

**CLMHD 2018 Youth Mental Health First Aid
Instructor Certification Program Application Packet**

Thank you for your interest in becoming certified to teach Youth Mental Health First Aid. The Instructor Certification Program is a 5-day training after which attendees are certified to offer the 8-hour Youth Mental Health First Aid course to members of the general public. If you are already certified as an Adult MHFA instructor, you may attend just the first 2.5 days of this training in order to gain Youth instructor certification.

Each participant must review this entire document; **sign the attestation page** and **have a DCS sign the attestation page**, and then submit the completed packet to CLMHD for review by the selection committee. To identify your county's DCS, please visit: http://www.clmhd.org/contact_local_mental_hygiene_departments

Applications are due no later than **August 24, 2018**.

Tuition, lodging and meals during the training will be provided during the week of training. After being certified as an instructor for YMFA, each instructor may charge a fee or build that into the course tuition when teaching Youth Mental Health First Aid.

The number of 8-hour Youth Mental Health First Aid trainings you are able to offer each year may vary based on the organization and target audiences, but certified instructors are expected to offer **at least three trainings per year** to maintain certification.

In this application packet, you will find:

- 1) Instructor Certification Requirements & Expectations (page 2)
- 2) Pre-Application Assessment (page 3)
- 3) Applicant Information & Questionnaire (pages 4-5)
- 4) Applicant Experience and Qualifications (pages 6-10)
- 5) Attestation (page 11)

Please complete pages 3 - 11 (fillable PDF - *remember to save the file!*) and email to Francine Sinkoff at fs@clmhd.org with subject line "YMFA Application." If unable to email, please print, then fax the completed document to (518) 465-2695 or mail to ATTN: Francine Sinkoff, 41 State Street, Suite 505, Albany, NY 12207

Instructor Certification Requirements & Expectations

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

Instructor Training

The YMHFA Instructor training is held over five days and is taught by two authorized YMHFA trainers connected to at least one of the Youth Mental Health First Aid – USA Authorities. During the training, each participant will present an assigned portion of the YMHFA 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 three, 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 YMHFA course.

It is not guaranteed that all participants who attend the instructor training will achieve certification. Certification applies to the core Youth Mental Health First Aid course only; Additional training is required for individuals to become certified to teach the core Adult Mental Health First Aid course.

Certification Maintenance

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

- Teach at least three Youth MHFA 8-hour courses per year.
- **Present the current program in accordance with the course outline, objectives and key messages, and materials provided upon certification:** While instructors should add local resources, contact information and examples, they cannot otherwise alter course materials in delivering 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 course 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 nationwide.
- 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.

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 course, 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.
- **Listing on the Public “Mental Health First Aid” Website:** Advertise courses & let the public know you are authorized to provide the program.
- **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.

PRE-APPLICATION ASSESSMENT: AM I READY TO BE A YOUTH MENTAL HEALTH FIRST AID INSTRUCTOR?

This self-assessment is designed to help you determine your level of readiness to become a Youth Mental Health First Aid instructor. The self-assessment score will not be included in your final application score, should you choose to apply. Please rate yourself on the following items using the scale provided below.

1 – Strongly disagree 2 – Disagree 3 – Neither agree or disagree 4 – Agree 5 – Strongly Agree

Score	
<u>Before The Training</u>	
	I have solid knowledge of the goals of the Youth Mental Health First Aid program.
	I have solid knowledge of mental health, mental illness and substance use.
	I am comfortable presenting in front of groups of 15-30 participants.
	I am familiar with the use of PowerPoint and a remote.
	I am comfortable adhering to a set curriculum of objectives, required talking points and activities.
	My organization has made this program a priority for me and my time.
<u>During the Training</u>	
	I have cleared my schedule of any conflicts during the training timeframe.
	I am ready to give adequate time to work on my exam and presentation.
<u>After The Training</u>	
	I am willing and able to spend an average of 40 additional hours learning the curriculum prior to teaching my first course.
	I intend to solicit feedback from others to improve my instruction (i.e. other instructors, participants).
	I am confident that I can plan and deliver 3 courses in the coming year.
	I intend to invest in learning activities to support my mastery of the curriculum.
	I will promote and maintain the fidelity of the Youth Mental Health First Aid course.
<u>Interest</u>	
	I am passionate about teaching a mental health public education model of intervention.
	De-stigmatization of mental health and substance use disorders is important to me.
<u>Interpersonal Skills</u>	
	People describe me as someone who can connect with diverse audiences.
	I am able to resist becoming defensive when challenged and am able to understand the emotion underneath the challenge and respond respectfully.
	When facilitating groups, I can effectively draw people out or limit participation.
	I have the flexibility needed to work well with another instructor who has a different style of instruction and interaction.
<u>Regulation</u>	
	My life experiences will serve as an asset to teaching Youth Mental Health First Aid.
	I am confident that I am emotionally ready to be an instructor (i.e. if I have experienced a trauma in my own life, enough time and healing has taken place).
	I am able to maintain my composure when participants disagree with and challenge me or the course content.
<u>Organizational Skills</u>	
	I can organize my thinking, speaking and materials to effectively teach the course.
	I can monitor myself and adhere to a timed agenda throughout the course.
TOTAL SCORE:	
Scoring Rubric:	
	<i>Highly ready</i> 109 -120
	<i>Very ready</i> 97- 108
	<i>Moderately ready</i> 84 - 96
	<i>May not be ready at this time</i> below 84



