision regarding the recognition of an umbrella organization after having reviewed all of the materials pertaining to the application, the information, and the documents submitted to the Ministry.
- 5.2.2. If an application had been submitted and the Ministry is of the opinion that there are missing details, information, or documents required for the decision regarding the application, it will instruct the applicant to complete those materials.
- 5.2.3. The Ministry's decision regarding an application for recognition will be made within 30 days of the time a full and properly completed application had been submitted, notwithstanding the aforementioned in Section 5.2.3.
- 5.2.4. The Ministry, may, for special reasons that will be specified, extend the deadline by one or more additional period(s), provided that the total duration of all periods does not surpass 15 days.
- 5.2.5. If the Ministry had determined that the Umbrella Organization complies with the requirements set out in the Law, it will send the Umbrella Organization a notice regarding the decision to recognize it as an umbrella organization for assistance dogs. The Ministry may make its decision to recognize the umbrella organization conditional.

The Ministry shall not impose said conditions unless it had given the umbrella organization a reasonable opportunity to voice its arguments. If the Ministry decides to set conditions for this recognition, it shall specify those conditions in its decision.

The certificate of recognition shall include the validity period of the recognition, the conditions for recognition, if any had been set, and an explanation on the process of renewing recognition.

A sample recognition certificate is attached herewith as Annex C

- 5.2.6. The validity period for an umbrella organization recognized for the first time will be two years. This recognition will be published on the Ministry's website.

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 5 of 29	Last update: 9/9/2024

5.2.7. To be clear, throughout the validity period, include the recognition renewal period, pursuant to Section 5.3, the Ministry shall be entitled to ask the umbrella organization whose recognition was approved to produce documents or information pertaining to the organization's compliance with the conditions set forth in the Law, for the purposes of supervision and oversight.

5.2.8. If the Ministry had determined that the Umbrella Organization does not comply with one or more of the requirements set out in the Law, it will send the Umbrella Organization a notice regarding the decision to derecognize it as an umbrella organization for assistance dogs. The reason for the denial of recognition will be stated in the notice.

5.2.9. The procedure for re-examining the Ministry's decision:


5.2.9.1. The umbrella organization may submit a request to the Ministry to re-examine the decision that was reached concerning it, if it believes that relevant information exists that had not been submitted to the Ministry before the decision regarding the application was reached, provided that the said information may influence the recognition of the umbrella organization.

5.2.9.2. The umbrella organization must submit a written letter detailing the grounds for its request, while providing supporting documents, if necessary, and in accordance with the grounds it specifies.

5.2.10. A request for re-examination shall be submitted no later than 45 days of the day notice was received from the Ministry regarding denial of recognition. If the Ministry had decided not to recognize an umbrella organization as an umbrella organization for assistance dogs, said umbrella organization may re-submit an application for recognition after six months had transpired since the receipt of the decision not to recognize it, or of the day the decision was made regarding re-examination of the decision – whichever is later – if a change had occurred that enables it to comply with the conditions required for recognition.

A sample notice of denial is attached herewith as Annex D

5.3. Renewal of recognition

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 6 of 29	Last update: 9/9/2024

5.3.1. Three months before the last date of the recognition validity period, the umbrella organization will submit an application to renew its recognition. In the application, the umbrella organization will report the changes that had occurred to its compliance with the conditions for recognition, if any, and attach a declaration for the renewal of recognition.

The Recognition Renewal Form is attached herewith as Annex B

The text of the declaration for renewing recognition is attached herewith as Annex B-1

5.3.2. The Ministry shall decide on recognition pursuant to the provisions of Sections 5.2.1-5.2.4, mutatis mutandis.

5.3.3. If the Ministry had determined that the Umbrella Organization still complies with the requirements set out in the Law, it will send the Umbrella Organization a notice regarding the decision to renew its recognition as an umbrella organization for assistance dogs. Confirmation of the renewal of recognition shall include the validity period of the recognition, which shall be no more than five years, at the Ministry's discretion. This recognition will be published on the Ministry's website.


