

## 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 Coordinator sends **Request for e-Learning Online Presenter Training form** (please include applications of presenters) to NAMI CA
3. NAMI CA reviews and approves; will then send links to e-Learning program to Affiliate Coordinator
4. Affiliate Coordinator provides link to presenters
5. Presenters take e-learning course
  - a. Each trainee must complete the e-Learning program individually, not as a group
6. Affiliate conducts in-person practice within 30 days of trainees completing the e-Learning program
  - a. See "Practice Session Instructions" on the NAMI National extranet
7. Affiliate Coordinator sends NAMI CA **ETS Request for Certification form**; please state who took e-learning and who attended in-person practice
8. NAMI CA verifies that the presenters completed the e-learning by checking the National e-learning system
9. NAMI CA approves certification of presenters, sends official certificates to Affiliate
10. Affiliate Coordinator reports the number of people trained to NAMI National's database
11. NAMI CA 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 CA conducts follow up to gather data on each presenter's activity level



## **Request for e-Learning Online Presenter Training** **(to be completed by Affiliate)**

**Please complete this form prior to training new Presenters.**

Any Presenters trained before getting approval from NAMI CA may not be certified.

Date:	
Affiliate:	
Contact Person at Affiliate:	
Contact Info (phone/email):	

Please enter the following info for the people you wish to have trained via the ETS e-learning training:

Name	Email	Affiliate Member?	Interviewed and Screened?

When will these trainees complete the e-learning course? (ex. Between 11/1 and 11/7). **Please note- trainees must have a hard copy of the ETS Presenter manual prior to the e-Learning course.**

When will the in-person practice take place with the Affiliate and the trainees after completing the e-learning course?

Who will be responsible for the in-person practice?

**Request for Presenter Certification**  
**(to be completed by Affiliate after presenters have taken the e-Learning)**

Date:	
Affiliate:	
Contact Person at Affiliate:	
Contact Info (phone/email):	

Please enter the following info for the people you wish to have certified as an ETS presenter:

Name	Date of e-Learning Completion	Passed in-person practice?	Comments/Notes

**NAMI CA will verify the completion of the e-Learning course for each of the presenters.**

**A confirmation of those that are now certified will be sent to the Affiliate. Please do not schedule these presenters for presentations until this confirmation is received.**