

## Privately Hosted Instructor Training Instructions

### Apply for a Training

Thank you for your interest in applying to attend a Mental Health First Aid Instructor Certification Training. Please note these instructions are for a privately hosted Instructor training. Find your application type below and review the instructions before submitting your application. You can review course expectations and requirements on **page 2** of this packet. If you have questions, contact your local coordinator! Their contact information is listed at the bottom of the page.

### NEW APPLICANTS

If you are a new instructor, follow these steps.

#### STEP 1: REGISTER YOUR ACCOUNT

Please visit our site at <https://instructors.mentalhealthfirstaid.org>. Click the “Register” tab in the middle of the page. This will take you straight to the pre-quiz portion of the application.

#### STEP 2: COMPLETE PRE-QUIZ

Enter your contact information. **Be sure to indicate that you are attending a PRIVATE Instructor Training**. Click Start and submit your pre-quiz answers.

#### STEP 3: COMPLETE INSTRUCTOR APPLICATION

Once you've passed your pre-quiz, check your email for the link to the Instructor Application. Use the same email address that you used to complete the pre-quiz. **Enter course ID**. Complete questions 1 through 20 and submit your answers.

#### STEP 4: CHECK FOR YOUR ACCEPTANCE EMAIL

You will be notified via email when we have received your application and if you have been accepted. Please inform your local coordinator when you have submitted your application. Applications are accepted on a rolling basis, so you will be notified if you are wait-listed for the course.

### EXISTING INSTRUCTORS

If you already are certified in the Adult or Youth curriculum, follow these steps.

#### STEP 1: COMPLETE PDF APPLICATION

You cannot complete your application online, please complete the **PDF application** that begins of **page 4** of this packet.

#### STEP 2: SUBMIT APPLICATION

Send the completed application to your local coordinator. They will inform you if you have been accepted and will send you all course logistics.

### QUESTIONS? CONTACT YOUR LOCAL COORDINATOR

Contact: Paige Warren  
Email: [pwarren@mhfac.org](mailto:pwarren@mhfac.org)  
Phone: (720) 573-3585



# What to Expect at a Mental Health First Aid Instructor Training

**Certification is not guaranteed for all Instructor candidates. To receive certification, candidates must:**

- Attend the entirety of the training. Individuals who leave early for flight arrangements or prior obligations will not be considered for certification.
- Sudden illness and/or emergencies will be reviewed on a case by case basis.
- Successfully pass the oral presentation based on the standard rubric which you will receive when your presentation section is assigned.

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## Instructor candidates may receive one of three certifications:

**Full Accreditation** - The candidate has earned a passing score on the presentation according to the standard rubric and received a passing score on the written exam. Candidates may begin teaching as a fully certified Instructor.

**Provisional Accreditation** - The candidate has earned a provisional score on the presentation according to the standard rubric and received a passing score on the written exam. Candidates must co-facilitate with a fully accredited Instructor and complete additional requirements before receiving full accreditation status.

**Fail** - The candidate has earned a failing score on the presentation according to the standard rubric and received a passing score on the written exam. Candidates who receive this status will not be certified.

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## At the training, you can expect the following:

- Full days of training each day.
- Training materials:
  - Teaching notes.
  - A USB drive with the 8-hour PowerPoint presentation.
  - A copy of all the scenarios and quizzes included in the 8-hour training.
  - A copy of the Evaluation Form to receive feedback from your participants.
  - A copy of the 8-hour certificate template to distribute to your participants.
- Coaching on site from a National Trainer.
- Teach a 30-minute assigned portion of the 8-hour course to the group (the content for the presentation will come directly from the curriculum). You should expect to prepare for your presentation in the evening.
- A written exam to be completed outside of training hours.
- Please note: the 3-day training (including anyone attending as an expedited candidate) is NOT currently approved for CEUs.

## After the training, you can expect to:

- Spend time reviewing and prepare the content of the 8-hour course before you teach your first community class.
- Access to the online Instructor Portal where you will be able to:
  - Add and manage the courses you teach.
  - Enter and access evaluations.
  - Gain access to all course materials.
  - See resources that can help you be a successful Instructor.
  - Receive news and events on what's going on in the Instructor community.
  - Gain one-on-one support by contacting us.
- Order materials via our online Storefront.
  - In addition to purchasing manuals for all your participants, the storefront allows you to purchase swag such as ALGEE koala bears, pens, fidget spinners, water bottles, and more!

## INSTRUCTOR CERTIFICATION EXPEDITED TRAINING 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 interested. 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 with the highest probability of success.

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#### WHO SHOULD APPLY TO BECOME AN INSTRUCTOR?

A Mental Health First Aid instructor is required to serve as a presenter, 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 and other sources of fiscal support.
- Collecting and entering course evaluations and incorporating feedback.