5.3.4. The Ministry may make its decision to recognize the umbrella organization conditional. If it had chosen to do so, it shall specify those conditions in its decision.

A sample recognition renewal certificate is attached herewith as Annex E

5.3.5. If the Ministry had determined that the Umbrella Organization no longer complies with one or more of the requirements set out in the Law, it will send the Umbrella Organization a notice regarding the decision not to renew its recognition as an umbrella organization for assistance dogs. The reason the recognition wasn't renewed will be stated in the notice.

5.3.6. The procedure for re-examining the Ministry's decision:

5.3.6.1. The umbrella organization may submit a request to the Ministry to re-examine the decision that was reached concerning it, if it believes that

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 7 of 29	Last update: 9/9/2024

relevant information exists that had not been submitted to the Ministry before the decision regarding the application was reached, provided that the said information may influence the recognition of the umbrella organization.

5.3.6.2. The umbrella organization must submit a written letter detailing the grounds for its request, while providing supporting documents, if necessary, and in accordance with the grounds it specifies.

5.3.6.3. A request for re-examination shall be submitted no later than 45 days of the day notice was received from the Ministry regarding the non-renewal of recognition.

5.3.7. If the Ministry had decided not to renew the recognition of an umbrella organization as an umbrella organization for assistance dogs, said umbrella organization may re-submit an application for recognition after one year had transpired since the receipt of the decision not to renew recognition, or of the day the decision was made regarding re-examination of the decision – whichever is later – if a change had occurred that enables it to comply with the conditions required for recognition.

A sample notice regarding the non-renewal of recognition is attached herewith as Annex F

5.4. Derecognition


5.4.1. The Ministry may derecognize an umbrella organization if one of the following occur:

5.4.1.1. Recognition was given based on false, partial, erroneous or misleading information

5.4.1.2. A change had occurred, and the conditions for recognition, as determined in the Law, are no longer being fulfilled


5.4.1.3. The umbrella organization did not complete documents or information, contrary to the relevant instructions it was given by the Ministry.

5.4.2. The Ministry shall not derecognize the umbrella organization unless it had given it a reasonable opportunity to voice its arguments.

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 8 of 29	Last update: 9/9/2024

Annexes to the Procedure on the Recognition of Umbrella Organizations for Assistance Dogs

Annex A: Call for Applications	9
Annex B: Application form for recognition.....	12
Annex B-1: Declaration	14
Annex B-2: Conditions for the public area competence test	23
Annex C: Recognition Certification	25
Annex D: Notice of Denial	26
Annex E: Certificate of Renewal of Recognition	28
Annex F: Notice on the Non-Renewal of Recognition	29


 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 9 of 29	Last update: 9/9/2024

Annex A: Call for Applications

Call for applications for the location and recognition of umbrella organizations for assistance dogs

1. Background:

- 1.1. Pursuant to the Equal Rights for Persons with Disabilities Law (Amendment No. 22 and Temporary Law) of 2022 (henceforth: "**the Law**"), the Minister of Welfare and Social Affairs is taking steps to locate and recognize umbrella organizations, for training and instruction centers for assistance dogs.
- 1.2. The law sets out provisions on the prohibition of discriminating against someone being assisted by an assistance dog, a trainer or a foster carer while an assistance dog is being trained.
- 1.3. **Assistance dogs** are defined as dogs that fulfill two conditions:
 - a. Dogs of the type specified in the seventh addendum, including:
 - Assistance dogs to persons with physical disabilities affecting their mobility or movement;
 - Medical alert dogs;
 - Assistance dogs for functional needs stemming from intellectual and developmental disabilities, communicative disabilities, neuropsychological-cognitive disabilities, or emotional disabilities, including PTSD and autism;
 - Hearing dogs for hearing-impaired individuals;
 - b. Dogs for which a training and instruction center had issued an assistance dog certificate
- 1.4. A training and instruction center is defined as a center that had been legally recognized. One of the listed conditions is the requirement that **training centers be recognized by**


 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 10 of 29	Last update: 9/9/2024

an umbrella organization for assistance dogs (henceforth: **"umbrella organization"**) recognized by the Minister of Welfare and Social Affairs.


