



# teen Mental Health First Aid Frequently Asked Questions

## Contents

About teen MHFA .....	1
The tMHFA Pilot in the United States .....	4
Becoming a tMHFA Implementing Site .....	5
tMHFA Implementation Requirements and Teaching Questions .....	6
Pricing .....	10
Funding Opportunities .....	12
Becoming a tMHFA Instructor .....	13
tMHFA 3-Day Instructor Training .....	14
tMHFA Hosted Training .....	15
Purchasing Materials .....	17

## About teen MHFA

### 1. What is teen Mental Health First Aid (tMHFA)?

tMHFA is an evidence-based training that teaches high school students in the 10th, 11th, and 12th grades the skills they need to recognize and help their friends with mental health and substance use challenges and crises and how to get the help of an adult quickly.

The course is designed to be delivered in a high school or other community site in three 90-minute interactive classroom sessions or six 45-minute sessions, on non-consecutive days, by a trained adult who is certified as a teen Mental Health First Aid Instructor.

### 2. How was tMHFA developed?

Dr. Laura Hart at the University of Melbourne and Dr. Claire Kelly at Mental Health First Aid Australia developed tMHFA. It's based on guidelines created with the expert consensus of mental health professionals and people with lived experience of mental health challenges.

The National Council for Behavioral Health adapted the training to make it relevant for American high school students with input from experts in adolescent mental health and young people across the country. The course was developed with support from Born This Way Foundation and Well Being Trust.

### **3. What are the course learning objectives?**

After the course students will be able to:

- Recognize early warning signs that a friend is developing a mental health or substance use challenge.
- Recognize warning signs that a friend may be experiencing a mental health or substance use crisis.
- Describe how to talk to a friend about mental health and seeking help.
- Explain when and how to get a responsible adult involved.
- Discuss where to find appropriate and helpful resources about mental health challenges and professional help.
- Apply the tMHFA Action Plan to help a friend with a mental health or substance use challenge or crisis.

### **4. What is the course outline?**

This course can be taught in three 90-minute interactive classroom sessions or six 45-minute sessions, on non-consecutive days. The course includes lecture, films, group activities, creative expression through writing and drawing, discussions, and skill-building practice through case studies and role play. It covers the following key topics:

- a. Welcome and Introduction to tMHFA
- b. Overview of mental health and mental health challenges
- c. Impact of mental health challenges on young people
- d. Professionals who can help and types of help
- e. Your role as a teen Mental Health First Aider
- f. Learning the ALGEE Action Plan
  - i. Look for warning signs
  - ii. Ask how they are
  - iii. Listen up
  - iv. Help them connect with an adult
  - v. Your friendship is important
- g. Using the Action Plan to help a friend experiencing a crisis
  - i. Suicidal thoughts or behaviors
    1. Video and discussion
  - ii. Following a traumatic event
  - iii. Self-injuring
  - iv. Harming others, violence, bullying behavior
    1. Case study
  - v. Substance misuse/overdose
    1. Recovery position demonstration and practice
- h. Using the Action Plan to help a friend who may be experiencing a mental health challenge
  - i. Role-play practice
- i. Helpful school, community, and national resources

j. Graduation

**5. Is tMHFA an evidence-based program?**

Yes. Researchers in Australia conducted two studies to demonstrate the effectiveness of the tMHFA program. Two evaluations of the Australian teen Mental Health First Aid program, including one randomized, controlled trial, showed that students who completed the tMHFA training:

- Demonstrated increased mental health literacy
- Were more confident helping a peer with a mental health problem
- Viewed seeking help from mental health professionals (e.g., school counselors, therapists) more positively
- Reported less psychological distress

The two studies can be found here:

1. Hart, L. M., Mason, R. J., Kelly, C. M., Cvetkovski, S., & Jorm, A. F. (2016). teen Mental Health First Aid: a description of the program and an initial evaluation. *International Journal of Mental Health Systems*, 10(1), 3.
2. Hart, L. M., Morgan, A.J., Rossetto, A., Kelly, C. M., Mackinnon, A., Jorm, A.F. (2018). Helping adolescents to better support their peers with a mental health problem: a cluster-randomized crossover trial of teen Mental Health First Aid. *Australia and New Zealand Journal of Psychiatry*.

