



North Carolina Mental Health First Aid Program Instructor Certification Application Packet

Dates include the following (*you may select your preference*):

January 26-30, 2015 – Guilford Technical Community College, Greensboro, NC – ADULT

February 23-27, 2015 – Martin Community College, Williamston, NC – ADULT

March 9-13, 2015 – Martin Community College, Williamston, NC – YOUTH

April 27-May 1, 2015 – Guilford Technical Community College, Greensboro, NC – YOUTH

Thank you for your interest in becoming certified to teach Mental Health First Aid – Adult and/or Youth curriculums. The Instructor Certification Program is a 5-day training (or 2 ½ day training for those already trained in one curriculum and seek to become certified in the other) after which attendees are certified to offer the 8-hour Adult OR Youth MHFA course to members of the general public. Please note that not all applications will be accepted. Please select your preference of date, location, and curriculum of course (Adult and/or Youth). You may select Adult and Youth if you are confident that you can adequately provide both trainings in your area. However, note that all requests may not be accommodated.

Costs: Tuition is FREE and includes the 5 days of instruction, instruction materials, and continued technical assistance following the training (a value of more than \$1,850). If selected, you will be responsible for participant travel, hotel, meals & any miscellaneous expenses during the week of training.

In this application packet, you will find:

- 1) Cover Sheet
- 2) Instructor Certification Requirements & Expectations
- 3) Agency/Organization Questionnaire
- 4) Attestation that Instructor Candidate has read all application materials

**Please return your completed application to
Kathryn Falbo-Woodson, Program Consultant for North Carolina
Mental Health First Aid Program, UNC Behavioral Healthcare Program
at email: falbowoo@live.unc.edu (Note *MHFA Application* in the *Subject Line*),**

The application deadline is rolling, however, keep in mind that applications are highly competitive and accepted on a first-come, first-serve basis.
Priority will be based on the order received.



Instructor Certification Program Application Cover Sheet

MHFA Training ♦ January, February, March OR April 2015 (Select preferences below)

January 26-30, 2015 – Guilford Technical Community College, Greensboro, NC – ADULT Curriculum

February 23-27, 2015 – Martin Community College, Williamston, NC – ADULT Curriculum

March 9-13, 2015 – Martin Community College, Williamston, NC – YOUTH Curriculum

April 27-May 1, 2015 – Guilford Technical Community College, Greensboro, NC – YOUTH Curriculum

Applicant Information:

Name	
Title	
Organization	
Email	
Daytime Phone	
Secondary Phone	
Postal Address	
First Preference (date, location, curriculum)	<i>Select the date, location, and curriculum (Adult or Youth)</i>
Second Preference (date, location, curriculum)	
Third Preference (date, location, curriculum)	

<p>Are you already certified in one curriculum of MHFA-USA?</p> <p>If you are already certified in one curriculum of MHFA, you need only to sign up for a partial week of the other curriculum. For example, if you are already certified in the Adult curriculum, you need only to sign up for the Youth curriculum and will not need to attend the full week of the certification course. We will inform you of the exact dates once your application has been reviewed and accepted. Thank you.</p>	<p>___ YES ___ NO</p> <p>Which one? (circle)</p> <p>Adult OR Youth</p>
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If certified in MHFA-USA, when would you offer your first training?	
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MHFA Primary Contact at your Organization:				
Position/Title:				
Email Address:				
Telephone: (____)____-_____				
Does your organization have an active public education program?				___ YES ___ NO
What is your organizational structure? ___Private ___Public ___Non-Profit ___for Profit ___Other				
Which most closely describes your service area?				
___Frontier	___Rural	___Suburban	___Urban	___Other

Instructor Certification Requirements & Expectations

A Mental Health First Aid Instructor is a person who is certified to teach the 8-hour MHFA-USA course (Adult or Youth curriculum) to members of the general public. The following outlines the certification process, certification maintenance, privileges and NC-specific expectations for Mental Health First Aid Instructors.

Certification Process / 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 30-40 minute portion of the 8-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 8 hour MHFA course. Please note that **it is not guaranteed that all participants who attend the instructor training will achieve certification.**

Certification Maintenance

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

- **Teach their first course within 6 months of training and teach at least six (6) 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 can add local resources, contact information and examples, they cannot otherwise alter course materials in delivering Youth 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 8-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.
- **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.

Privileges

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 8-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 Listserve:** Instructors nationwide can connect, discuss MHFA-related questions, and share news about developments in your community.
- **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.

NC-Specific Expectations

In accordance with your partnership with NC DHHS to help ensure access to training in Mental Health First Aid, you agree to:

- **Deliver six (6) trainings per year, for a total of 18 trainings over the following three (3) years.**
- **Participate in the Online Learning Community** for NC Certified MHFA Instructors.
- **Participate in state level conferences and webinars (Save the Date for the first Instructor Webinar: December 9, 2014 @ 1:00 p.m.)**

Questionnaire

Please answer the following questions so we may assess your fit with the selection criteria for becoming an Instructor for Mental Health First Aid-USA (MHFA-USA) (see page 5 for full criteria). In particular, please include specific examples of your experience with MHFA-USA to date (if any), relevant experiences and accomplishments (including the instruction of adult populations, facilitation of diverse groups, and familiarity with mental health and substance use information), and what you plan to do with the program.

- 1) How does Mental Health First Aid complement the services and/or trainings you or your organization currently offers in your community?
- 2) Please outline specific experiences and/or skills you have that are relevant to your facilitating the 8-hour Adult or Youth Mental Health First Aid course.
- 3) Mental Health First Aid is a public education program designed to appeal to a wide variety of audiences, particularly individuals with no background in mental health and adults who regularly interact with adolescents or adults. Given the range of potential audiences for this program, who do you envision as your primary target audience(s) for Mental Health First Aid? Please identify initial and long-term potential audiences, including a tentative timeline for your roll-out of the program and the counties you will target. Identify any group(s) to whom you are particularly suited to deliver the course and explain why.
- 4) Do you know of any other certified 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 your community differently?
- 5) Please describe your plan for promoting and funding Mental Health First Aid if you are certified. Include any relevant information from a business plan, organizational support, or other elements which demonstrate long-term development and sustainability for the program.
- 6) What is your motivation for wanting to be a MHFA-USA Instructor?
- 7) A goal of MHFA-USA is to reduce the stigma towards people with mental health problems. What factors do you believe create and maintain the unfavorable attitudes some people have towards individuals with mental health problems?

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 8-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 8-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.

Outlining a plan for teaching the MHFA 8-hour course, and one's experience in reaching community partners, must be included in the application via responses to the preceding questions. Additionally, individuals applying to become MHFA-USA Instructors

- **must obtain a signature from one member of senior leadership in their organization on this form; and**
- **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 _____

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 8-hour Youth MHFA course. We will work cooperatively with the Applicant to reduce stigma associated with mental health disorders by promoting MHFA.

Employer Signature _____

Date _____

Employer Title _____