



Mental Health First Aid Instructor Application

Overview: Becoming a Mental Health First Aid Instructor

Becoming a Mental Health First Aid instructor is an exciting opportunity and we are thrilled that you or your designee is considering this opportunity. Being a successful Mental Health First Aid instructor is highly rewarding. However, this role also requires a serious commitment of time, energy and creativity. Before applying to become a certified instructor, we want to make sure that you fully understand what will be necessary for certification as well long term success as a Mental Health First Aid instructor. If you are in the role of reviewing applications for instructors, we hope the guidance below will assist you in selecting those individuals who will have the highest probability of being successful.

Who should apply to become an instructor?

A Mental Health First Aid instructor is required to serve as a presenter, a facilitator, and most importantly an ambassador of the Mental Health First Aid USA program. There are several key components that make an instructor successful. First and foremost, **it is required that an instructor candidate:**

- Has general knowledge of mental health and substance use issues (i.e. is a mental health/substance use professional, has worked with individuals experiencing mental health disorders or is in recovery from mental illness or substance use disorders)
- Has experience teaching groups of adults
- Understands best practices in adult learning
- Has experience facilitating groups

While the instructor training reinforces some of the skills and knowledge areas above, it is not designed as a substitute for prior knowledge and experience.

Second, instructors must identify financial and operational support to schedule and run their classes. Therefore, it is highly recommended that instructor candidates demonstrate appropriate external support with tasks related to the program. For example, many successful instructors garner support from their employer organization or a partner community organization in order to accomplish the following tasks that are required of instructors:

- Planning (e.g., creating business plans, forming community partnerships, outreach)
- Setting a course schedule
- Setting and collecting course fees
- Marketing and media outreach
- Course registration
- Event planning (e.g., catering, logistics)
- Seeking grants sources of fiscal support
- Collecting and entering course evaluations and incorporating feedback

Instructor Training and Certification

The Mental Health First Aid instructor training is held over five days and is taught by two authorized Mental Health First Aid National Trainers. A maximum of 30 instructor candidates are allowed per training.



Pricing

Tuition for each instructor candidate is \$1,500. This fee is inclusive of the five days of instruction, breakfast and lunch during the fourth and fifth day of training, instruction materials, and continued support from Mental Health First Aid USA staff for as long as the individual remains a certified instructor. Instructor candidates will be responsible for travel, hotel and any miscellaneous expenses during the week of training. Payment must be made at least 30 days prior to the start of the instructor training.

Training Structure

National Trainers guide candidates through the five day training with an emphasis on coaching and preparing candidates to be ambassadors of Mental Health First Aid. Courses typically run from 9am-5pm each day, with dedicated time on day three for independent preparation for presentations delivered on days four and five. On the fourth and fifth day of the training, each instructor candidate will present and teach an assigned portion of the 8-hour course to the group. The National Trainers will conduct an individual evaluation of each candidate, and each candidate will provide a peer review for their colleagues.

Outcome of Instructor Training

There are 3 possible outcomes from the instructor training: 1) full certification 2) provisional certification or 3) no certification. Attendance is not a guarantee of certification.

1) Full Certification

In order to become a fully certified instructor, each candidate must receive a score of 36 or higher on their presentation evaluation, and must complete and pass a written exam prior to the end of the training.

2) Provisional Certification

When a National Trainer discerns potential in an instructor candidate, but also recognizes that an individual will need additional support to deliver the curriculum effectively, a Provisional Instructor status can be issued. National Trainers make this determination by considering several factors including the candidate's exam score, course attendance and presentation score. Candidates who score between 32 and 35 on their presentation could be considered. Other factors include the candidate's desire to improve and his or her willingness to adhere to the conditions of a Provisional Instructor. The Provisional Instructor is awarded a certificate along with all fully certified instructors. In addition, the Provisional Instructor will be listed and receive credit for the classes that he or she teaches with a fully certified instructor. However, there are 5 important restrictions that apply to this status. A Provisional Instructor:

- a. must co-teach with a fully certified instructor at all times;
- b. is not allowed to order any materials independently (ordering materials needs to be done by their co- instructor);
- c. cannot register a course in the data system;
- d. cannot enter evaluation data (evaluating data entry needs to be done by their co- instructor);
- e. and may not enroll in an expedited course for additional Instructor certifications (i.e. if an Instructor has a provisional status as an Adult MHFA Instructor they may not enroll to become a Youth MHFA Instructor as a part of an expedited training).



