MENTAL HEALTH FIRST AID
INSTRUCTOR TRAINING APPLICATION

Mental Health Services Act – Prevention and Early Intervention

Tri-City Mental Health Center
1717 N. Indian Hill Blvd, Ste B
Claremont, Ca. 91711
www.tricitymhs.org
Introduction

Thank you for your interest in participating in Tri-City Mental Health Center’s training on Mental Health First Aid (MHFA). This program is offered by National Council for Community Behavioral Healthcare under Tri City’s Prevention and Early Intervention Plan (PEI). The MHFA program is an evidence based model designed to train volunteers in the community to effectively offer support to individuals experiencing the early signs of mental and emotional distress.

What is a Mental Health First Aid Instructor?

Mental Health First Aid Instructors are on the frontlines of this program and the key link to members of the public receiving the benefits of Mental Health First Aid. Instructors are committed individuals who will be trained to disseminating Mental Health First Aid to individuals in their community. During this training, you will learn to identify the risk factors and early warning signs leading to potential mental health issues as well as the ability to apply a five step action plan to assess situations and connect individuals with the appropriate resources. Through a comprehensive training program, instructors will develop into confident teachers with the ability to accurately and effectively transfer knowledge, information, and resources to community members. Only individuals who have completed the training process and final review will be awarded certification to be a Mental Health First Aid Instructor.

What does it take to become a Mental Health First Aid Instructor?

Individuals seeking to become a certified instructor will be required to attend and complete a 5-day Instructor Training Program offered by National Council for Community Behavioral Healthcare. These individuals will then be able to train other community members to become Mental Health First Aiders.

This interactive program includes a written exam and presentation evaluation which will measure each candidate’s ability to present the 12-hour Mental Health First Aid program to a variety of audiences. It is not guaranteed that all participants who attend the training will achieve instructor certification.

Candidates applying to be a Mental Health First Aider will be required to attend a 2 day training session which may only be conducted by a certified instructor.

Commitment to Tri-City Mental Health Center – All Certified Instructors will…

- Conduct three (3) FREE trainings a year to members of the community they serve [Tri-City will cover the cost of the manuals for these trainings ONLY].
- Attend a quarterly meeting to discuss the progress of the program, what is working and what needs improvement, and feedback from the instructors as well as the participants who attend the trainings.
- Issue a questionnaire [created by Tri-City] at the three free trainings, collect, and submit it to Tri-City Mental Health Center so we can gather data on those who attend the trainings and track the success of the program.

If you are interested in becoming certified as a Mental Health First Aid Instructor please complete the enclosed application and submit it along with your resume to:

Dana Stein          Tri City Mental Health Center          Fax (909) 623-4073
Instructor Certification Requirements & Expectations

A Mental Health First Aid Instructor is a person who is certified to teach the 12-hour MHFA-USA adult course to members of the general public. The following outlines the certification process, certification maintenance, and privileges for Mental Health First Aid Instructors.

Instructor Training

The MHFA Instructor training is held over five days and is taught by two authorized MHFA trainers connected to at least one of the Mental Health First Aid – USA Authorities. Only participants who have been present for the entire 5-day training will be considered for certification as instructors. During the training, each participant will present an assigned 40-60 minute portion of the 12-hour MHFA course to the group. Trainers will conduct an individual evaluation of each participant in addition to the peer feedback provided. Participants are expected to be active in providing peer reviews on days four and five. In addition to the presentation, each participant must complete and pass a written exam prior to the end of the training. Each of the above items determines whether or not an individual is granted certification to teach the 12 hour MHFA course. It is not guaranteed that all participants who attend the instructor training will achieve certification.

Certification Maintenance

To maintain certification, each MHFA-USA Instructor is required to:

- Teach their first course within 6 months of training and teach at least three MHFA-USA courses per year.
- Present the current program in accordance with the course outline, objectives and key messages, and materials provided upon certification: While instructors should add local resources, contact information and examples, they cannot otherwise alter course materials in delivering MHFA to public audiences. MHFA-USA welcomes any questions or concerns relating to the fidelity of the program in community presentations.
- Collect evaluations from each course participant to whom a certificate is issued. In order to standardize evaluations nationwide, instructors must use the standard 12-hour evaluation form provided in the teaching kit and on the Technical Assistance site.
- Report this evaluation information to MHFA-USA to ensure you are delivering the program on a regular basis, maintaining acceptable evaluations from participants, and to help evaluate how the program is received nationwide.
- Respect the privacy of course participants, colleagues and others, including the responsibility to protect personal information when gathering information on registration forms or in submitting evaluations; or in gaining permission prior to sharing personal stories or experiences of others.
- Reregister every three years.

