



Be Prepared for Renewing Your Pet Partners Registration

Please review the following steps to ensure your Pet Partners registration does not expire. To avoid a lapse in your active status, your completed renewal packet should be received at Delta Society at least 3 weeks prior to your expiration date. To help ensure a smooth renewal process *and* to avoid delays or interruptions to your visiting commitments, please take note of the following.

1. Know when you are coming up for renewal. Your expiration date is listed on your photo ID badge.
2. For your convenience a renewal packet will be sent to you (via email or postal mail) from Delta Society approximately 3 months prior to your expiration. Regardless of when you receive the packet, it is your responsibility to complete a renewal packet and forward to Delta Society in a timely manner. At any time you can access a Renewal Packet through the website:
<http://www.deltasociety.org/download/Renewal%20Packet.pdf>.
3. No less than 3 months prior to your expiration date, begin setting up your animal's health screening and your next evaluation – please be aware that in some areas it could be months before an Evaluator is able to schedule you for an evaluation.
 - Check the Delta Society's website for a Pet Partners Team Evaluation in your area and/or contact an Evaluator(s) close to you to see when their next Evaluation will be.
 - If no Pet Partners Team Evaluations are or will be scheduled, **contact Delta Society immediately** to assist you in getting your evaluation completed. DO NOT wait until you are close to expiring or have expired, as you will not be able to continue visiting.
4. You may renew as far as 6 months prior to your expiration date. Your new registration expiration will be 2 years from your current expiration date.
 - Example: Your current registration expires 9/30/08 and you turn in your renewal packet on 7/30/08. Your new expiration date will still be 9/30/10 – 2 years from your current registration date.
 - If you pass your evaluation early with time left before you expire, you can continue visiting as you wait to receive your acceptance letter. *Please notify Delta if your acceptance letter does not arrive by your expiration date.*
5. Should your registration lapse, you cannot visit until you have received your acceptance letter from Delta Society.
 - If your registration has lapsed less than one year, complete and forward the regular Renewal Packet to Delta Society.
 - If you allow your registration to lapse one year or more, you need to contact Delta Society to determine what additional steps you may have to take – for instance you may need to re-take a Pet Partners Workshop or Home Study Course.
6. **Effective May 31, 2008 extension requests will only be provided for special circumstances**, such as a family emergency or illness.

Delta Society Contact Information: If you can't find answers to your questions on the website (www.deltasociety.org), please contact: petpartners@deltasociety.org or call 425.679.5500.
Mailing Address: 875 125th Avenue NE, Suite 101, Bellevue WA 98005.