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## **Mental Health First Aid Colorado Instructor Certification Program Application Packet**

Request for Applications for MHFA Instructor Training

**Application Due Date: June 15, 2018**

Please direct questions and application materials to

[algee@mhfacolorado.org](mailto:algee@mhfacolorado.org)

The Colorado Behavioral Healthcare Council (CBHC) and Mental Health First Aid Colorado (MHFACO), in partnership with the Colorado Department of Public Health and Environment, are pleased to solicit applications for MHFA Instructor Training from individuals interested in the strategic expansion of Mental Health First Aid (MHFA) in their communities. MHFA is a groundbreaking, evidence-based, internationally recognized training program to help citizens identify mental health and substance abuse challenges, connect individuals to care, and safely de-escalate health crisis situations. Mental Health First Aid instructors make a difference in their communities by empowering individuals to care for themselves and for each other. De-stigmatizing mental illness can make healthcare more accessible simply by decreasing negative misperceptions about those who access care, and can help communities reduce incidences of crisis by improving access to preventive care. This work is hard, rewarding, and important.

The Mental Health First Aid instructor training is held over five days and is taught by two authorized MFHA USA Trainers connected to the National Council for Behavioral Health. If an applicant is already a certified Instructor for the Youth MHFA curriculum, they will only be required to attend the first 2.5 days of training to become certified as an Instructor for the Adult MHFA curriculum. **All other participants must attend the entire 5-day training to be considered for certification as MHFA instructors.**

This application process is designed to identify individuals who are well-positioned to connect and deliver MHFA training to specific populations in their communities (first responders, criminal justice professionals, law enforcement, active military, veterans, Spanish-speaking communities, and communities of color) and who demonstrate a clear commitment to the mission and values of the [Mental Health First Aid Colorado](#) initiative.

In this packet, you will find:

1. [Instructor Certification Requirements and Expectations](#)
2. [Applicant & Organization Information](#)
3. [Questionnaire](#)
4. [Applicant Considerations and Commitment](#)



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### **Key Dates:**

May 22, 2018	Request for Applications Issued
<b>June 15, 2018 by 5 pm</b>	<b>Deadline for submissions (all materials)</b>
June 25, 2018	Individual Awards Announced
July 16 – 20 2018	Adult MHFA Training (in Denver metro area)

### **1. Instructor Certification Requirements and Expectations**

*Please initial in the space provided to show you have read the expectations below.*

A Mental Health First Aid Instructor is a person who is certified to teach the 8-hour MHFA course to members of the general public. The following outlines the certification process, certification maintenance, and privileges of MHFA instructors.

\_\_\_\_\_ **Instructor Training:** The MHFA instructor training is held over five days and taught by two authorized MHFA trainers connected to the National Council for Behavioral Health. If an applicant is already a certified Instructor for the Youth MHFA curriculum, they will only be required to attend the first 2.5 days of training to become certified as an Instructor for the Adult MHFA curriculum. **All other participants must attend the entire 5-day training to be considered for certification as MHFA instructors.** During the training, each participant will present an assigned 30-minute portion of the 8-hour MHFA course to the group of trainees. Trainers will evaluate each participant, in addition to feedback provided by peers. Participants are expected to actively participate and to provide peer reviews to other presenters. Each participant must also pass a written exam during the course of the training. Participation, successful delivery of the course material, and successful completion of the written exam will result in instructor certification. *Attendance is not a guarantee of certification.*

\_\_\_\_\_ **Certification Maintenance:** To maintain National certification, instructors must:

**Teach their first MHFA course within 6 months of the instructor training, teach 4 or more MHFA courses within their first year, and 3 or more MHFA courses per year following (required to maintain certification).**

\_\_\_\_\_ **Present the current program in accordance with the course outline, objectives and key messages, and materials provided upon certification.** Instructors are encouraged to distribute local resources, contact information, and examples; they must otherwise maintain fidelity to the MHFA curriculum in delivering the course. MHFA Colorado is happy to answer any questions about presenting the course in the community.