1.5. Pursuant to the provisions of Section 19(f)1(a)(4) of the Law, the Welfare Minister may recognize an organization as an umbrella organization for assistance dogs in connection to assistance dogs as defined in the seventh addendum to the law, if it had been demonstrated that all of the following have fulfilled, as the case may be:

- (1) If the organization is a corporation domiciled outside of Israel, it determines guidance on assistance dogs implemented in international activities, including a foreign country or a foreign airport authority
- (2) The organization determines standards for each of these, at least:
 - (a) The activities of training and instruction centers
 - (b) The training of trainers
 - (c) Dog training, by type, in order to conduct assignments or daily assistance activities for persons with disabilities
 - (d) Instruction on fostering assistance dogs and monitoring the implementation of foster care
 - (e) The content of the public sphere competency test, and how it is administered
 - (f) Individual training activities designed to match the assistance dog with the disabled person, such that the dog is suited to the needs stemming from the person's disability, as demonstrated in the documents of the professional entity handling the case, based on the disability type
 - (g) Issuing an assistance dog certificate for a person with a disability, whereby the assistance dog had been trained in accordance with that person's needs
- (3) The organization recognizes training and instruction centers based on vetting procedures, it guides the centers and monitors their activities and their fulfillment of the standards it had determined.
- (4) The organization doesn't directly engage in training assistance dogs

Umbrella organizations fulfilling these conditions are invited to apply for recognition using the [application form \[link\]](#).

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 11 of 29	Last update: 9/9/2024

The applications will be checked against the text of the [Procedure for recognizing an umbrella organization for assistance dogs](#) [link to procedure].

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 12 of 29	Last update: 9/9/2024

Annex B: Application form for recognition

Application form for recognition / renewal of recognition

Online submission required. Form link will be provided on the Ministry's website

Details of the person completing the form

First name	Last name	National ID Number

Role	Telephone number	E-mail address

Details of the organization

Name of the organization*	Corporation type*	Corporate ID number*
	Non-profit/company/licensed dealer/public benefit corporation/endowment/other_____	


E-mail*	The organization's address*	The year the organization was established*

Telephone number*

The organization wishes to be **recognized as an umbrella organization for assistance dogs/have their recognition renewed** [cross out the unnecessary text] by the Ministry of Welfare and Social Affairs, pursuant to Section 19(f)1 of the Equal Rights for Persons with Disabilities Law (Amendment No. 22 and Temporary Law) of 2022.


To receive recognition / renew recognition [cross out the unnecessary text].

The following documents, in Hebrew or in English, are attached to the form:

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 13 of 29	Last update: 9/9/2024

- a. Declaration for initial recognition / renewal of recognition [cross out the unnecessary text] in the text attached as Annex B1, signed in front of an attorney, and, in the case of an organization whose official address is in a country other than the State of Israel, this must be done as specified in Section 5.1.2.2 of the procedure.
 - b. A copy of the organization's articles of association + up-to-date confirmation of the corporation's existence.
 - c. A copy of the organization's documents, which are required under the Procedure for recognizing an umbrella organization for assistance dogs / a declaration stating that no changes have been made to the documents of the organization that requested the previous recognition, which was submitted pursuant to the text attached as Annex B-1 [cross out the unnecessary text].
 - d. A sample confirmation issued by an organization whose training center is in the process of being recognized by the organization.
 - e. An example of a certificate of recognition issued to the training centers by the organization.
- * The documents are attached in MS-Word or searchable PDF format.

