

## Mental Health First Aid Instructor Agreement and Expectations

Mental Health First Aid USA is an 8-hour (in-person) or 4-hour (on-line) training to teach participants how to help someone who is developing a mental health problem or experiencing a mental health crisis. The evidence behind the program demonstrates that it helps trainees identify, understand, and respond to signs of mental illnesses and substance use disorders. At this time, classes are being taught in three formats: blended with on-line and virtual instruction, blended with on-line and in-person instruction, and complete in-person instruction.

The Lake County Health Department intends to train and certify over 3,000 more participants in Mental Health First Aid over a five-year period. The purpose of the Mental Health Awareness Training campaign is to significantly increase the number of people in the community who are prepared to help individuals with behavioral health challenges. To accomplish this, we are seeking individuals interested in becoming certified **Mental Health First Aid Instructors**. These Instructors will receive free training to become certified, and then commit to teaching at least three classes during the year.

This project is funded by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services.

## Instructor Training

The adult Mental Health First Aid Instructor training is an intensive 3-day live online training program. It prepares individuals to be certified to teach the MHFA class. Prior to training, all participants are required to complete a 5-hour self-paced on-line class. National Trainers guide candidates through the training with an emphasis on coaching and preparing candidates to be ambassadors of Mental Health First Aid. The course is scheduled for January 24<sup>th</sup> – 26<sup>th</sup>, 2022 (8:30am – 5:00pm each day).

The National Trainers will conduct an individual evaluation of each candidate, and each candidate will provide a peer review for their colleagues. There are three possible outcomes from the instructor training: **full certification**, **provisional certification**, or **no certification**. Attendance is not a guarantee of certification. Once certified as an Instructor, a person is eligible to teach the 8-hour Mental Health First Aid course. There is an additional hour of self-paced post-work after the class which must be completed within one week of completing the class.

## The Application Process

1. Interested candidates will read and acknowledge the Instructor Agreement, and then complete the pre-application and submit to [info@mentalhealth.today](mailto:info@mentalhealth.today)
2. The MHFA Coordinator will review the applications and conduct screening interviews by phone or video call.
3. Approved candidates will be asked to complete a final on-line application with the national Mental Health First Aid organization. Some candidates will be wait-listed in case there is an opening.
4. Following approval at the national level, the MHFA Coordinator will notify approved candidates of their status, and a link will be sent so attendees can start working on the 5 hours of pre-work.

## Instructor Agreement

A Mental Health First Aid instructor is required to serve as a presenter, facilitator and, most importantly, an ambassador of the Mental Health First Aid USA program. As a prerequisite to applying to become a Lake County Health Department Mental Health First Aid Certified instructor, all applicants must read, understand, and agree to abide by the following:

- Mental Health First Aid Instructors must exhibit positive attitudes towards individuals with behavioral health challenges and should have enthusiasm to reduce the stigma/discrimination associated with mental illness and addiction disorders, as this is an aim of Mental Health First Aid, and the MHFA curriculum is specifically designed to promote recovery.
- Instructors agree to conduct each Mental Health First Aid training in pairs. If an Instructor does not have a partner, the Lake County Health Department MHFA Coordinator will assist with finding a training partner. Virtual MHFA classes last 4 hours. In-person training session lasts approximately 9 hours and consists of 8 hours of training content. The in-person training sessions can be conducted in one day or broken up into two 4-hour day sessions.
- Prior to conducting the training and then following the training, Instructors agree to commit the time necessary to prepare for the training, enter data and summarize the training outcomes.
- As a condition of maintaining certification and status with the Lake County Health Department Mental Health First Aid project, Instructors who are certified at the expense of the Lake County Health Department agree to teach the Mental Health First Aid course a minimum of three times in the year following the training to Lake County Health Department approved groups.
- Instructors who are certified as part of this project agree not to charge any fee for their time for trainings conducted in partnership with the Lake County Health Department Mental Health First Aid project.
- Instructors agree, pending availability, to attend quarterly Instructor support meetings. These will be held virtually for the foreseeable future.
- Instructors agree to register all Mental Health First Aid trainings they conduct through the national Mental Health First Aid website.
- Instructors agree to utilize the project website (mentalhealth.today) for all training registration.
- Instructors understand and agree that the Lake County Health Department Mental Health First Aid project assumes no responsibility or liability for injury to either person or property resulting from any incident that occurs during training sessions attended by or conducted by Instructors.
- Instructors understand that they are agents representing Mental Health First Aid and are expected to dress and groom in a manner that is appropriate for business and enhances a positive image of Mental Health First Aid both locally and nationally.
- Instructors agree to collect demographic data and course evaluations for the MHFA Coordinator.

## Lake County Health Department Agreement:

The Lake County Health Department will support the training efforts in the following ways:

- Providing LCHD certified trainers with Mental Health First Aid manuals for trainings conducted in partnership with the Lake County Health Department Mental Health First Aid project.
- Providing the Adult Mental Health First Aid Instructor training at no cost to approved individuals,

including materials. A value of \$2,200.

- Providing logistical and technical support as needed, for setting up training courses to be held virtually, outreach and publicity, and connection with co-trainers.
- Providing instruction and assistance regarding systems for scheduling, registration, and reporting of data.

**Check the box if you have read the Mental Health First Aid Instructor Agreement and Expectations in its entirety and are in full agreement with the above terms and expectations.**

## PRE-APPLICATION ASSESSMENT: AM I READY TO BE AN INSTRUCTOR?

This self-assessment is designed to help you determine your level of readiness to become a Mental Health First Aid instructor. Please rate yourself on the following items using the scale provided below.

**1 – Strongly disagree   2 – Disagree   3 – Neither agree nor disagree   4 – Agree   5 – Strongly Agree**

Score	
<u>Before the Training</u>	
	I have solid knowledge of the goals of the 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 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 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.
<b>TOTAL SCORE:</b>	
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

**APPLICATION: INSTRUCTOR CERTIFICATION TRAINING**

**Part I: Applicant Information**

**Name (First Last):**

**Title:**

**Email:**

**Primary Phone Number:**

**Secondary Phone Number:**

**Mailing Address:**

**Gender:**

**Applicant Type:**

(Check all that apply)

- I am applying as an independent trainer (not affiliated with org)
- I am applying as an agent of my employer.
- I identify as a person with lived experience or a person in long term recovery
- I support a family member with serious mental illness

**Organization Name:**

(if applying as an agent of your employer)

**Industry Type:**

(Check all that apply)

- Faith community
- Corporate
- Human Resources/Employee Assistance Program
- Law enforcement/Public Safety
- Higher Education
- Primary/Secondary Education
- Hospitality
- Older Adults Social Services
- Behavioral Health Care
- Other Health Care
- Government
- Other (please specify): \_\_\_\_\_

**How did you find out about the instructor training program?**

- Employer email
- Employer requirement
- Professional relationship
- Personal relationship
- Internet search
- Mental Health First Aid USA website
- Mental Health First Aid instructor
- Have taken the 8-hour course
- Other (please specify): \_\_\_\_\_

**Part II: Applicant Experience and Qualifications**

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/yyyy) \_\_\_\_\_

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

6. What would you do if during one of the Mental health First Aid training sessions you are conducting, an attendee approaches you privately about a personal mental health problem they are experiencing? (max 250 words)

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Name

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Date

**NOTE: Upon completion, email this form to: [info@mentalhealth.today](mailto:info@mentalhealth.today) and the MHFA Coordinator will contact you about the next steps.**