3) No Certification

An instructor candidate will not be certified as an instructor in the event that s/he receives a score of less than 32 on the presentation portion and/or does not pass the instructor exam.

Please note that all certification determinations are made by an elite group of Mental Health First Aid National Trainers.

Cancellation Policy

Individuals who are accepted into the instructor training will be required to submit their tuition payment no later than 30 days prior to the start date of their training. Should the instructor candidate need to cancel his/her attendance, they must submit a request in writing no more than 30 days prior to the training start date. A service fee of \$75 will be deducted from all cancellation requests received by that date. Registrants who do not cancel by this date and do not attend the training will be responsible for the full tuition and registration fee. No refunds will be given for cancellations received less than 30 days prior to the training.

Instructor Commitments

When an individual becomes a certified Mental Health First Aid instructor, she or he is committing to teach the full 8-hour course with fidelity to the core program model and key messages. Instructors are responsible for almost all components of their trainings, including:

- Recruiting participants and securing a training location
- Collecting course fees
- Ordering manuals for all participants
- Preparing course materials
- Compiling local resources
- Providing participant evaluations to Mental Health First Aid USA

In order to maintain instructor certification, instructors are required to:

- Teach their first course within six months of becoming certified
- Teach at least three courses each year
- Pass Quality Evaluation visits and assessments
- Maintain satisfactory participant evaluation scores
- Engage in instructor/course re-fresher activities as instructed



Pre- Application Assessment: Am I Ready to be an Instructor?

This self-assessment is designed to help you determine your level of readiness to become a Mental Health First Aid instructor. The self-assessment score will not be included in your final application score, should you choose to apply. Please rate yourself on the following items using the scale provided below.

1-Strongly disagree 2-Disagree 3-Neither agree or disagree 4-Agree 5-Strongly agree

Score	
Before The Training	
	I have solid knowledge of the goals of the Mental Health First Aid program
	I have solid knowledge of mental health, mental illness and substance use
	I am comfortable presenting in front of groups of 15-30 participants
	I am familiar with the use of Powerpoint and a remote
	I am comfortable adhering to a set curriculum of objectives, required talking points and activities
	My organization has made this program a priority for me and my time
During the Training	
	I have cleared my schedule of any conflicts during the timeframe
	I am ready to give adequate time to work on my exam and presentation
After The Training	
	I am willing and able to spend an average of 40 additional hours learning the curriculum prior to teaching my first course
	I intend to solicit feedback from others to improve my instruction (i.e. other instructors, participants)
	I am confident that I can plan and deliver 3 courses in the coming year
	I intend to invest in learning activities to support my mastery of the curriculum
	I will promote and maintain the fidelity of the Mental Health First Aid course
Interest	
	I am passionate about teaching a mental health public education model of intervention
	Destigmatization of mental health and substance use disorders is important to me
Interpersonal Skills	
	People describe me as someone who can connect with diverse audiences
	I am able to resist becoming defensive when challenged and am able to understand the emotion underneath the challenge and respond respectfully
	When facilitating groups, I can effectively draw people out or limit participation
	I have the flexibility needed to work well with another instructor who has a different style of instruction and interaction
Regulation	
	My life experiences will serve as an asset to teaching Mental Health First Aid
	I am confident that I am emotionally ready to be an instructor (i.e. if I have experienced a trauma in my own life, enough time and healing has taken place)
	I am able to maintain my composure when participants disagree with and challenge me or the course content
Organizational Skills	
	I can organize my thinking, speaking and materials to effectively teach the course
	I can monitor myself and adhere to a timed agenda throughout the course
TOTAL SCORE:	
Scoring Rubric:	
<i>Highly ready</i>	109 - 120
<i>Very ready</i>	97 - 108
<i>Moderately ready</i>	84 - 96
<i>May not be ready at this time</i>	below 84



