

**CLMHD 2016 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 26, 2016**.

Fees: Tuition, lodging and meals during the training will be provided during the week of training. After being certified as an instructor for YMHFA, 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 4-7)
- 4) Attestation (page 8)

Please return pages 3 - 8 of the application to YMHFA Selection by August 26, 2016:

Email: fs@clmhd.org

Fax: (518) 465-2695

Mail: 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. **Only participants who have been present for the entire 5-day training will be considered for certification as instructors.** 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> |

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: Questionnaire

Please answer the following questions so we may assess your fit with the selection criteria for becoming a YMHFA-USA Instructor. In particular, please include specific examples of your experience with MHFA-USA to date (if any), relevant experiences and accomplishments (including the instruction of adult populations, facilitation of diverse groups, and familiarity with mental health and substance use information), and what you plan to do with the program.

1. How does YMHFA complement the services and/or trainings currently offered in your community?

2. Please outline specific experiences and/or skills you have that are relevant to your facilitating the YMHFA course. Include any relevant skills in training/educating adult groups.

3. Mental Health First Aid is a public education program designed to appeal to a wide variety of audiences, particularly individuals with no background in mental health. Given the range of potential audiences for this program, who do you envision as your primary target audience(s) for YMHFA? Please identify initial and long-term potential audiences, including a tentative timeline for your roll-out of the program. Identify any group(s) to whom you are particularly suited to deliver the course and explain why.



4. Do you know of any other certified YMHFA Instructors in your community? If so, do you plan to coordinate with them to provide the program, or how will you serve your community differently?

5. Please describe your plan for promoting and funding YMHFA if you are certified. Include any relevant information from a business plan, organizational support, or other elements which demonstrate long-term development and sustainability for the program.

6. What is your motivation for wanting to be an YMHFA-USA Instructor?

7. A goal of MHFA-USA is to reduce the negative attitudes and discrimination towards people with mental health problems. What factors do you believe create and maintain the unfavorable attitudes some people have towards individuals with mental health problems?

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 _____