

Virtual Instructor Certification Training Checklist

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

2-3 Months Prior to Program

- Identify/recruit Instructor Candidates and share contact list with National Council
- Distribute Application Instructions Packet for online registration process
- Apply for CEUs for program participants with your local accrediting board (optional)
 - The Adult MHFA Virtual Instructor Training and the Youth MHFA Virtual Instructor Training are each approved for 18 Continuing Education Contact Hours.
 - National Council can provide CEUs for social workers through the National Association of Social Workers, excluding MI, NY, WV, NJ, ID, OR

1 Month Prior to Program

- Sign and return Letter of Agreement to National Council
- Send application reminder to Instructor Candidates (applications due in 1 week)

2-3 Weeks Prior to Program

- All Instructor Candidate applications are due 3 weeks prior to Program
- Confirm final list of participants
- National Council to send coupon codes to Instructor Candidates to place orders for course materials
- National Council assigns pre-work and live-learning sessions to Instructor Candidates

1 Week Prior to Program

- Instructor Candidates to complete pre-work prior to first day of live learning

1 Week Following Completion of Program

- Instructor Candidates to complete post-work
- Complete post training survey from National Council