Researchers from the Johns Hopkins University Bloomberg School of Public Health are currently conducting an evaluation of teen Mental Health First Aid in the United States, with published findings anticipated in late 2021. The pilot study is measuring the following:

- Adolescents' knowledge of the general warning signs that a mental illness may be developing
- Skills and confidence in providing Mental Health First Aid to a peer
- Actual usage of teen Mental Health First Aid skills with peers six months after the training.

**6. What can I use to start spreading the word about tMHFA to schools and organizations?**

We have developed the following materials to help you spread the word about tMHFA:

- One-page tMHFA program overview
- tMHFA Marketing Toolkit with price information and testimonials from school administrators, Instructors and students about the impact of the course

**7. Is this program available in Spanish or any other languages?**

At this time, tMHFA is only available in English and can only be taught in English. We may explore the possibility of translating the program into different languages in the future. However, we do have parent informational letters about the program that are available in multiple languages, including Arabic, Korean, Mandarin and Spanish. These letters can be distributed prior to teaching the program and can help provide an overview of the program to parents and guardians.

## The tMHFA Pilot in the United States

### 8. Who has taught tMHFA in the United States?

In spring 2019, the National Council for Behavioral Health and Lady Gaga's Born This Way Foundation piloted the course in eight high schools in Illinois, Missouri, Montana, Nevada, Oregon, Virginia and West Virginia. The initial pilot trained 32 adult Instructors and 3,000 students.

For the 2019 – 2020 school year, the National Council expanded the pilot to 75 additional sites across the country. They were split up into two groups – Cohort 1 (35 sites) and Cohort 2 (40 sites). To see a list of schools that participated in the pilot as Cohort 1, please review [High Schools Selected To Participate in New tMHFA Pilot](#).

### 9. Am I able to connect with a pilot site to learn more about their experience conducting the program?

Some of our pilot sites have generously agreed to make themselves available for any questions. If you're interested in reaching out to one of these pilot sites, please email us at [teenMHFA@thenationalcouncil.org](mailto:teenMHFA@thenationalcouncil.org)

However, this FAQ document, the marketing toolkit, and the implementation toolkit you will receive at the Instructor training are a compilation of the feedback and insight we have already received from pilot sites. The marketing toolkit includes testimonials from some of our pilot sites and feedback from students. If there are specific questions you have that have not been addressed by these materials, please email us at [teenMHFA@thenationalcouncil.org](mailto:teenMHFA@thenationalcouncil.org)

## Becoming a tMHFA Implementing Site

### 10. I would like to teach tMHFA at my school or youth-serving organization. What do I do?

Schools, organizations partnering with a school and youth-serving organizations/community sites are eligible to register as tMHFA implementing sites. All sites will need to register with the National Council as a tMHFA implementing site before sending their individual Instructor candidates to be trained to deliver the program to young people. Individual Instructor candidates will **not** be eligible to apply apart from registering their organizations as a tMHFA implementing site.

To register as a tMHFA implementing site, organizations must meet the following requirements:

- Prior to teaching tMHFA to students, the training location must have 10% of adult staff trained in Youth Mental Health First Aid. Instructor candidates who want to be trained to deliver tMHFA to students must also be trained in the Youth Mental Health First Aid course before attending the tMHFA Instructor certification course. Instructor candidates do **not** need to be certified to teach Youth Mental Health First Aid to be eligible to teach tMHFA.
- The program must be taught to an entire grade level of students (not individual classes) in a school or to an entire group of students at a youth-serving organization or youth program.
- The program must be taught to students in grades 10, 11 or 12. At this time, grade 9 is not permitted.
- Sites offering the training must meet criteria to ensure student safety by having a mental health professional on site while the course is being taught and a protocol to respond to students in distress. Sites must also commit to using *tMHFA Exit Tickets* to provide students with a discreet way of asking for help for themselves or a friend after every session of the course. Sites must establish a protocol to have Instructors and/or a site staff person read every *tMHFA Exit Ticket* and contact every student who requests help.
- It is recommended that sites have one teen Mental Health First Aid Instructor for every 100-150 students. (Instructors will not be teaching students in large, assembly-style sessions. This recommendation is meant to help sites gauge how many Instructors should be trained in the curriculum.)
- Sites are encouraged to provide Youth Mental Health First Aid training to parents and caregivers before the tMHFA course begins or concurrently with the tMHFA course.
- Sites will need to identify a Site Administrator and Site Coordinator. A Site Administrator will submit the application on behalf of the organization and certify it has met all requirements. A Site Coordinator will manage specific tMHFA teaching locations under the site's management, invite Instructor candidates and designate them to specific training locations. A Site Coordinator may also assist Instructors in disseminating information about tMHFA to students and parents before the course starts, scheduling information sessions and scheduling courses. The Site Administrator, Site Coordinator, and tMHFA Instructor can be the same person, but they do not have to be.

