

In-person Instructor Certification Training Checklist

Pre-Program Planning

- Seek/identify program funding.
- Determine training implementation plan and strategy (including target audience and staff/resources needed).
- Discuss training plan with Mental Health First Aid (MHFA) staff from the National Council for Mental Wellbeing.
- Discuss available training dates with MHFA staff from the National Council.
- Reserve training dates with MHFA staff from the National Council.

2-3 Months Before Training

- Reserve training space (see Room and AV set-up document from the National Council).
- Identify/recruit Instructor candidates and share contact list with the National Council.
- Complete and return the Shipping Information and On-Site Contact and Training Set-up Agreement forms.
- Distribute Registration Instructions Packet to potential candidates for online registration process.

1-2 Months Before Training

- Sign and return Letter of Agreement to the National Council.
- Send registration reminder to Instructor candidates.
- Set up a hotel room block at a nearby space (optional).
- Make arrangements for audio/visual equipment (see Room & AV Set-up for list of equipment needed).

2-3 Weeks Before Training

- Instructor candidates must be registered at least four weeks prior to training.
- Confirm final list of Instructor candidates.
- Arrange catering for Instructor candidates (optional).

1 Week Before Training

- Send training details to Instructor candidates (start time, meeting room location, parking, meals, etc.).
- 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).
- Instructor candidates must complete pre-work prior to first day of training.

1 Week After Completion of Program

- Ensure unused training materials are shipped back to the National Council offices.
- Instructor candidates complete post-work.
- Complete post training survey from the National Council.