### Pre-Program Planning
- ☐ Identify/seek program funding
- ☐ Determine training implementation plan/strategy (including target audience, staff/resources needed, etc.)
- ☐ Discuss training plan with National Council
- ☐ Discuss available training dates with National Council
- ☐ Reserve training dates with National Council
- ☐ Sign and return *Letter of Agreement* to National Council

### 2-3 Months prior to program
- ☐ Apply for CEUs for program participants* *(optional)*
- ☐ Reserve training space (see Room & AV Set-up document from National Council)
- ☐ Send course announcement *(send to National Council for approval)*
- ☐ Complete *Shipping information and On-site Contact* form and send back to National Council *(at least 4 weeks prior)*
- ☐ Post/distribute program application (use the template from National Council) *(at least 8 weeks prior)*
- ☐ Sign and return *Training Set-Up & Application Agreement* to National Council *(within 2 weeks of receipt)*

### One- Two Months prior to program
- ☐ Set up hotel room block at a nearby space (optional)
- ☐ Send application reminder to potential participants (*one week prior to predetermined application deadline*)
- ☐ Review submitted training program applications (*4-6 weeks before program start*)
- ☐ Create participant Contact list (use contact list template from National Council) *(4 weeks prior)*
- ☐ Send Program Agenda to participants (*at least one week prior, usually upon acceptance or earlier*)
- ☐ Make arrangements for audio/visual equipment (See Room & AV Set up for list of equipment needed)
- ☐ Inform National Council if the training should be listed on the public site for external applicants, as well as the maximum number of public applications to accept. (optional) *(at least 30 days prior)*

### Two- Three Weeks prior to program
- ☐ Share completed application scoring rubrics with National Council (*up to 2 weeks prior*)
- ☐ Send completed participant contact list to National Council (*up to 2 weeks prior*)
- ☐ Arrange catering for participants (optional) *(at least 1 week prior)*

### Week Prior to program
- ☐ Get on-site contact information for training room and A/V issues (lighting, air temperature, etc.)
- ☐ Confirm set-up time(s) with National Trainers and other on-site contact(s)
- ☐ Send program details to participants:  Dress code, meals included, program start time, meeting room specifics, parking info, other expectations (see *Training Details Email Template* from National Council)
- ☐ Confirm catering (optional) *(1-2 business days before start of program)*
- ☐ Send press release to announce training (see template from National Council) *(optional, week of training)*

### Post-Program
- ☐ Ensure training box is shipped back to National Council offices *(week following training)*
- ☐ Complete post training survey from National Council
- ☐ Send follow-up to participants: Thank you, contact information, any considerations for moving forward, etc. (optional) *(week following training)*

*The 5-day 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 5-day Youth Mental Health First Aid Instructor Certification training is approved for 32 continuing education credits through NASW only. If the host would like to offer specific industry or state-specific CEUs, the host must apply for these independently prior to the training date.*