# tMHFA Implementation Requirements and Teaching Questions

## 11. What are the requirements for implementing tMHFA?

To register as a tMHFA implementing site, organizations must meet the following requirements:

- Prior to teaching tMHFA to students, the training location must have 10% of adult staff trained in Youth Mental Health First Aid. Instructor candidates who want to be trained to deliver tMHFA to students must also be trained in the Youth Mental Health First Aid course before attending the tMHFA Instructor certification course. Instructor candidates do **not** need to be certified to teach Youth Mental Health First Aid to be eligible to teach tMHFA.
- The program must be taught to an entire grade level of students (not individual classes) in a school or to an entire group of students at a youth-serving organization or youth program.
- The program must be taught to students in grades 10, 11 or 12. At this time, grade 9 is not permitted.
- Sites offering the training must meet criteria to ensure student safety by having a mental health professional on site while the course is being taught and a protocol to respond to students in distress. Sites must also commit to using *tMHFA Exit Tickets* to provide students with a discreet way of asking for help for themselves or a friend after every session of the course. Sites must establish a protocol to have Instructors and/or a site staff person read every *tMHFA Exit Ticket* and contact every student who requests help.
- It is recommended that sites have one teen Mental Health First Aid Instructor for every 100-150 students. (Instructors will not be teaching students in large, assembly-style sessions. This recommendation is meant to help sites gauge how many Instructors should be trained in the curriculum.)
- Sites are encouraged to provide Youth Mental Health First Aid training to parents and caregivers before the tMHFA course begins or concurrently with the tMHFA course.
- Sites will need to identify a Site Administrator and Site Coordinator. A Site Administrator will submit the application on behalf of the organization and certify it has met all requirements. A Site Coordinator will manage specific tMHFA teaching locations under the site's management, invite Instructor candidates and designate them to specific training locations. A Site Coordinator may also assist Instructors in disseminating information about tMHFA to students and parents before the course starts, scheduling information sessions and scheduling courses. The Site Administrator, Site Coordinator, and tMHFA Instructor can be the same person, but they do not have to be.

## 12. What if my school does not have grade levels? Whom am I required to teach?

In this case, teach students age 15-18.

- 10th grade: 15-16 years old
- 11th grade: 16-17 years old
- 12th grade: 17-18 years old

## 13. Why do I have to train an entire grade level or all the age-appropriate students in my setting?

tMHFA was created as a universal approach to mental health education. We do not know which teens might experience a mental health challenge or crisis or who those teens might turn to if they are struggling. Therefore, we want all students to have the knowledge and skills to help a peer experiencing a mental health challenge or crisis.

**14. Can parents/guardians opt their child out of tMHFA?**

Yes, parents/guardians can certainly opt their child out of taking the tMHFA course. Instructors should be offering parent informational sessions before students take the training and sending informational letters home so that parents understand the learning objectives of the tMHFA course. We also recommend including your contact information in the parent letter so parents can contact you with any questions. The informational session and informational letters usually alleviate any parent concerns, but if a parent still does not want their child to take the course, they can certainly opt them out.

**15. Why can't I train students in the ninth grade?**

We believe that mental health education is important for all students regardless of their age. However, this specific course is designed to be developmentally appropriate for older teens. It includes an intense video about assisting a friend who is having suicidal thoughts and discussions about supporting friends experiencing other forms of crisis. Our experts do not feel that the content, as it is presented in this course, is appropriate for a younger age group.