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\_\_\_\_\_ **Collect evaluations** from each course participant to whom a certificate is issued. In order to standardize MHFA nationwide, instructors must use the evaluation form provided by the MHFA USA teaching kit and by MFHA USA online.

\_\_\_\_\_ **Report evaluation results** to MHFA USA to ensure that instructors are delivering the program on a regular basis and maintaining acceptable evaluations from participants. This helps evaluate the success of the program nationwide. Evaluations are reported online.

\_\_\_\_\_ **Post and report information about MHFA courses and participation to MHFA Colorado** to meet data and evaluation requirements to demonstrate the impact and reach of the program. This data is also reported to the Colorado Office of Behavioral Health and General Assembly.

\_\_\_\_\_ **Respect the privacy of course participants, colleagues, and others**, and accept the responsibility of protecting personal information when gathering information on registration forms or in submitting evaluations.

\_\_\_\_\_ **Instructor Time Commitment:** Each class requires 14 -16 hour commitment to set up a class, conduct a class and enter evaluations.

- 2-3 hours to prepare for the class
- 9 hours to teach the class
- 3 hours after the class to enter evaluations

\_\_\_\_\_ **Post-Certification Resources:** Once certified, instructors are granted access to a variety of materials designed to help develop and present the program, including:

\_\_\_\_\_ **Registration on the Instructor Technical Assistance Website:** Allows access to program materials and resources needed to teach and promote the course, including the course PowerPoint, handouts and exercises, evaluation forms, certificate template, and a variety of marketing and business development templates.

\_\_\_\_\_ **Registration on the MFHA Colorado Website:** Allows access to the latest information, marketing materials, resource guides, funding opportunities, and other developments in Colorado related to MHFA. Also provides a centralized place to promote and facilitate registration and administration of your MHFA courses.

\_\_\_\_\_ **Enrollment in the MFHA USA LISTSERV:** Instructors nationwide can connect via email to discuss MHFA-related questions and share the news about developments in your communities.



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**Instructor Certification:** This instructor training certifies you in Adult Mental Health First Aid. It does not certify you in any specific modules. If you are attending to teach specific modules (e.g. Public Safety), it is up to you and your organization to undertake additional steps to be certified in those specific modules. You can be certified in specific modules by taking a 2 hour webinar and paying \$50 to the National Council to receive module-specific Teaching Notes, PowerPoint and videos. Instructors will have access to module certification procedures after completing the 5-day MHFA training.

**Instructor Financial Requirements:** Often, funding is available to support your MFHA courses. However, funding is not guaranteed, and it is the responsibility of instructors and/or their sponsoring organization to purchase all materials needed to teach a course, including MHFA manuals, printed resources, instructor food and lodging. Detailed information about the funding available to support your course will be accessible to all MFHA instructors, and we are happy to answer any questions about funding at [algee@mhfacolorado.org](mailto:algee@mhfacolorado.org).

## 2. Applicant & Organization Information

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Email:</b>	
<b>Daytime Phone:</b>	
<b>Secondary Phone:</b>	
<b>Postal Address:</b>	
<b>Training Needed (choose one)</b>	<input type="checkbox"/> <b>5-day (new instructor)</b> <input type="checkbox"/> <b>2.5- day (current instructor)</b>



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**If selected, when would you offer your first training?**

<b>Contact Person and Email for Mental Health First Aid at your organization, if applicable:</b>
<b>Role:</b>
<b>Email:</b>
<b>Phone:</b>
<b>Does your organization have an active public education program? ___Y ___N</b>
<b>What type of organization?</b>  ___Federal Government ___State Government ___Local Government  ___Non-Profit Corp. ___Partnership, LLC or Other For-Profit Corporation  ___Independent ___Other – please indicate: _____
<b>Which most closely describes your service area?</b>  ___Frontier ___Rural ___Suburban ___Urban ___Other



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### 3. Questionnaire:

In a separately attached document, please answer the following questions with enough specificity and detail to clearly describe your fit with the goals of [MHFA Colorado](#) and the Mental Health First Aid initiative. In particular, please include examples of your experience with MHFA to date (if any), relevant experiences and accomplishments with respect to facilitating adult education, working with diverse populations, and familiarity with behavioral healthcare resources in your area. We ask that you keep your answers to 300 words or fewer for each question. We ask that **applicants also submit a resume or CV and a letter of support from your supervisor** in (Lastname.doc or .pdf) format.