Role	Full name	Signature

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 14 of 29	Last update: 9/9/2024

Annex B-1 - Declaration


Declaration for the receipt/renewal of recognition

Umbrella organization for assistance dogs


Online submission required. Form link will be provided on the Ministry's website

Name of umbrella organization: _____


Subject		Yes/No
1. Uniqueness of practice	The organization doesn't directly engage in training assistance dogs	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The training of trainers	The organization requires that trainers working at the training and instruction centers: A. Undergo theoretical and practical instruction on methods of training assistance dogs B. Undergo theoretical and practical instruction on the disabilities of those assisted by assistance dogs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. Briefly describe the organization's requirements on theoretical and practical instruction on methods of training assistance dogs _____ _____ _____		
b. Briefly describe the organization's requirements on theoretical and practical instruction on the disabilities of those assisted by assistance dogs. _____ _____ _____		

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 15 of 29	Last update: 9/9/2024


c. Where are the requirements listed in the organization's documents? Document name: _____ on pages: _____ sections: _____		
3. Training standards, based on the type of assistance dog, and one-on-one training adapted to the needs of the assisted person	The organization requires that at the end of the training process, trained dogs at the training and instruction center undergo a "task test": A task test is a test whereby the dogs is required to carry out at least three active tasks for the assisted person, which accommodates the specific disability for which the assisted person requested the services of the assistance dog.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	The organization instructs the training centers to remain in contact with the assisted person throughout the dog's service lifetime.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
a. (1) Describe the organization's requirements of the training and instruction center regarding the "task test". _____ _____ _____ (2) Describe the organization's requirements of training and instruction centers with regard to remaining in contact with the assisted person throughout the dog's service lifetime. _____ _____ _____		

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 16 of 29	Last update: 9/9/2024


b. Where are the requirements listed in the organization's documents with regard to Section A(1)? Document name: _____ on pages: _____ sections: _____		
c. Where are the requirements listed in the organization's documents with regard to Section A(2)? Document name: _____ on pages: _____ sections: _____		
4. Training standards for the execution of fostering and monitoring fostering	The organization addresses the way that dogs are to be raised and handled during their puppyhood periods. With regard to centers using foster care services: The organization addresses the training that the training and instruction center must provide to foster carers and to the training and instruction center's monitoring of the conduct of fostering	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. How does the organization address the training and monitoring that the training and instruction is required to carry out with regard to fostering? _____ _____ _____		
b. Where are the requirements listed in the organization's documents? Document name: _____ on pages: _____ sections: _____		
5. Standards regarding the content of the public area competency test, and how it is administered	The organization sets standards such that dogs trained at the training and instruction center undergo competency test that includes the items specified in Annex B-2	Yes <input type="checkbox"/> No <input type="checkbox"/>

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 17 of 29	Last update: 9/9/2024


<p>a. Specify the content of the public area competency test that the organization requires of the training and instruction center (if there is a document dedicated to this topic, the document may be referenced, instead of providing these details).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>b. Specify how often the training and instruction center must conduct the test:</p> <p>_____</p> <p>c. When a training and instruction center conducts a public area competency test for a dog that was not trained and prepared by it, does the organization have additional requirements of the center for conducting the test? If so, please specify what those demands are: _____</p> <p>_____</p> <p>_____</p> <p>d. Where are the requirements specified in sections a-c above specified in the Organization's Documents? Document name: _____ pages _____ sections _____</p>		
<p>6. Audit-based recognition of training and instruction centers</p>	<p>To recognize a training and instruction center, the organization audits the following subjects:</p> <ul style="list-style-type: none"> - Training of trainers - Training of dogs - Conduct of foster care - Administration of the public area competency test 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>For each item, specify how the audit is performed:</p> <p><u>Training of trainers:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>		

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 18 of 29	Last update: 9/9/2024