While we recognize that for some schools ninth grade health education would be an optimal time to train an entire grade level of students, we are not able to make exceptions to our requirements that the course only be taught to the intended age group.

Mental Health First Aid Australia has developed a course for middle school students, which would include ninth grade students. While there are no immediate plans to bring this course to the United States, we hope to do so in the future.

**16. How did other schools schedule the course and ensure that they taught an entire grade level of students?**

Our pilot sites scheduled the training using a variety of courses, incorporating tMHFA in health, English, history, and art classes. It often depended on which classes the majority of one grade level was taking.

Many sites chose to train half of a grade level in the fall semester and the second half of the grade level in the spring semester. That is completely fine!

We know that it is often difficult for schools and teachers to give up class time for other instruction. We recommend that you sit down with administrators and teachers in the school to explain the importance of tMHFA and help achieve buy-in for the course.

**17. Can I teach all six or three sessions of tMHFA on the same day?**

No, tMHFA must be taught on non-consecutive days. There must be at least one day, but no longer than two weeks, between sessions.

**18. If we organize an in-school retreat for three or six days, can we teach one session of the course every day and finish training at the end of the three or six days?**

No, please ensure that you have at least one day in between each session with no tMHFA instruction.

**19. Is there a required number of students I have to train per year?**

No. The only requirement is that you train the entire grade level (10th, 11th or 12th grade) of students if teaching at a school. Whether your grade level includes 30 students or 1,000 students, you and your school will need to ensure you have the capacity to train all of them in the school year.

If training at a youth-serving organization or program or community site, the requirement is to train the entire group of students in the setting. Please ensure that all students are in the 10th, 11th, or 12th grade, or between ages 15 and 18.

**20. What if there are a few students who are absent when I teach tMHFA? Do I need to find a way for them to make up the course?**

We recommend that you schedule make-up courses for those who are absent. While we recommend that these make-up courses take place before students move on to the next session, it is not required. However, please make sure that you follow up with any student who is absent after the session that discusses suicide.

While make-up sessions are recommended, they are not required, especially if there are only a handful of students who are absent. Any student who does not complete all three or six sessions of the tMHFA course can receive a “certificate of participation” rather than a “certificate of completion.” These certificates are provided to you when you become a tMHFA Instructor.

**21. How many students should I train in a class?**

We recommend that you limit the size of the class to the number of students in a typical classroom at your school. Assembly-style sessions in an auditorium are **not** permitted.

We recommend following the guidelines of our Adult and Youth Mental Health First Aid courses — a minimum of 5 and a maximum of 30 students to a class.

**22. Can I teach the course to students with special needs or cognitive disabilities?**

We are working diligently with our colleagues in Australia to provide additional guidance to schools about teaching to students with special needs and cognitive disabilities.

**23. What are the qualifications for the mental health professional that must be present?**

The mental health professional must be a credentialed professional, such as a school nurse or counselor, who is available to see a young person who may be in distress while the training is taking place.

**24. What type of agreement does the site need to have with schools?**

It’s up to you and the school whether you operate with an informal or formal agreement and whether you charge the school for the training. The school does need to understand the requirements and be in full agreement with them prior to teaching students.

**25. Can more training locations be added to the implementing site?**

Yes, after the implementing site has been approved, a Site Coordinator can add training locations at any time.

**26. What are the reporting requirements?**



Each student will need to take a pre-test and a post-test. Sites will be asked to keep track of how many students they've trained, how many students requested to be seen, and how many referrals were made to a mental health professional.

**27. My site will want to see outcomes from the training. How will I know if the tMHFA program is working?**

MHFA USA is committed to providing evaluation guidance and technical support to all of the tMHFA implementation sites to help them capture student learning outcomes and behavior change. At this time, we are providing sites with pre- and post-tests they can have their students complete before and after the training.

**28. Can we teach tMHFA virtually to students?**

At this time, tMHFA cannot be taught virtually to students. The safety of the young people in the training is our number one priority. Due to sensitive content that is addressed during the training, such as suicide and other crisis situations, our experts do not feel that it is appropriate to administer that content as is in a virtual setting. We are actively exploring virtual options, however, but currently it is not available.