1. Why do you want to become a Mental Health First Aid instructor?
2. How does Mental Health First Aid complement the services or trainings you or your organization currently offer, and how does it address a unique need in your community?
3. Please outline your experiences and skills that are relevant to facilitating a Mental Health First Aid course. Include your relevant education, certifications, skills, and knowledge of behavioral health systems in Colorado.
4. Mental Health First Aid is a public education program designed to appeal to a wide variety of audiences, particularly to individuals with no background in mental health. Whom do you envision as the primary audience for your MHFA courses? Please identify initial and long-term potential audiences, including a tentative timeline for your delivery of training courses. What unique groups could you serve as an instructor of MHFA?
5. Please indicate the specific locations (by city/town and county) where you plan to deliver these courses. Do you know of any other certified MHFA or Youth MHFA instructors currently serving these areas? If so, please describe how you plan to coordinate with them to provide the program?
6. Colorado Behavioral Healthcare Council and Mental Health First Aid Colorado seek to build a diverse and inclusive community of MHFA instructors. Please feel free to comment on any experiences or aspects of your identity (not discussed above) that you feel might be relevant to your contributions to such an effort.



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#### **4. Applicant Considerations and Commitment:**

The dedication and hard work of our instructors guarantees the success of Mental Health First Aid, and we are very grateful for your enthusiasm. The MHFA course may only be taught by a certified MHFA instructor who participates in a rigorous process to ensure they maintain the highest standard in their role as such. We are delighted to have great depth of strengths in our pool of applicants and we expect your sincere appreciation of the commitment entailed in becoming a MHFA instructor.

**Selection Criteria:** In your response to the above questions, you are strongly encouraged to highlight any experience related to teaching adult learners, facilitating diverse groups, and creating and maintaining a positive learning environment.

Preference will be given to individuals who:

- have experience with and capacity to reach the following audiences: first responders, military service personnel and veterans, Spanish language communities, and those who work with traditionally underserved populations, including communities of color
- have one or more years of experience leading adult education courses (formal or informal)
- demonstrate a clear plan to maintain their certification and to expand upon current statewide efforts
- make a commitment to teach at least three classes to our priority populations (funding is available for these)

**If you apply for Instructor training under the affiliation of your employer or as a member of an organization, you must acquire a letter of support from a member of senior leadership in your organization as well as a signature on this form. If you apply as an independent individual, you must submit one letter of reference from an individual who can comment on your qualifications to effectively champion MHFA in your community. Letters of recommendation should be submitted as an attachment with all other application materials to MHFACO via [algee@mhfac.org](mailto:algee@mhfac.org).**

**Recommenders should indicate their relationship to you in addition to commenting on your suitability for instructor training, and should provide phone and email contact information for possible follow-up.**

An important goal of Mental Health First Aid is to reduce stigma and discrimination surrounding mental health challenges. The curriculum is specifically designed to promote a paradigm of recovery and resilience. Instructors must show optimism about the possibility of recovery for people affected by mental health conditions and about the reduction of negative attitudes and stigma surrounding behavioral health.



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**Commitment:**

All Applicants

I have read all portions of the MHFA Instructor Application and I understand the requirements and responsibilities that accompany instructor certification. I understand the MFHA instructor training is five days long, and I am able to commit the days indicated above to attendance at the training.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicants Affiliated with Employer or Organization

I understand the goals of Mental Health First Aid and support the above applicant in their desire to become a certified instructor for the Mental Health First Aid course. We will work cooperatively with the applicant to deliver MHFA to those we serve, and to reduce the stigma associated with mental health disorders. I understand that MHFA instructor training is five days long, and will support the applicant as necessary to be present and participate fully for the duration of the training.

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_