<p>Where is the audit method described in the Organization's Documents? Document name: _____ pages _____ sections _____</p> <p>If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure</p> <p><u>Dog training:</u></p> <hr/> <hr/> <hr/> <p>Where is the audit method described in the Organization's Documents? Document name: _____ pages _____ sections _____</p> <p>If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure</p> <p><u>Conduct of foster care:</u></p> <hr/> <hr/> <hr/> <p>Where is the audit method described in the Organization's Documents? Document name: _____ pages _____ sections _____</p> <p>If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure</p> <p><u>Administration of the public area competency test:</u></p> <hr/> <hr/> <hr/>	
---	--

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 19 of 29	Last update: 9/9/2024

Where is the audit method described in the Organization's Documents? Document name: _____ pages _____ sections _____ If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure		
7. Regular monitoring of the training and instruction centers' compliance with the organization's standards	The organization conducts regular monitoring of the training and instruction centers' fulfillment of its requirements with regard to the following subjects: - Training of trainers - Training of dogs - Conduct of foster care - Administration of the public area competency test	Yes <input type="checkbox"/> No <input type="checkbox"/>
For each item, specify how monitoring is conducted: <u>Training of trainers:</u> _____ _____ _____		
Where is the monitoring method described in the Organization's Documents? Document name: _____ pages _____ sections _____ If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure <u>Dog training:</u> _____ _____ _____		
Where is the monitoring method described in the Organization's Documents? Document name: _____ pages _____ sections _____		


 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 20 of 29	Last update: 9/9/2024

<p>If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure</p> <p><u>Conduct of foster care:</u></p> <hr/> <hr/> <hr/> <p>Where is the monitoring method described in the Organization's Documents? Document name: _____ pages _____ sections _____</p> <p>If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure</p> <p><u>Administration of the public area competency test:</u></p> <hr/> <hr/> <hr/> <p>a. Where is the monitoring method described in the Organization's Documents? Document name: _____ pages _____ sections _____</p> <p>If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure</p>		
8. Guidance for training and instruction centers	The organization gives its members access to case-by-case consultations offered by the organization.	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. Briefly describe how guidance is provided in specific cases	<hr/> <hr/> <hr/>	

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 21 of 29	Last update: 9/9/2024

b. Where is the method of providing guidance described in the Organization's Documents? Document name: _____ pages _____ sections _____ If the audit method is not described in the Organization's Documents, please attach a document issued by the umbrella organization that describes the audit procedure		
9. For an organization that is not an Israeli organization: The organization's guidance is implemented in practice in international activities * To receive recognition, only one of the following requirements must be fulfilled	Does the organization recognize training and instruction centers operating in countries other than Israel?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is the organization recognized by the airport authority of any country such that dogs trained at a training and instruction center that is a member of the organization may enter that country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is the organization recognized by an airline in a way that allows dogs trained at a training and instruction center that is a member of the organization to accompany the assisted person on a flight?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to one or more of the above questions is in the affirmative, please provide the relevant details:		
a. Training and instruction centers recognized by the umbrella organization: The names of the centers and the contact information of 3 training centers (if there are less than three, please state this explicitly).		
b. Recognition by the airport authority: Authority name + attach the recognition documents it has issued.		
c. Recognition by an airline: Airline name + attach the recognition documents it has issued.		

I, the undersigned, _____, bearer of national ID number _____, an authorized signatory on behalf of the following corporation: _____, whose

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 22 of 29	Last update: 9/9/2024

corporate ID is _____ (henceforth: "**the Applicant**"), hereby declare, in support of the request to be recognized as an umbrella organization for assistance dogs, pursuant to Section 19(f)1 of the Equal Rights for Persons with Disabilities Law (Amendment No. 22 and Temporary Law) of 2022, that:

1. All of the details specified in the above declaration of correct, complete and accurate.
2. Inasmuch as any change whatsoever occurs in the details specified in the above declaration, the organization will update the Ministry of Welfare and Social Affairs on the change and its content.
3. The text of the Organization's Documents has remained unchanged since the time the previous application for recognition was submitted by the organization
[This section should be crossed out when the initial recognition application is submitted, or if any change to the Organization's Documents has occurred].