## Pricing

### 29. What costs are associated with tMHFA?

When bringing teen Mental Health First Aid to your school or youth-serving organization, you will need to account for the following costs:

- **Tuition fee for teen Mental Health First Aid Instructor Training:** An adult must be certified by Mental Health First Aid USA to teach the teen Mental Health First Aid course. Certification is achieved through a 3-day interactive training — \$3,200 per teen Mental Health First Aid Instructor. (\$3,000 for National Council members).
- **3-day hosted training for up to 20 participants:** For schools or organizations that would like to train a large number of teen Mental Health First Aid Instructors, the National Council for Behavioral Health can bring an on-site Instructor training to you at a cost of \$45,000 (\$40,500 for National Council members).
- **3-day virtual hosted training for up to 16 participants:** For schools or organizations that would like to train a large number of teen Mental Health First Aid Instructors, the National Council for Behavioral Health can conduct a private virtual Instructor training for your Instructors at a cost of \$45,000 (\$40,500 for National Council members).
- **Student Manuals:** Each student taking teen Mental Health First Aid is required to receive their own copy of a training manual, which the school or organization must purchase and provide (\$8.95 per manual).

### 30. Why is the 3-day virtual hosted training the same cost if there are fewer participants?

Due to the increased level of technological support provided to participants in the virtual Instructor Training format, our trainers and learning experts have determined that 16 participants is the highest number for a quality learning environment. However, to ensure that the virtual training format is the same in quality as are in-person Instructor Trainings, we have also determined that additional staff time is needed before and during the virtual training to help support our National Trainers and participants. This additional support would otherwise not be needed in an in-person training environment and increases the cost of the virtual training. This support includes:

- Conducting 20 minute roll calls with each individual Instructor candidate prior to the training to provide an overview of the Zoom platform and mitigate any technological issues prior to the training days
- Managing pre-work for Instructor candidates in our Learning Management System
- Providing on-site technological support from two additional MHFA staff members in Zoom for all training days

### 31. What support does Mental Health First Aid USA (MHFA) provide to tMHFA implementation sites?

MHFA USA provides regular professional development opportunities, both virtual and in-person, and ongoing technical assistance to all our MHFA Instructors. tMHFA Instructors will also have access to monthly tMHFA virtual office hour sessions, which provide an exclusive opportunity to ask questions about the curriculum, learn model implementation practices, address any teaching challenges, and connect with other tMHFA Instructors to share best practices. Instructors can also request ongoing technical assistance from the MHFA USA team.

MHFA USA is committed to providing evaluation guidance and technical support to every tMHFA implementation site to help them capture student learning outcomes and behavior changes.

**32. Why is the cost of the Instructor Training for tMHFA more than the Youth and Adult Instructor Training?**

The price for the tMHFA Instructor Training reflects the increased level of support and resources tMHFA Instructors receive from MHFA USA before, during, and after the Instructor training. This support not only includes the curriculum materials (teaching notes, presentation slides, curriculum films) that allow Instructors to successfully teach the course, but it also includes materials to implement the full tMHFA program in a school or organization with fidelity. These implementation resources include sample information letters to disseminate to students and parents about tMHFA; sample presentations for students, parents, and staff; and a toolkit to help schools and organizations communicate about tMHFA with the community.

tMHFA Instructors will also have access to monthly tMHFA virtual office hour sessions, which provide an exclusive opportunity to ask questions about the curriculum, learn model implementation practices, address any teaching challenges, and connect with other tMHFA Instructors to share best practices. Instructors can also request ongoing technical assistance from the MHFA USA team.

**33. MHFA USA values the Adult/Youth MHFA trainings at \$170 per person. What should we charge schools if we're an external organization delivering the program to their students?**

We are working to set up some guidance on this. For now, as you set your pricing for the tMHFA training, make sure to factor in some of the primary expenses:

- Cost of Instructor Training per person: \$3,200 for non-members, \$3,000 for National Council members
- Your time as an Instructor
- Student manual: \$8.95 per student
- Materials for teaching the course, such as sticky notes, chart paper, and pens/pencils
- Any fun items you wish to provide to help students stay engaged – e.g., candy, fidget spinners

## **Funding Opportunities**

### **34. Can you help me apply for grant opportunities?**

We are in the process of creating a tMHFA grant proposal template to help with grant applications. As of right now, there are no scholarships being offered for the tMHFA program.

