

**SERVICE OR COMFORT ANIMAL REQUEST FOR ACCOMODATIONS**

What is the specific accommodation that you are requesting?

If you are requesting a Service Animal on Campus: The Service Animal must be accompanied by and under the control of an Owner with a disability at all times.

Please provide the following documentation	Check Items Received / Add Note
1. An identification card issued by the Minister of Human Services, Verification the Owner and the Owner's Service Animal.	
2. Verification the Service Animal will be wearing something that identifies the Service Animal as a working animal.	
3. Current medical documentation from a qualified healthcare provider that provides a diagnosis of or verifies your medical condition or disability.	
4. Current medical documentation from a qualified healthcare provider that states how the Service animal is reasonably necessary for, supports, or serves as an accommodation for a verified medical condition or Disability.	
5. A detailed description from a qualified healthcare provider of what functions the Service Animal will specifically provide.	
6. The Service Animal's record of license and registration.	
7. The Service Animal's record of up-to-date vaccinations.	
8. The Service Animal's current veterinarian clean bill of health.	
9. A clear photograph of the Service Animal to keep on file.	
10. Contract information for an alternative caregiver to the Service Animal (This will be used in the case of emergency, of if the person is unable or unwilling to provide adequate care for the animal).	

*The personal information that you provide to Keyano College is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The personal information you provide will be used for the purpose of determining your service or comfort animal accommodation request. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and is subject to the provisions under the Act.*

**Appendix B - Employee Service or Comfort Animal Request Form**

11. Any other documentation that may be requested or required by the College.	
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If you are requesting a Comfort Animal on Campus. The Comfort Animal must be accompanied by and under the control of an Owner with a disability at all times.

Please provide the following documentation	Check Items Received/Add Note
1. Current medical documentation from a qualified healthcare provider* that provides a diagnosis of or verifies your medical condition or disability.	
2. Current medical documentation from a qualified healthcare provider that states how the Comfort Animal is reasonably necessary for, supports, or serves as an accommodation for a verified medical conditions or Disability.	
3. A detailed description from a qualified healthcare provider of what functions the Comfort Animal will specifically provide.	
4. Any additional rationale, statement, or opinions of a qualified healthcare provider that the College may reasonably need to understand the basis for the request.	
5. The Comfort Animal's record of license and registration.	
6. The Comfort Animal's record of up-to-date vaccinations.	
7. The Comfort Animal's current veterinarian clean bill of health.	
8. A clear photograph of the Comfort Animal to keep on file.	
9. Contact information for an alternative caregiver to the Comfort Animal (this will be used in the case of emergency, of if the person is unable or unwilling to provide adequate care for the animal).	
10. Verification the Comfort Animal will be wearing something that identifies the Comfort Animal as a working animal.	
11. Any other documentation that may be requested or required by the College.	

**Appendix B - Employee Service or Comfort Animal Request Form**

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\*Examples of a healthcare provider may be a therapist/counselor, psychologist, psychiatrist, primary care doctor, or nurse. The College reserves the right to request information from the healthcare provider who provided the initial support documentation.

The College will review your request for accommodations and supporting documents. If the College approves your request for Accommodations, you will be notified and provided written approval outlining the scope the accommodation permitted or provided.

In reviewing your request for accommodations, the College may arrange a meeting to discuss the scope and reasonableness of the accommodations requested, the impact of the Service Animal or Comfort Animal, and/or alternative accommodation options. If your request is not approved, you may appeal the decision by filing a request for appeal with the President.

Approval may not be provided if the Service Animal or Comfort Animal imposes an undue hardship to the College, poses a substantial and/or direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the services or programs of the College.

The owner must notify Human Resources in writing if the Approved Animal is no longer needed. To replace an Approved Animal, the Owner must file a new "Request Form for Accommodations" and provide the required documentation.

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Employee Signature

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Date

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Manager Signature

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Date

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Human Resources Signature

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Date