Signature

Seal


Date

Verification

I, the undersigned, _____, attorney at law, hereby confirm that _____, number _____, is registered as required by law, and I hereby confirm that Mr./Mrs./Ms. _____, who signed this declaration in my presence, is authorized to do so on its behalf. After cautioned him/her that he/she must tell the truth, and that if he/she doesn't do so, he/she is liable to legally imposed penalties, he/she confirmed the veracity of the above declaration, and signed it in my presence.

Name _____ Date _____ Signature and seal _____

Organizations whose addresses are not in Israel must attach a notarized verification verified with an Apostille or with the equivalent method used by states that are not parties to the Apostille Convention.

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 23 of 29	Last update: 9/9/2024

Annex B-2: Conditions for the public area competence test


Public area competency test:

The public area competency test shall include, at least, the requirements specified below:

1. **An assessment of behavior and walking in any particular public area, including:**
 - a. The dog keeps walking in heel position in a calm and controlled manner beside the assisted person (even if the assisted person changes his/her pace or direction).
 - b. The dog remains calm around vehicle traffic.
 - c. The dog remains calm around pedestrian traffic.
 - d. The dog ignores the movement of people around it, and maintains contact with the assisted person throughout their walk.
 - e. The dog does not react when a passerby pets it.
 - f. The dog ignores any food around it within the public area, specifically at food product stores (e.g. supermarkets, grocery stores, or areas with food stalls).
 - g. In staircases, the dog must go up or down the stairs alongside the assisted person calmly, comfortably, and in a controlled manner.
 - h. The dog must remain calm, ignore any animals in the area (dogs or any other animals), and remain alongside the assisted person.

2. **Public area commands**
 - a. The dog reacts to the "come" command, and returns directly to the handler without being distracted by its environment.
 - b. The dog reacts immediately to the "sit" command.
 - c. The dog holds a "sit stay" or "down stay" command, or any other static posture while the assisted person is engaged in his/her own activities (e.g. eating at a restaurant, speaking to a salesperson at a store, or talking to a passerby).

3. **Entering spaces behind doors (e.g. buildings, elevators, rooms)**

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 24 of 29	Last update: 9/9/2024


⌘. The dog enters through an open door only after being commanded to do so by the assisted person, unless this entry is part of continuous walking, and if so, the dog should enter in a composed, controlled and orderly way.

4. Entering/exiting a vehicle in a controlled manner

⌘. The dog will only enter or exit a vehicle when clearly commanded to do so, and not before hearing the command.

5. Behaviors that will cause the team (the assisted person + the dog) to fail the test

- a. The dog growls or bares its teeth at a person, object or other animal.
- b. The dog barked without being commanded to do so, and in a way that is inappropriate for the situation
- c. The dog does not walk at a pace adapted to the assisted person.
- d. The dog jumps on people or other animals.
- e. The assisted person was violent toward the dog and used physical punishment on it.
- f. The assisted person is not in control of the dog.

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 25 of 29	Last update: 9/9/2024

Annex C: Recognition Certification

Recognition Certificate

To:

RE: Recognition of an umbrella organization


Pursuant to the provisions of Section 19(f)(1) of the Equal Rights for Persons with Disabilities Law of 1998

I hereby certify that after reviewing the documents submitted by the organization, the Minister of Welfare and Social Affairs has decided to recognize _____ as a recognized umbrella organization, pursuant to the Equal Rights for Persons with Disabilities Law of 1998. This certificate is valid until _____

The certificate is conferred subject to the continued fulfillment of all of the conditions specified in the Organization's declaration, as submitted to the Ministry of Welfare and Social Affairs at the time the application was submitted.