## Becoming a tMHFA Instructor

**35. I am an individual Instructor not connected to a school or organization. How do I get trained as a tMHFA Instructor?**

We are unable to train individual Instructors apart from an approved tMHFA implementing site. If you are an individual Instructor who would like to be trained in tMHFA, we suggest partnering with a school or youth-serving organization in your area and then [submitting an application as a tMHFA implementing site](#).

**36. Do Instructors need to apply to attend an Instructor Training?**

Yes. Instructor candidates must submit applications to attend a 3-day tMHFA Instructor Training after their organization registers as a tMHFA implementing site.

**37. How long will the application stay open after it launches?**

Once the application goes live (May 2020), it will remain open. We currently have 12 Instructor Trainings scheduled during summer 2020, and those will be filled on a first come, first served basis. Additional Instructor trainings will be scheduled in the fall and winter of 2020, and you may apply to attend one of those. The fall and winter trainings schedule will be posted in coming months.

**38. Who makes the best tMHFA Instructor candidates?**

All tMHFA Instructors must have experience working with youth in a personal or professional setting. They also must have experience delivering presentations and facilitating discussions. A working knowledge or interest in mental health is recommended.

All tMHFA Instructor candidates must be certified as a Youth Mental Health First Aider (in the community course) before attending a tMHFA Instructor training. Being a Youth or Adult Instructor is **not** required.

**39. Once I'm a tMHFA Instructor, what are the requirements for maintaining my certification?**

To maintain your tMHFA Instructor certification, you must train the group of students you proposed in your site's tMHFA implementing site application within that school year. Instructors are also required to submit an annual observation form, completed by the tMHFA coordinator or another tMHFA Instructor at the site, documenting that the course is being taught with fidelity. Instructors will be provided with the form following the tMHFA Instructor Training and will need to submit one completed form per year.

**40. I am an Adult and Youth Instructor and am planning on becoming a tMHFA Instructor. What will be the requirements to maintain all three certifications?**

If you are certified as a Youth Instructor and a tMHFA Instructor, you will need to teach at least two Youth Mental Health First Aid courses and train the group of students you proposed for your tMHFA certification.

If you are certified as an Instructor in all three curricula (Adult, Youth, and tMHFA), you will need to teach at least one Adult Mental Health First Aid course, one Youth Mental Health First Aid course and train the group of students you proposed for your tMHFA certification.

## tMHFA 3-Day Instructor Training

### **41. What is the tMHFA Instructor Training like?**

The tMHFA Instructor training is a 3-day training. Instructor candidates will take pre- and post-tests before and after the 3-day training. There may also be required pre-work that will need to be completed prior to the Instructor Training.

For the first two days, our National Trainers, expert facilitators in the tMHFA course, will model the entire tMHFA training. The second day is also reserved for one-on-one coaching with individual Instructor candidates.

On the third day, Instructor candidates will present a portion of the curriculum to the entire class and receive feedback from the National Trainers. Instructor candidates must pass this presentation and be present during the entire three days of training to receive certification.

### **42. Is there a provisional status for tMHFA Instructors?**

No, there is not a provisional status for tMHFA Instructors at this time. Candidates will either pass or fail the Instructor Training.

### **43. Can I get continuing education (CE) credits for the tMHFA Instructor Training?**

Currently, CEs are not being offered for the 3-day tMHFA Instructor Trainings. Many Instructors may be able to apply for CEs independently. While the National Council can assist by providing materials requested for the application, the individual or host would need to identify the local CE application process and documentation necessary.

### **44. When and where are Instructor Trainings being held this year?**

Please visit our tMHFA Information and Resources page for tMHFA Instructor Training dates and locations.