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 12-hour program, including course PowerPoint, handouts & exercises, evaluation forms, certificate template, and a variety of marketing and business development templates.
- Enrollment in the MHFA-USA List serve: Instructors nationwide can connect, discuss MHFA-related questions, and share news about developments in your community.
- Listing on the Public “Mental Health First Aid In Your Community” Map: Advertise courses & let the public know you are authorized to provide the program.
- Access to Continuing Technical Assistance from MHFA-USA: Any further questions, comments, or concerns relating to the delivery or development of the course, we are available to speak with instructors directly or to connect with other instructors who may have a shared interest or specialty.
Application Considerations & 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 12-hour 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 12-hour 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 12-hour MHFA course. In either situation, outlining a plan for teaching the MHFA 12-hour 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. Independent individual applicants must submit one letter of support/reference (see letter guidelines) from an individual who can comment on their qualifications to be an effective MHFA Instructor. All applicants should submit a resume along with their application.

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

Attestation

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

Applicant Signature_________________________________          Date________________

Applicant Signature_________________________________          Date________________

My signature indicates that I am knowledgeable about Mental Health First Aid and support the above Applicant in his/her desire to become a certified instructor for the 12-hour MHFA course. We will work cooperatively with the Applicant to reduce stigma associated with mental health disorders by promoting MHFA.

Employer Signature__________________________________          Date________________
Application for Mental Health First Aid Instructor Training

DEMographic INFORMATION

Applicant’s Name: Last                  First                  MI          Daytime Number:

Mailing Address:

City          State          Zip          Title/Position (if applicable)

Email Address:

Primary Language Spoken:

Ethnic, Cultural, and Racial Communities (check all that apply)

☐ African American    ☐ Chinese    ☐ Persian
☐ Armeni an           ☐ Korean     ☐ Russian
☐ Asian Pacific Islander ☐ Latino    ☐ White
☐ Cambodian           ☐ Native American ☐ Other ____________

Back ground INFORMATION

Areas of service in your community (check all that apply)

☐ School/College/University Employees    ☐ Foster Families/Children Services
☐ Human Resources/Admin Professionals   ☐ Faith/Cultural Organizations
☐ Public Service [police, firefighters, etc.] ☐ Medical Services
☐ Mental Health Agency                   ☐ Other _________________________

Relevant Organizational Affiliations (check all that apply)

☐ Tri-City Mental Health
☐ Educational Services, Name: ________________________________
☐ Law Enforcement Department, Name: ____________________________
☐ Organization that serves people (church, community outreach, etc.)

Name of Organization: ________________________________

Role in that Organization: ________________________________

STATEMENT OF UNDERSTANDING

Please read – Signature Required
*I understand that all information on this application is true and complete to my knowledge.
*I understand I’m committing to participate in the 5-day training.

Signature ___________________________ Date ___________________________
1. Are you willing and able to present at least 3 trainings over the next year?  
   - Yes  
   - No

2. Do you have experience in presenting in front of groups?  
   - Yes  
   - No
   If yes, please explain.

3. How does Mental Health First Aid complement the services and/or trainings you or your organization currently offers in your community?

4. Please outline specific experiences and/or skills you have that are relevant to your facilitation of the 12-hour Mental Health First Aid course.

5. Mental Health First Aid is a public education program designed to appeal to a wide variety of audiences, particularly individuals with not back ground in mental health. Given the range of potential audiences for the program, who do you envision as your primary target audience(s) for Mental Health First Aid?

6. Do you know of any other Mental Health First Aid Instructors in your community? If so, do you plan to coordinate with them to provide the program, or how will you serve our community differently?

7. Please describe your plan for promoting the funding Mental Health First Aid if you are certified. Include any relevant information from a business plan, organization support, or other elements which demonstrate long-term development and sustainability for the program.

8. What is your motivation for wanting to be a MHFA-USA Instructor?

9. A goal of MHFA-USA is to reduce the stigma towards people with mental health problem. What factors do you believe create and maintain the unfavorable attitudes some people have towards individuals with mental health problems?

PLEASE SUBMIT YOUR RESUME & APPLICATION NO LATER THAN JUNE 3, 2011 TO:  
Tri-City Mental Health Center  
1717 N. Indian Hill Blvd, Ste B  
Claremont, Ca. 91711  
or Fax it to: 909-623-4073 attn: Dana Stein