

## Instructor Certification Training: *Host Site Frequently Asked Questions*

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### ★ LOGISTICS & PRE-TRAINING PREPARATIONS

#### **Do we have to provide breakfast and lunch during our training?**

Providing catered meals or snacks during your training is optional. We only ask that hosts ensure training attendees are fully informed of what meals, if any, will be provided. If meals will not be provided, hosts should notify training participants ahead of time so that attendees can either bring their own meals or make other arrangements for food during the training.

#### **Do we need to reserve a nearby hotel room block / discounted room rates?**

This is not a requirement, although training participants would certainly be appreciative of any such arrangements. By no means is a room block necessary. The National Council welcomes hotel suggestions near the training venue, so that our National Trainers can make hotel arrangements as close as possible to the training location.

#### **What do we need to do about Continuing Education units (CEs)? Does the National Council offer those?**

The Mental Health First Aid Instructor Certification trainings are currently approved for 32 continuing education credits for the National Association of Social Workers (NASW) and the National Association for Addiction Professionals (NAADAC). The Youth Mental Health First Aid Instructor Certification trainings are approved for 32 continuing education credits for NASW. **\*\*Note: No NASW CEs are offered in the following states: MI, NY, WV, NJ, ID, OR.**

The National Council will include a CE sign-in sheet with the training materials box that is shipped the week prior to your training. **Please let training participants know that they must bring their license number to the training if they will be requesting CEs.** Participants must sign-in and sign-out on the CE sign in sheet every day in order to receive the CEs. The CE requests will be processed by the National Council within 30-60 days following the training, and participants will receive their CE certificates via email.

Currently, CEs are not being offered for the expedited Adult or Youth instructor certification trainings. Many instructors have also individually applied for other CEs independently, such as Social Work; Nursing; Law Enforcement; Educators; Counselors; EMTs; among others. While National Council can assist by providing materials requested for the application, the individual or host would need to identify the local CE application process and documentation necessary.

Also, please note that the 8-hour Mental Health First Aid trainings are currently approved for 6.5 CEs for Human Resource Professionals.

#### **What is your policy on filming the instructor training? Are we permitted to have local media outlets stop by?**

The instructor training in full cannot be filmed or recorded, by any entity. If the host would like to invite a photographer or local media outlet to snap pictures or film a small portion of the training, this may be acceptable. However, training participants and the National Trainers should be notified of this arrangement ahead of time, and the organizational host should consult with the National Trainers to decide what day/time would be best for the outside presence. The filming and/or photography should not interrupt the training whatsoever. In some cases, participants may need to give written/verbal consent in order to use the footage or images for media purposes.

#### **What materials will be shipped for the training? How many boxes should we expect?**

Most of the training materials will be shipped from our distribution center. This includes instructor kits, participant manuals, and stuffed koalas. All of the instructor kits contain instructor teaching notes, a flashdrive pre-loaded with the PowerPoint and handouts, course films DVD, and a MHFA pen. An additional package will be shipped from the

National Council offices containing training handouts, certificates for attendees, and other materials. In total, hosts will receive approximately 6-7 boxes prior to the training. Please wait to unpack the boxes until the National Trainers arrive and the training begins.

## • APPLICATIONS & REGISTERING FOR THE TRAINING

### **Should applicants send their completed applications directly to the National Council?**

No. We ask that applicants send their completed applications directly to the host organization for review. Please note that application does not guarantee acceptance. Two (2) weeks before your training, we request that you send the completed scoring rubrics in one aggregate file to National Council, so that we may review them prior to your training. Please also submit a copy of the full application for all completed rubrics with a score below a 21 to [mhfaapplications@thenationalcouncil.org](mailto:mhfaapplications@thenationalcouncil.org). Mental Health First Aid USA will make a final determination for these applicants.

### **What applicants make the best instructor candidates for the program? Are there specific credentials they must have to apply?**

No specific academic or professional credentials are required for instructor applicants. Qualified instructors may come from all levels of an organization – including CEOs and front-line staff. Host organizations should choose the best advocates for the program in their area. In reviewing instructor certification training applications, the national authorities focus on candidates' knowledge of or experience with mental health issues, prior experience in training adult learners, and commitment and capability to roll out Mental Health First Aid in the community if certified. We look for individuals who are passionate about mental health education, have formulated a feasible plan to sustain the program, and have a certain degree of training/teaching experience. For details on all of the factors on which applicants are considered, please refer to the Mental Health First Aid Application Scoring Rubric, also included in this packet.

## • TRAINING ATTENDANCE AND COMPLETION

### **What flexibility is there on training participants leaving early or missing certain days?**

The official policy of MHFA USA specifies that all instructor candidates must be in attendance for the entirety of the training to be considered for instructor certification. Individuals who leave early for flight arrangements or prior obligations will not be considered for certification. If there are extenuating circumstances, such as a sudden illness, please contact National Council immediately.

### **What happens if someone doesn't pass the certification training?**

It is not guaranteed that all training participants will successfully pass the instructor certification training. There is a written exam and an in-person presentation that they must successfully complete and pass in order to obtain certification. The National Trainers support participants in every way possible in passing the course if the ability and passion is evident. If a National Trainer is unable to pass a participant after they've presented the portion of the course, that Trainer will meet with the individual separately to discuss the reasoning behind their decision. If the National Trainer feels that the individual has potential to be an instructor and would benefit from a "do-over" presentation, they will offer this option to the participant. If the participant is still unable to convey the course materials and/or present the curriculum with confidence and clarity, the National Trainer may decide that the participant will not be certified as an instructor. For more information, please refer to the provisional certification document included in the toolkit.