### **45. If my site registers as a tMHFA implementing site, am I guaranteed a space in one of the summer Instructor Trainings?**

No. It is not guaranteed that you'll be able to attend one of the July, August, or September Instructor Trainings. These Instructor Trainings will be filled on a first come, first served basis. Like our Adult and Youth Instructor Trainings, we anticipate that many of these trainings will have a waitlist.

If you are waitlisted for an Instructor Training this summer, you will be able to select from fall trainings once they are finalized.

## tMHFA Hosted Training

### **46. What is a hosted training?**

The National Council can bring an on-site Instructor Training to schools, organizations partnering with school districts, or youth-serving organizations/community sites that would like to train a large number of participants as tMHFA Instructors.

The tMHFA Instructor Training would allow for 20 participants in a 3-day in-person training. The cost associated is \$45,000. (National Council members receive a discounted price of \$40,500). The host will be responsible for providing a training location, AV, Internet, recruiting course participants, and providing catering if desired.

There is also the option to host a virtual 3-day tMHFA Instructor Training for your Instructor candidates. The cost associated is \$45,000. (National Council members receive a discounted price of \$40,500).

After a contract is in place, the organization that is hosting a training will register as an Implementing Site and designate Site Coordinators that will manage the various locations that tMHFA will be taught. These Site Coordinators will then invite Instructors to apply for the privately hosted Instructor Training. Instructors will only be able to teach the program at the locations designated by their Site Coordinator.

All the implementation requirements are still applicable for Instructors who attend hosted trainings.

### **47. Why is the 3-day virtual hosted training the same cost if there are fewer participants?**

Due to the increased level of technological support provided to participants in the virtual Instructor Training format, our trainers and learning experts have determined that 16 participants is the highest number for a quality learning environment. However, to ensure that the virtual training format is the same in quality as are in-person Instructor Trainings, we have also determined that additional staff time is needed before and during the virtual training to help support our National Trainers and participants. This additional support would otherwise not be needed in an in-person training environment and increases the cost of the virtual training. This support includes:

- Conducting 20 minute roll calls with each individual Instructor candidate prior to the training to provide an overview of the Zoom platform and mitigate any technological issues prior to the training days
- Managing pre-work for Instructor candidates in our Learning Management System
- Providing on-site technological support from two additional MHFA staff members in Zoom for all training days

### **48. Can I partner with other organizations in my area to fill a hosted training?**

Yes! While only one organization can be on the contract, you are welcome to work with other organizations in your area and charge their Instructor candidates to attend your hosted course.

### **49. How do I start the process of organizing a hosted tMHFA training?**

If you are interested in bringing a hosted tMHFA training to your city, please reach out to our host sites team at [MHFAHostSites@TheNationalCouncil.org](mailto:MHFAHostSites@TheNationalCouncil.org)

After a contract is in place, the organization that is hosting a training will register as an Implementing Site and designate Site Coordinators that will manage the various locations that tMHFA will be taught. These Site Coordinators will then invite Instructors to apply for the privately hosted Instructor Training. Instructors will only be able to teach the program at the locations designated by their Site Coordinator.



## Purchasing Materials

### 50. What materials do I need to teach the tMHFA course?

Each Instructor will receive the following materials at the Instructor Training:

- Teaching Notes – 6x45 version
- Flash drive with:
  - PowerPoint presentation — 6x45 version
  - PowerPoint presentation — 3x90 version
- Implementation Toolkit
  - Parent and Student Informational Letters
  - Presentation Checklist
  - Maintaining Student Safety Document
  - Certificate of Completion
  - Certificate of Participation
  - Exit Ticket
  - Instructor Observation Form
- Student Manual

### 51. What if I plan on teaching the 3x90 version of tMHFA? How do I get Teaching Notes for that version?

You may purchase a hard copy of the 3x90 Teaching Notes on the MHFA Storefront for an additional fee.

### 52. How do I purchase student manuals?

Student manuals are available on the MHFA Storefront for \$8.95 per manual. Every student trained must receive a manual.

### 53. Can I just make copies of the student manual I received at the Instructor Training?

No, you must purchase a manual from the MHFA Storefront for each student.

### 54. Do I have to purchase Exit Tickets?

You may purchase Exit Tickets on the MHFA Storefront. However, you will receive one copy at the Instructor Training, and you're welcome to make copies of it.