Application: Mental Health First Aid Instructor Certification Training

Part I: Applicant Information	
Name: <i>(first, last)</i>	
Title:	
Applicant Type:	<input type="checkbox"/> I am applying as an independent trainer <input type="checkbox"/> I am applying as an agent of my employer <input type="checkbox"/> Other, please specify:
Organization Name: <i>(if applying as an agent of your employer)</i>	
Organization Type:	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Other, please specify:
Industry Type:	<input type="checkbox"/> Faith community <input type="checkbox"/> Corporate <input type="checkbox"/> Human resources/Employee Assistance Program <input type="checkbox"/> Law enforcement/public safety <input type="checkbox"/> Higher education <input type="checkbox"/> Primary/secondary education <input type="checkbox"/> Hospitality <input type="checkbox"/> Older adults <input type="checkbox"/> Social services <input type="checkbox"/> Behavioral healthcare <input type="checkbox"/> Other healthcare <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify:
Organizational Service Area:	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Frontier
Email:	
Primary Phone Number:	
Secondary Phone Number:	
Mailing Address:	
Desired Training Date and Location:	1st Choice Date: Location: 2nd Choice Date: Location:
Are you applying for a youth or adult instructor training?	<input type="checkbox"/> Youth <input type="checkbox"/> Adult
Full or expedited training?	<input type="checkbox"/> 5 Day training for new instructor <input type="checkbox"/> 2.5 Day training for current instructor



Does your organization have a primary contact for Mental Health First Aid activities?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide the name and contact information. Name: Email: Phone number:
Does your organization have an active community/public education program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you find out about the instructor training program?	<input type="checkbox"/> Employer email <input type="checkbox"/> Employer requirement <input type="checkbox"/> Professional relationship <input type="checkbox"/> Personal relationship <input type="checkbox"/> Internet search <input type="checkbox"/> MHFA USA Website <input type="checkbox"/> MHFA Instructor <input type="checkbox"/> Have attended 8 hour course <input type="checkbox"/> Other, please specify:

Part II: Applicant Experience and Qualifications
Please note that each response will be scored. You are encouraged to provide as much detail as word limit permits.

1. Why do you want to become an instructor? (max 200 words)

2. Please provide a description of your personal and/or professional experiences in the field of mental health that qualify you to teach a Mental Health First Aid course (i.e. clinical experience, personal or family history, social service experience, etc.). Please provide time frames for any relevant experience. (max 300 words)

3. Please provide a description of your experiences in adult instruction that would qualify you as a strong candidate to be an effective Mental Health First Aid instructor (i.e. group facilitation, teaching, etc.). Please provide time frames for any relevant experience. (max 300 words)

4. Have you taken a Mental Health First Aid course?
 Yes
 No

If yes, when did you take the course (mm/yy):

5. What other skills or experiences do you have that you believe will support your success as a Mental Health First Aid instructor? (max 200 words)

Part III: Understanding of Program

6. What does the term "mental health" mean to you? (max 200 words)

7. What factors do you believe create and maintain the stigma associated with individuals who have mental health problems? (max 150 words)



8. What are the key messages of Mental Health First Aid? (max 200 words)

9. What do you believe are the skills and attitudes needed to be an effective Mental Health First Aid instructor? (max 150 words)

10. What would you do if during one of the Mental Health First Aid training sessions you are conducting, a participant approaches you privately about a personal mental health problem s/he is experiencing? (max 250 words)

11. How does Mental Health First Aid support/complement the work you or your organization is already doing? (max 200 words)

Part IV: Strategic Plan for Implementation

12. Please provide some examples of how you have effectively networked with organizations, local services, or other partners within your community to support an initiative (i.e. public education initiative, community event, volunteering, etc.). (max 200 words)

13. Mental Health First Aid is intended to have a broad appeal to the public. Please describe your plan to implement this program in the next year. Be sure to include information about how to plan to secure funding, how you plan to market your courses, who you will partner with, and what audiences you plan to target. (max 400 words)

14. When do you plan to teach your first course and who will be your target audience? (max 150 words)

15. What are some potential barriers you may face when trying to implement your above strategies? (max 200 words)



Instructor Application Reference Document

To be considered for the Mental Health First Aid Instructor training, each instructor applicant is required to submit a reference document. No application will be reviewed until both the application and reference document have been received. Please note that references are subject to phone verification. By submitting this form, you are giving permission to Mental Health First Aid USA to contact your reference.

Selection of Reference

Please select an individual to complete this form who can attest to your suitability of becoming a Mental Health First Aid Instructor. It is important that this individual knows you and your work well enough to be able to thoughtfully and completely respond to the all questions below.

Directions

Please share this document with your chosen reference. When completed, please have your reference return this form to you so that you can submit it with your application.

