# Instructor Certification Training Application

# Background and Funding

# The Colorado Department of Education is pleased to solicit applications from individuals interested in receiving funding to become certified instructors of the Youth Mental Health First Aid (YMHFA) courses. YMHFA is a groundbreaking, internationally recognized evidence-based training program that helps adults identify mental health crises and challenges among young people, connect individuals to care, and safely de-escalate crisis situations if needed. As instructors of the 8-hour YMHFA training, individuals will work hands-on with communities to spread knowledge about mental health and wellness and connect individuals with resources.

# The Colorado Department of Education was awarded Project AWARE (Advancing Wellness and Resilience in Education) funding through the Substance Abuse and Mental Health Services Administration (SAMHSA) to support Youth Mental Health First Aid trainings. Due to this generous funding, this YMHFA instructor training opportunity is available to individuals at no cost.

# Project AWARE aims to build a comprehensive, coordinated, and integrated school behavioral health services systems that supports every student and family in Colorado to reach their fullest potential and achieve comprehensive wellness. YMHFA is intended to provide skills to youth-serving adults that work and interact regularly with school-aged youth between the age of 12 and 18 years. This course supports adults in guiding youth through crisis and non-crisis mental health concerns until professional help is available. The course also teaches basic mental health literacy to reduce the stigma of mental health and better enable youth and families to connect to needed mental health services.

# In their application, individuals are encouraged to illustrate their qualifications to be an instructor, capacity to reach target audiences, and identify partners and collaborative efforts to expand the YMHFA program within the scope of CDE’s Project AWARE mission.

# Submission and Review Dates

# Key dates relative to the process follow:

# Applications Open 12/29/16

# Applications Due 1/19/17

# Review Complete 1/25/17

# Applicants Notified by 1/26/17

# YMHFA Instructor Trainings Feb 27th-March 3rd, 2017

# Application questions should be directed to: Michael Chevrier at 303-866-6457 or chevrier\_m@cde.state.co.us with the subject line: “YMHFA ToT Question”.

# Submission directions: Please return your completed application via e-mail to Michael Chevrier at Chevrier\_M@cde.state.co.us by Thursday, January 19th, 2016 at 5 pm. NOTE: E-mail subject line should read “YMHFA Feb 2017 Instructor Application”.

# *Please feel free to circulate this application!*

# Overview: Becoming a Certified Mental Health First Aid or Youth 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 $1,400. This fee is inclusive of the five days of instruction, refreshments, instruction materials, and continued support from Mental Health First Aid USA staff for as long as the individual remains a certified instructor. **This training is provided at no cost to the participant through our Project AWARE funding.** Instructor candidates who are traveling far enough to qualify may apply to be reimbursed for hotel and meal expenses during the week of training (hotel accommodations will be pre-negotiated for those who need them). Snacks and coffee will be provided and there will be a lunch break, but lunch is not provided.

**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 8:30am-4:30pm each day. On the last two days 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.

1. **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:

1. must co-teach with a fully certified instructor at all times;
2. is not allowed to order any materials independently (ordering materials needs to be done by their co- instructor);
3. cannot register a course in the data system;
4. cannot enter evaluation data (evaluating data entry needs to be done by their co-instructor);
5. 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).
6. **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.***

**Instructor Commitments**

Whenan 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
* Complete re-certification after 2 years
* Pass Quality Evaluation visits and assessments
* Maintain satisfactory participant evaluation scores
* Engage in instructor/course re-fresher activities as instructed

# Application: Instructor Certification Training

|  |
| --- |
| **Part I: Applicant Information** |
| **Name:****(*first, last*)** |  |
| **Title:** |  |
| **Applicant Type:***(check all that apply*) | * [ ]  I am applying as an independent trainer
* [ ]  I am applying as an agent of my employer
* [ ]  Other, please specify:
 |
| * [ ]  I identify as a person with lived experience or a person in

long term recovery* [ ]  I support a family member with serious mental illness
 |
| **NITT Project AWARE Funding:***Federally funded grant program through the Substance Abuse and Mental Health Services Administration (SAMHSA)* | * [ ]  I am connected to a State Educational Agency Grantee (SEA)
* [ ]  I am connected to a Local Educational Agency Grantee (LEA)
* [ ]  I am connected to a Community Grantee (AWARE-C)