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#### INSTRUCTOR TRAINING AND CERTIFICATION

The Mental Health First Aid instructor training takes place over three or five days and is taught by two authorized Mental Health First Aid National Trainers. A three day training can accommodate a maximum of 16 instructor candidates, the five day training has a maximum of 30 candidates.

## TRAINING STRUCTURE

National Trainers guide candidates through the three or five-day training with an emphasis on coaching and preparing candidates to be ambassadors of Mental Health First Aid. Courses typically run from 8:30 a.m. to 5:30 p.m. or 8:00 a.m. to 5:00 pm each day, with dedicated time for independent preparation for presentations delivered at the end of the course. Please consult the agenda provided to your coordinator for the timing and breakdown of your course. Each instructor candidate will present and teach an assigned portion of the eight-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.

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## OUTCOME OF INSTRUCTOR TRAINING

There are three possible outcomes from the instructor training: **full certification, provisional certification or 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, they will issue a Provisional Instructor status.

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 are eligible for Provisional Instructor status. 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 receives 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 five important restrictions that apply to this status. **A Provisional Instructor:**

- Must co-teach with a fully certified instructor at all times.
- Is not allowed to order any materials independently (ordering materials must be done by their fully certified co-instructor).
- Cannot register a course in the data system.
- Cannot enter evaluation data (evaluation data entry must be done by their fully certified co-instructor).
- May not enroll in an expedited course for additional instructor certifications (i.e. if an instructor has a provisional status as an Adult Mental Health First Aid instructor, they may not enroll to become a Youth Mental Health First Aid instructor as a part of an expedited training).

### 3. No Certification

An instructor candidate will not receive certification 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

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

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- 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 per year.
- Pass Quality Evaluation visits and assessments.
- Maintain satisfactory participant evaluation scores.
- Engage in instructor/course refresher activities as instructed.

**PLEASE NOTE:** Do not make any travel arrangements until your application has been approved and you have received an acceptance email.

## 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	
<b>Before The Training</b>	
	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.
<b>During the Training</b>	
	I have cleared my schedule of any conflicts during the training timeframe.
	I am ready to give adequate time to work on my exam and presentation.
<b>After The Training</b>	
	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.
<b>Interest</b>	
	I am passionate about teaching a mental health public education model of intervention.
	De-stigmatization of mental health and substance use disorders is important to me.
<b>Interpersonal Skills</b>	
	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.
<b>Regulation</b>	
	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.
<b>Organizational Skills</b>	
	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.
<b>TOTAL SCORE:</b>	
<b>Scoring Rubric:</b>	
<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: INSTRUCTOR CERTIFICATION TRAINING

Part I: Applicant Information

Name (First Last):	
Title:	
Email:	
Primary Phone Number:	
Secondary Phone Number:	
Mailing Address:	
Gender:	
<b>Applicant Type:</b> (Check all that apply)	<input type="checkbox"/> I am a current instructor – this is an expedited application <input type="checkbox"/> I am applying as an independent trainer (not affiliated with org) <input type="checkbox"/> I am applying as an agent of my employer <input type="checkbox"/> Other (please specify:  <input type="checkbox"/> I identify as a person with lived experience or a person in long term recovery <input type="checkbox"/> I support a family member with serious mental illness
<b>NITT Project AWARE Funding:</b> Federally funded grant program through the Substance Abuse and Mental Health Services Administration (SAMHSA)	<input type="checkbox"/> I am not connected to a Project AWARE grantee <input type="checkbox"/> I am connected to a Project AWARE grantee (please specify) <input type="checkbox"/> I am connected to a State Educational Agency Grantee (SEA) <input type="checkbox"/> I am connected to a Local Educational Agency Grantee (LEA)
<b>Organization Name:</b> (if applying as an agent of your employer)	
<b>Organization Type:</b>	<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):
<b>Industry Type:</b> (Check all that apply)	<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 health care <input type="checkbox"/> Other health care <input type="checkbox"/> Government <input type="checkbox"/> Other (please specify):





<b>Organizational Service Area:</b> (Check all that apply)	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Frontier	
<b>Desired Training Date and Location:</b> (For a full list of trainings offered, click <a href="#">here</a> )	<b>1<sup>st</sup> Choice</b> Date: Location:	<b>2<sup>nd</sup> Choice:</b> Date: Location:
<b>Are you applying for a Youth or Adult instructor training?</b>	<input type="checkbox"/> Youth <input type="checkbox"/> Adult	
<b>Does your organization have a primary contact for Mental Health First Aid activities?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide the name and contact information of that person. <b>Name:</b> <b>Email:</b> <b>Phone number:</b>	
<b>Does your organization have an active community/public education program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>How did you find out about the instructor training program?</b>	<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"/> Mental Health First Aid USA website <input type="checkbox"/> Mental Health First Aid instructor <input type="checkbox"/> Have taken the 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. What are the key messages of Mental Health First Aid? (max 200 words)

2. 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)

3. 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)



4. 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 you 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)

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

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

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