Renewal of recognition is conditioned on the submission of a Recognition Renewal Form and the completion of a declaration form for renewing recognition.

The Minister of Welfare and Social Affairs

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 26 of 29	Last update: 9/9/2024

Annex D: Notice of Denial


Notice of Denial

To:


RE: Denial of recognition as an umbrella organization

Pursuant to the provisions of Section 19(f)(1) of the Equal Rights for Persons with Disabilities Law of 1998

1. I am hereby notifying you that after reviewing the documents submitted by the organization, the Minister of Welfare and Social Affairs has decided that _____ does not fulfill the conditions required for recognition as an umbrella organization, pursuant to the Equal Rights for Persons with Disabilities Law of 1998.
2. The organization was not recognized as an umbrella organization for the following reasons:
 - A.
 - B.
 - C.
3. Pursuant to the Procedure for the recognition of an umbrella organization for assistance dogs, you may submit an application to revisit the decision within 45 days of receiving this notice, if you believe that relevant information exists that had not been submitted to the Ministry before the decision regarding the application was reached, provided that the said information may influence the recognition of the umbrella organization.
4. Moreover, pursuant to the procedure for recognizing an umbrella organization for assistance dogs, you may reapply for recognition as an umbrella organization after six months had passed since the date of this notice, if a change occurs that will enable you to fulfill the required conditions for recognition.

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 27 of 29	Last update: 9/9/2024

The Minister of Welfare and Social Affairs

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 28 of 29	Last update: 9/9/2024

Annex E: Certificate of Renewal of Recognition

Certificate of Renewal of Recognition

To:

RE: Renewal of recognition as an umbrella organization

Pursuant to the provisions of Section 19(f)(1) of the Equal Rights for Persons with Disabilities Law of 1998

I hereby certify that after reviewing the documents submitted by the organization, the Minister of Welfare and Social Affairs has decided to renew the recognition of _____ as a recognized umbrella organization, pursuant to the Equal Rights for Persons with Disabilities Law of 1998.


This certificate is valid until _____.

The certificate is conferred subject to the continued fulfillment of all of the conditions specified in the Organization's declaration, as submitted to the Ministry of Welfare and Social Affairs at the time the application was submitted

נ.

ג.

The Minister of Welfare and Social Affairs

 Ministry of Welfare and Social Affairs, Israel	Procedure name: Procedure for recognizing an umbrella organization for assistance dogs	Procedure number: 001-2024
	Responsibility for execution: The Disabilities Administration	Initial date of issue: 6/30/2024 Date of entry into force: 6/30/2024
Procedure type: General procedure	Page 29 of 29	Last update: 9/9/2024

Annex F: Notice on the Non-Renewal of Recognition

Notice on the Non-Renewal of Recognition

To:

RE: Non-Renewal of recognition as an umbrella organization

Pursuant to the provisions of Section 19(f)(1) of the Equal Rights for Persons with Disabilities Law of 1998

1. I hereby notify you that after reviewing the documents submitted by the organization, the Minister of Welfare and Social Affairs has decided not to renew the recognition of _____ as an umbrella organization for assistance dogs, since it does not fulfill the conditions required for recognition as an umbrella organization specified in the Equal Rights for Persons with Disabilities Law of 1998.
2. Recognition of the organization was not renewed for the following reasons:
 - A.
 - B.
 - C.
3. Pursuant to the Procedure for the recognition of an umbrella organization for assistance dogs, you may submit an application to revisit the decision within 45 days of receiving this notice, if you believe that relevant information exists that had not been submitted to the Ministry before the decision regarding the application was reached, provided that the said information may influence the recognition of the umbrella organization.
4. Moreover, pursuant to the procedure for recognizing an umbrella organization for assistance dogs, you may reapply for recognition as an umbrella organization after six months had passed since the date of this notice, if a change occurs that will enable you to fulfill the required conditions for recognition.

The Minister of Welfare and Social Affairs