

Online Presenter Training Process for California

1. Affiliates with the Ending the Silence program recruit, screen and interview potential candidates for the Ending the Silence (ETS) program.
 - a. Only affiliates already offering the ETS program may have presenters trained via e-Learning. Affiliates who wish to start the program will need to complete an Endorsement form and then take part in an in-person training. After that, presenters may be trained via e-Learning.
 - b. See “Presenter Training Application” form on the NAMI National extranet.
 - c. See “Presenter Interview Screening Tool” on the NAMI National extranet.
2. Affiliate Program Coordinator sends **Request for e-Learning Online Presenter Training form** (please include **ETS Presenter Application** for each presenter) to NAMI California.
3. NAMI California reviews and approves; will then send link to e-Learning training to Affiliate Program Coordinator.
4. Affiliate Program Coordinator provides link to presenters.
5. Presenters take e-Learning training.
 - a. Each trainee must complete the e-Learning training individually, not as a group.
 - b. Each trainee must watch the 40-minute Model Presentation video (provided via Dropbox).
6. Affiliate conducts In-Person Practice within 30 days of trainees completing the e-Learning training.
 - a. See “Practice Session Instructions” on the NAMI National extranet.
 - b. Per NAMI California policy, presenters should not conduct student evaluations unless this is pre-approved by your school district.
7. Affiliate Program Coordinator sends NAMI California **ETS Request for Certification form**; please state who took e-Learning training and who attended In-Person practice.
8. NAMI California verifies that the presenters completed the e-Learning training by checking the National e- Learning system.
9. NAMI California approves certification of presenters, sends official certificates to Affiliate electronically.
10. Affiliate Program Coordinator reports the number of people attending the presentation to NAMI National’s database.
11. NAMI California keeps track of those presenters, as well as ones that began but did not complete/pass this process.
12. Three to six months later, NAMI California conducts follow up to gather data on each presenter’s activity level.