

**CLMHD 2023 Mental Health First Aid
Instructor Certification Program Application Packet**

Thank you for your interest in becoming a certified Mental Health First Aid instructor. This year we are offering **TWO** opportunities for Instructor Certification. Each training will accommodate up to 16 participants, who will become certified to offer either the Adult or Youth MHFA course to members of the general public, **both in-person and virtually.**

Each participant must review and complete this application; sign the **Applicant Attestation** and send the application to your county's Director of Community Services (DCS) to complete the **DCS Attestation**, and then submit the completed packet to CLMHD for review. To identify your DCS, visit [http://www.clmhd.org/contact local mental hygiene departments/](http://www.clmhd.org/contact_local_mental_hygiene_departments/).

Applications are due no later than **COB, Tuesday, September 5, 2023.** Candidates will be notified by **Tuesday, September 19, 2023** if they have been selected to participate in this year's training.

Session dates are as follows:

- **Session 1: ADULT MHFA** – Tuesday, 10/31 – Thursday, 11/2
- **Session 2: YOUTH MHFA** – Tuesday 11/7 – Thursday, 11/9

The number of MHFA trainings you are able to offer each year may vary based on the organization and target audiences, but certified instructors are expected to offer **at least three trainings per year** to maintain certification.

- 1) Virtual Instructor Course Details (page 2)
- 2) Applicant Information (page 3)
- 3) Applicant Experience and Qualifications (page 4)
- 4) Applicant Attestation (page 5)
- 5) DCS Attestation (page 6) - required for submission

Please email completed packet to Francine Sinkoff at fs@clmhd.org with subject line "MHFA Instructor Certification Application".

VIRTUAL INSTRUCTION COURSE DETAILS

VIRTUAL Instructor Training Course Outline

- At least one month prior to the start of the course, all participants will receive an invite to the learning management system, MHFA Connect, so that they can create their account and complete the short application. Instructions will be sent out from MHFAHostSites@thenationalcouncil.org regarding this process.
- Upon completing the application, participants will be able to place their orders for free training materials through our Storefront.
- Prior to the first day of the instructor-led training, participants must complete 8 hours of online, self-paced work. This course will be available to the participants on their MHFA Connect dashboard, and access is granted once the participant sets up their account.
- Each student needs to join the course from their own device and have a private room to meet with their National Trainers.
- Two National Trainers will lead an interactive online course in real time over three days:
 - **Day 1** – Unpacking the course, questions and answers
 - **Day 2** – Coaching by appointment (30 minutes), independent prep for presentation, teaching strategies
 - **Day 3** – Candidates present an assigned section of the course, review one-on-one feedback from the trainer, view other candidate presentations, and cover the crisis portion of the course
- Upon completing the 3 days of live instruction, Instructors must complete 2-3 hours of self-paced work to learn how to use MHFA Connect to schedule their first aider courses.

IT Requirements

The course will be hosted through [Zoom](#). Please review these IT requirements to see if you are eligible for the course.

- **Computer** – Windows or Apple desktop or laptop computer
- **Phone or tablet (backup audio/video option)** – It is highly recommended that users join the course from a laptop or desktop computer for the best experience. Phones may be used for audio support.
- **Microphone and speakers** – Participants whose computers do not have a microphone and/or speakers can use the dial-in option from their phone for audio.
- **HD Webcam** – Either built into the user's device or external.
- **Internet Connection** – We recommend an internet speed of at least 5mbps upload/download speed. Users can test their internet speed here: <https://www.speedtest.net/>



Part I: APPLICANT INFORMATION

Name (First Last):

Title:

Organization:

Email:

Phone Number:

Mailing Address:

Training Date Preference:

Please check only ONE box – preferred date isn't guaranteed but will be considered

Session 1: ADULT MHFA – Tues, 10/31 – Thurs, 11/2

Session 2: YOUTH MHFA – Tues, 11/7 – Thurs, 11/9

Does your organization have a primary contact for Mental Health First Aid activities?

No

Yes (myself or contact listed above)

Yes, contact information provided below:

Name:

Email:

Phone number:

Other languages spoken? (please list)



Part II: EXPERIENCE AND QUALIFICATIONS

1. Please provide a brief description of your professional and/or personal experience in the field of mental health that qualify you to teach Youth OR Adult MHFA:

2. Please provide a brief description of your experience in adult instruction or any relevant training history:

3. Have you taken an MHFA course yourself?

<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify): <input type="checkbox"/> Adult <input type="checkbox"/> Youth	Date:
	Location:
	Organization providing training:

4. What group(s) do you plan to target with MHFA trainings?

5. Are you able to offer the training in Spanish?

No Yes

APPLICANT ATTESTATION

The ability to effectively deliver Mental Health First Aid nationwide is dependent on the quality of the instructors and their dedication to and enthusiasm for the program. The MHFA course may only be taught by certified MHFA instructors, who participate in a rigorous process to ensure the highest standard is maintained & their role as an instructor is clearly defined. As such, this application packet is designed to both let us learn about your plan & for you to learn about how instructors fit into ours as part of the larger vision for Mental Health First Aid in the US, so we expect you will give it careful attention.

SELECTION CRITERIA

MHFA instructor applicants are expected to come to the instructor training with an extensive knowledge of mental health (personal or professional) and to possess teaching skills or related training experience.

Each MHFA instructor must have the mental health knowledge and experience to be able to facilitate discussions and answer questions within the key messages of the course, and can identify mental health services within their state and community. In their responses to the above questions, applications should highlight any experience of participants related to the instruction of adult populations, the ability to effectively facilitate diverse groups, and the competency/flexibility to create and maintain a positive learning environment.

Both agency or corporate employees and independent individuals may become certified to deliver the MHFA course. In either situation, outlining a plan for teaching the course, and one's experience in reaching community partners, must be included in the application via responses to the above questions. Individuals applying to become MHFA-USA Instructors under the affiliation of their employer or otherwise as part of an organization must acquire a signature from one member of senior leadership in their organization on this form.

One aim of MHFA is to reduce the discrimination surrounding mental health problems. The curriculum is also specifically designed to promote the recovery/resiliency paradigm. Instructors must exhibit positive attitudes towards individuals with mental illnesses and should have enthusiasm to reduce the negative attitudes/discrimination associated with mental illness and addiction disorders.

ATTESTATION

My signature indicates that I have read all portions of the Mental Health First Aid Instructor Application and I have an understanding and commitment to the requirements of being an instructor.

Applicant Signature _____

Date _____

DCS ATTESTATION

The MHFA Advisory Committee relies on input from the DCS to inform the selection process for this training. Please respond to the following two questions to explain your interest in putting this candidate through for consideration. **THIS FORM IS REQUIRED FOR CANDIDATE CONSIDERATION.**

How does selecting this individual for this year's training fit into your plan or vision for expanding MHFA in your county?

Briefly, what is your county's current capacity for MHFA training?

ATTESTATION

My signature indicates that I am knowledgeable about Mental Health First Aid and support the Applicant in his/her desire to become a certified instructor for the MHFA course. We will work cooperatively with the Applicant to reduce stigma associated with mental health disorders by promoting MHFA.

DCS Signature _____

Date _____