[ ]  I am not connected to a Project AWARE grantee |
| **Organization Name:*****(if applying as an agent of your employer)*** |   |
| **If traveling, can your organization fund your expenses/accommodations?**  | * [ ] Yes [ ] No
 |
| **Organization Type:** | * [ ] Private
* [ ] Public
* [ ] Not-for-profit
* [ ] For-profit
* [ ] Other, please specify:
 |
| **Industry Type:**  | * [ ] Faith community
* [ ] Corporate
* [ ] Human resources/Employee Assistance Program
* [ ] Law enforcement/public safety
* [ ] Higher education
* [ ] Primary/secondary education
* [ ] Hospitality
* [ ] Older adults
* [ ] Social services
* [ ] Behavioral healthcare
* [ ] Other healthcare
* [ ] Government
* [ ] Other, please specify:
 |
| **Organizational Service Area:** | * [ ] Urban
* [ ] Suburban
* [ ] Rural
* [ ] Frontier
 |
| **Email:** |  |
| **Primary Phone Number:** |  |
| **Secondary Phone Number:** |  |
| **Mailing Address:** |  |
| **Training Date and Location:*****(For a full list of trainings offered, click*** [***here***](http://www.mentalhealthfirstaid.org/cs/become-an-instructor/find-upcoming-instructor-training-courses/)***.)*** | Date:Feb 27th-March 3rd, 2017 (Project AWARE SEA Grant)Location: Colorado Community Church2220 S Chambers Rd, Aurora, CO 80014 |
| **Does your organization have a primary contact for Mental Health First Aid activities?** | * [ ] No
* [ ] Yes

If yes, please provide the name and contact information.Name: Email: Phone number:  |
| **Does your organization have an active community/public education program?** | * [ ] Yes
* [ ] No
 |
| **How did you find out about the instructor training program?**  | * [ ] Employer email
* [ ] Employer requirement
* [ ] Professional relationship
* [ ] Personal relationship
* [ ] Internet search
* [ ] MHFA USA Website
* [ ] MHFA Instructor
* [ ] Have attended 8 hour course
* [ ] Other, please specify:
 |
| **Spanish Fluency:** | * [ ] None
* [ ] Intermediate
* [ ] Fluent
 |
| **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) |
| 1. 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)

 |
| 1. 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)

 |
| 1. 4. Have you taken a Mental Health First Aid course?
* [ ] Yes
* [ ] No

If yes, when did you take the course (mm/yy):  |
| 1. 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** ***Please answer the following question(s) in this section: #10*** |
| 1. 6. What does the term “mental health” mean to you? (max 200 words)

1. 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*****Please answer the following question(s) in this section: #12-15*** |
| 12. Please provide specific 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 (or have secured) 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)  |

\*\* *\*\*If another individual or organization will be responsible for networking and marketing your course(s), and/or you are involved in Project AWARE and are unable to participate in marketing activities, please identify the individual or organization (or involvement) and ensure this is reflected in your answers to questions 12 and 13.*

# 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.

**NOTE:** This reference document is optional for **Project AWARE** Applicants and is not required as a part of the completed application packet. Obtaining a reference letter that indicates support for YMHFA at the Administration level of your organization will help strengthen the evaluation of your target audience/implementation plan and increase your chances of being selected.

**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 |[ ] [ ] [ ] [ ] [ ]
| Ability to effectively facilitate a full day training with an audience of up to 30 people  |[ ] [ ] [ ] [ ] [ ]
| Ability to engage with audiences that are very diverse in terms of their knowledge base and beliefs about mental health and substance use issues |[ ] [ ] [ ] [ ] [ ]

# 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:
	1. Teaching the course for the full 8 hours
	2. Training to an audience of no less than 10 and no more than 30 unless given permission to do so by MHFA USA
	3. Providing hard-copy, non-duplicated manuals for each course participant
	4. Using current slides and films for all course sections
	5. Providing a resource list to all course participants
	6. Providing MHFA certificates to participants only after a participant has satisfied all course requirements.
3. Follow all data requirements in WIMS related to courses including:
	1. Registering all courses prior to course date
	2. Entering all course participants no later than 72 hours after course has taken place
	3. 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:
	1. Teaching the course at least 3 times, each year
	2. Passing Quality Evaluation visits and maintaining satisfactory evaluation scores
	3. Engaging in instructor/course re-fresher activities as required
	4. Keeping Instructor Profile Updated with current email address
	5. Keeping informed and adhering to MHFA program developments and changes by reading all MHFA communications
5. Appropriate use of MHFA materials:
	1. 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
	2. 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.
	1. Operationalizing techniques to engage course participants
	2. Using an appropriate tone, volume, pace, and rhythm when teaching a course
	3. 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:
	1. Continuously convey and appropriately demonstrate the scope and role of a Mental Health First Aid instructor during my courses. This includes:
	2. Serving as an ambassador of Mental Health First Aid
	3. Using personal disclosure of experiences in an appropriate manner
	4. 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

 **Instructor Signature**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Supervisor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission directions**: Please return your completed application to Michael Chevrier at Chevrier\_M@cde.state.co.us by January 19th, 2017 at 5 pm.
NOTE: **E-mail subject line should read *“YMHFA Feb 2017 Instructor Application”***