APPLICANT INFORMATION & QUESTIONNAIRE

Part I: Applicant Information	
Name (First Last):	
Title:	
Organization:	
Email:	
Phone Number:	
Secondary Phone Number:	
Mailing Address:	
Training Needed:	<p>Expedited 2.5 day (I am already certified as a MHFA adult instructor)</p> <p>5-day (new participant)</p>
Primary Contact at Your Organization:	
Position / Title:	
Email:	
Phone Number:	
Does your organization have an active community/public education program?	<p>Yes</p> <p>No</p>
Organizational Service Area: (Check all that apply)	<p>Urban</p> <p>Suburban</p> <p>Rural</p> <p>Frontier</p>
Industry Type: (Check all that apply)	<p>Faith community</p> <p>Corporate</p> <p>Human resources/Employee Assistance Program</p> <p>Law enforcement/public safety/criminal justice</p> <p>Higher education</p> <p>Primary/secondary education</p> <p>Hospitality</p> <p>Older adults</p> <p>Social services</p> <p>Behavioral health care</p> <p>Other health care</p> <p>Government</p> <p>Other (please specify):</p>

<p>Does your organization have a primary contact for Mental Health First Aid activities?</p>	<p>Yes No</p> <p>If yes, please provide the name and contact information of that person. Name: Email: Phone number:</p>
<p>If certified in YMHFA, about when would you plan to offer your first training?</p>	
<p>How did you find out about the instructor training program?</p>	<p>DCS notification Notified by a MHFA instructor Notified by a colleague Other (please specify):</p>
<p>Applicant Type: (Check all that apply)</p>	<p>I am a current instructor - this is an expedited application I am applying as an independent trainer (not affiliated with org.) I am applying as an agent of my employer Other (please specify): I identify as a person with lived experience or a person in long-term recovery I support a family member with serious mental illness</p>

Please Note:

***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 three, four and five.**

***In addition to the presentation, each participant must complete and pass a written exam prior to the end of the training.**



Part II: Applicant Experience and Qualifications

Please note that each response will be scored. You are encouraged to provide as much detail as word limit permits.

Expedited Participants (Existing instructors seeking dual certification): Please only answer questions 10, 12-15.

1. Why do you want to become an instructor? (max 200 words)

2. Please provide a description of your personal and/or professional experiences in the field of mental health that qualify you to teach a Mental Health First Aid course (i.e. clinical experience, personal or family history, social service experience, etc.). Please provide time frames for any relevant experience. (max 300 words)

3. Please provide a description of your experiences in adult instruction that would qualify you as a strong candidate to be an effective Mental Health First Aid instructor (i.e. group facilitation, teaching, etc.). Please provide time frames for any relevant experience. (max 300 words)

4. Have you taken a Mental Health First Aid course?

Yes

No

If so, when did you take the course? (mm/yy):



5. What other skills or experiences do you have that you believe will support your success as a Mental Health First Aid instructor? (max 200 words)

Part III: Understanding of Program

6. What does the term “mental health” mean to you? (max 200 words)

7. What factors do you believe create and maintain the stigma associated with individuals who have mental health problems? (max 150 words)

8. What are the key messages of Mental Health First Aid? (max 200 words)



9. What do you believe are the skills and attitudes needed to be an effective Mental Health First Aid instructor? (max 150 words)

10. What would you do if during one of the Mental health First Aid training sessions you are conducting, a participant approaches you privately about a personal mental health problem s/he is experiencing? (max 250 words)

11. How does Mental Health First Aid support/complement the work you or your organization is already doing? (max 200 words)

Part IV: Strategic Plan for Implementation

12. Please provide some examples of how you have effectively networked with organizations, local services or other partners within your community to support an initiative (i.e. public education initiative, community event, volunteering, etc.).** (max 200 words)

13. Mental Health First Aid is intended to have a broad appeal to the public. Please describe your plan to implement this program in the next year. Be sure to include information about how you plan to secure (or have secured) funding, how you plan to market your courses, who you will partner with and what audiences you plan to target.** (max 400 words)

14. When do you plan to teach your first course and who will be your target audience? (max 150 words)



15. What are some potential barriers you may face when trying to implement your above strategies? (max 200 words)

PLEASE NOTE: Do not make travel arrangements until your application has been approved and you have received an acceptance email.

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 Youth MHFA course may only be taught by certified Youth 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

Youth 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 Youth 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.

Both agency or corporate employees and independent individuals may become certified to deliver the Youth MHFA course. In either situation, outlining a plan for teaching the course, and one's experience in reaching community partners, must be included in the application via responses to the above questions. Individuals applying to become YMHFA-USA Instructors under the affiliation of their employer or otherwise as part of an organization must acquire a signature from one member of senior leadership in their organization on this form.

One aim of Youth MHFA is to reduce the discrimination surrounding mental health problems. The curriculum is also specifically designed to promote the recovery/resiliency paradigm. Instructors must exhibit positive attitudes towards individuals with mental illnesses and should have enthusiasm to reduce the negative attitudes/discrimination associated with mental illness and addiction disorders.

ATTESTATION

My signature indicates that I have read all portions of the Youth Mental Health First Aid 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 Youth Mental Health First Aid and support the above Applicant in his/her desire to become a certified instructor for the YMHFA course. We will work cooperatively with the Applicant to reduce stigma associated with mental health disorders by promoting YMHFA.

DCS Signature _____

Date _____