

## Contact Information

Applicant's name: (first, last)		
Applicant Type:	I am applying to be an independent Facilitator	I am applying to be a facilitator employed by my organization
Organization name: (if applicable)		
Title:		
Email:		
Phone number:		
Preferred mailing address:		

## Preferred course date

Desired dates to participate in the FCT program:	
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## Languages

Languages Spoken:	English	French
Which language(s) will you facilitate this course in?	English	French

## **Cancellation Policy**

You acknowledge and agree that any amounts paid by you are non-refundable if cancellation occurs less than 30 days prior to the registered course. Otherwise, a full refund, less a 25% administration fee, will be provided for cancellations received in writing. Registration is non-transferable.

## **Acknowledgments**

- You understand that you must deliver a minimum of three courses per year to maintain your certification.
- You understand that a course cannot be delivered to a group of less than 8 participants and to a maximum 15 (virtual) or 25 (face-to-face).
- You understand that you will be required to purchase access codes from the Opening Minds e-store for each participant who attends a course.
- You have reviewed the Facilitator Agreement and understand the requirements for being a facilitator

## **FCT Registration and Information**

Please note that your submitting an application does not save a space in the desired course, a space is only confirmed when payment has been received.

The MHFA Facilitator Certification Training is conducted over 5 consecutive days Monday to Friday.

For the virtual FCT, you will be required to watch a 2-hour recorded webinar following the training to go over the logistics of course delivery before receiving your facilitator certification.

Should you be unsuccessful in becoming an MHFA Standard Facilitator, you will not be able to keep the MHFA materials.

## **Eligibility requirements**

Please answer all questions on the application to demonstrate that you meet the following criteria for admission into the facilitator training. Answers must be in paragraph form and must be typed. Answers should provide the reviewer with a detailed overview of who you are and what you bring to MHFA as a facilitator. Applications missing information will be returned to the applicant.

Experience:

- Minimum 2 years working front-line in mental health and/or substance use sectors (paid or volunteer) supporting adults within the last ten years
- Demonstrated success (paid or volunteer) with facilitating group discussions, training, and/or giving presentations to groups of 8 or more
- Knowledge of the range of mental health services
- Positive attitudes towards people with mental health problems
- Enthusiasm to reduce stigma/discrimination associated with mental illness
- Proficiency in computer programs such as PowerPoint and Excel, and must have an email address, strong internet connection (for virtual delivery) and access to a computer.
- Knowledge of delivery platforms such as Zoom or MS Teams (for virtual delivery only)

## Application Form – MHFA Standard

Facilitator Certification Training

Candidate Screening

### Questions

#### **Tell us about you**

1. How would you explain mental health and wellness?

2. What interests you about facilitating the Mental Health First Aid course?

## Application Form – MHFA Standard

Facilitator Certification Training

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3. Are you attached to an organization that will support you in some ongoing way as an MHFA facilitator? (Your answer needs to demonstrate that you have a **good business plan or organizational support to ensure MHFA sustainability.**)
  - If “Yes”, please explain the support this organization will provide.
  - If “No”, please briefly explain the business plan you will use for this endeavour and any source of support and/or sponsorship. MHFA Instructors are required to deliver 3 workshops per year.

4. What experience do you have with networking with a particular community and/or the general community?

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### Tell us about your experience

5. Please provide 3 professional examples of how you have provided support to individuals living with mental health problems from the following list: Suicidal thoughts/behaviour, anxiety, mood, substance or trauma related disorders and or any crisis situations. Examples are to include signs/symptoms, local resources/treatments and demonstrate a strong base of knowledge/experience in mental health.

### Opening Minds Course Situations – What would you do?

6. Opening Minds courses are participant-centred and activity-based. Opening Minds facilitators need to encourage participants to take an active role in learning by asking and answering questions and participating in discussions and activities. What would you do to encourage participants to take an active role in the courses that you facilitate?

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7. At times you will need to manage participant behaviours when you are facilitating a course. Facilitators need to ensure participants are respectful of each other as they discuss course concepts and participate in activities. What would you do to promote a safe and comfortable learning environment? Also, how you would respond to behaviours that undermine a respectful learning environment?

8. What would you do if a course participant approached you about their personal mental health problem or substance use problems?

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9. Facilitators need to manage interactions, interruptions (based on technical difficulties) and time in order to cover all the curriculum on time. What would you do to manage time?

10. Do you have questions about the program or the course? If so, please note these here.

**Thank you for completing the application form.**

Please review the “Acknowledgments” and “Application Checklist” before closing this session.

### **Application Checklist**

Here is a reminder of requirements:

- Application Form
- Completed Questions
- Resume
- Letter of support from your organization or two letters of reference that address the criteria noted above.

Remember that payment for the course will be requested once the application is approved. The course fee must be paid to complete the registration and secure a space in the desired course.

We do not accept application packages by email, it must be submitted through the desired course "apply now" link.

If you have any questions, you can contact the MHFA office via email at [mhfa@openingminds.org](mailto:mhfa@openingminds.org).

APPLICATIONS NEED TO BE RECEIVED AT LEAST **5 WEEKS** BEFORE THE START OF THE COURSE.