First name:					
Last name:					
Organization Name:					
Address:		City/State/Zip:			
Email:		Phone:			
How long have you known this applicant?					
What is your relationship to this applicant? (I.e. in what capacity have you known this applicant?)					
Please describe the role and responsibilities that you believe this applicant will be taking if he/she becomes a Mental Health First Aid Instructor?					
Why do you think this individual would be successful in training others in Mental Health First Aid?					
How would you describe the candidates' attitude towards people with mental illness and substance use disorders?					
Please rate the applicant in each of the areas below:					
	Poor	Below Average	Average	Very Good	Excellent
Knowledge of mental health	<input type="checkbox"/>				
Ability to effectively facilitate a full day training with an audience of up to 30 people	<input type="checkbox"/>				
Ability to engage with audiences that are very diverse in terms of their knowledge base and beliefs about mental health and substance use issues	<input type="checkbox"/>				

Instructor Candidate Commitment Form

A signed, scanned copy of this form must be submitted as a part of the application packet.

Becoming a successful Mental Health First Aid instructor requires a serious commitment of time, energy and creativity. Similarly, it requires awareness and support of the program, fidelity to the course, understanding of the certification requirements, and commitment to demonstrating best practices in teaching and facilitation. **By signing this Commitment Form, you agree to adhere to the following conditions at all times during the instructor training and subsequent to certification.**

I hereby agree to:

1. Fully engage in the Instructor Training by committing adequate time, energy, and enthusiasm throughout the program and conduct myself in a professional manner at all times.
2. Follow all course requirements for instructors. This includes:
 - a. Teaching the course for the full 8 hours
 - b. Training to an audience of no less than 10 and no more than 30 unless given permission to do so by MHFA USA
 - c. Providing hard-copy, non-duplicated manuals for each course participant
 - d. Using current slides and films for all course sections
 - e. Providing a resource list to all course participants
 - f. Providing MHFA certificates to participants only after a participant has satisfied all course requirements.
3. Follow all data requirements related to courses including:
 - a. Registering all courses prior to course date
 - b. Entering all course participants no later than 72 hours after course has taken place
 - c. Collecting and providing to Mental Health First Aid USA within 7 days of course completion, all course evaluation and attendance sheets (course data must be entered in order for the instructor to receive credit for the course)
4. Maintain "good standing" as an instructor requires:
 - a. Teaching the course at least 3 times, each year
 - b. Completing re-certification two years from the date of certification
 - c. Passing Quality Evaluation visits and maintaining satisfactory evaluation scores
 - d. Engaging in instructor/course re-fresher activities as required
 - e. Keeping Instructor Profile Updated with current email address
 - f. Keeping informed and adhering to MHFA program developments and changes by reading all MHFA communications
5. Appropriate use of MHFA materials:
 - a. None of the information, documents, manuals or videos may be reproduced in any form, in whole or in part without the written permission of MHFA USA. Instructors may not sell or otherwise transfer materials to a third party. Only certified instructors may use the materials provided
 - b. The course curriculum may not be modified without the expressed written permission of MHFA USA



6. To the best of my ability, incorporate best practices in presenting, facilitating, and teaching groups into my courses.
 - a. Operationalizing techniques to engage course participants
 - b. Using an appropriate tone, volume, pace, and rhythm when teaching a course
 - c. Appropriately managing participant interactions
7. Continuously convey and appropriately demonstrate the scope and role of a Mental Health First Aid instructor during my courses. This includes:
 - a. Continuously convey and appropriately demonstrate the scope and role of a Mental Health First Aid instructor during my courses. This includes:
 - b. Serving as an ambassador of Mental Health First Aid
 - c. Using personal disclosure of experiences in an appropriate manner
 - d. Respecting the privacy of course participants, colleagues and other, including the responsibility to protect personal information on paperwork and in gaining permission to share personal stories or experiences of others

I am committed to the following terms of the MD-AWARE grant, which covers the cost of my instructor training:

- 1) Implementation of Mental Health First Aid training at least 3 times per year, with fidelity and without fee payment
- 2) Prompt online record keeping Course type, date(s), participant list and course evaluation results)
- 3) Prompt transmission of certified first-aider mental health workforce status and email addresses (electronically or via paper) to MD-AWARE coordinator from the office that sponsored the instructor training
- 4) Participation in monthly online surveys regarding use of Mental Health First Aid and conducting referrals

Instructor Candidate Signature

Date: _____

Instructor Candidate Signature: _____

Instructor Candidate Name (printed): _____

Employer Signature (if applying as an agent of your employer)

Date: _____

Direct Supervisor Signature: _____

Direct Supervisor Name (printed): _____

Submission directions: When you have completed the application, please send to MHFATraining@mhamd.org. You may wish to print out a copy of the completed application for your records.