



Contact Information

Applicant's name: (first, last)	
Application Type:	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 <input type="checkbox"/>	French <input type="checkbox"/>
Which language(s) will you facilitate this course in?	English <input type="checkbox"/>	French <input type="checkbox"/>

TIM-PS, Facilitator Certification Training

The Inquiring Mind Post-Secondary (TIM-PS) is an evidence-based program designed to promote mental health and reduce the stigma around mental illness on campus. This course includes 4 basic modules delivered in virtual or in person classrooms.

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 two courses per year to maintain your certification.
- You understand that a course cannot be delivered to a group of less than 8 participants and more than 15 (virtual) or 25 (face-to-face).
- You have reviewed the Facilitator Agreement and understand the requirements for being a facilitator
- You understand that you can only provide the Program to the employees of the Organization (listed above) and to no other third party, nor any individuals not employed by your organization
- You understand that your organization will be paying participant fees for each participant that attends the course.

FCT Registration and Information

- Please note that submitting an application does not save a space in the desired course; a space is only confirmed when payment has been received.
- The TIM PS Facilitator Certification Training is conducted over (4) consecutive days, Monday to Thursday.
- The course fee is \$2,800 (payable upon acceptance to the course).
- Should you be unsuccessful in becoming a TIM PS facilitator, you will be able to keep the 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. Answers should provide the reviewer with a detailed overview of who you are and what you bring to TIM-PS as a facilitator. Applications missing information will be returned to the applicant.

Qualifications

Criteria for Facilitators

The course is facilitated by certified facilitators who have successfully completed the Facilitator Certification Training (FCT). To be eligible to participate in the FCT, candidates must demonstrate these minimum requirements:

- Positive attitudes towards people living with mental health problems
- Effective communication and interpersonal skills.
- Driven to reduce stigma/discrimination associated with mental health in the workplace
- Ability to facilitate a minimum number of courses on a yearly basis (as outlined in the “Facilitator agreement”) and a commitment to meeting this requirement.
- Proficient on PowerPoint, must have a valid email address, strong internet connection, and access to a computer. A two-screen setup is optimal for virtual facilitation.
- If applicable: knowledge of delivery platforms such as Zoom or MS Teams. The FCT is exclusively delivered on the Zoom platform.

Questions

Tell us about you!

1. How would you define mental health and wellness (in your own words)?

2. What interests you about the facilitator role and delivering The Inquiring Mind-PS program?

3. What role do you think mental health education has on campus?

4. Consider the selection criteria noted earlier. Describe your experience working (paid or unpaid) in mental health and well-being and/or substance use sectors in relation to these criteria.

5. What are some examples of ways that students and faculty/staff can contribute to better mental health on campus?

6. Please elaborate on how your organization will support you as a TIM PS facilitator

12. Do you have any questions about this training course? If yes, please include them here.

13. You understand that you will be delivering the course within your organization (listed above) and to no other third party.

Yes

No

14. you are aware that you must deliver a minimum of two courses per year to maintain your certification?

Yes

No

15. You have reviewed the Facilitator Agreement (Schedule B) and understand the requirements for being a facilitator, including its conditions.

Yes

Thank you for completing the application form.

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

I have reviewed the agreements above:

Application Checklist

Here is a reminder of requirements:

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

Please be advised that approval of your application does not guarantee a reserved spot in the desired course. Registration will be considered complete only upon receipt of payment. Please note that registration operates on a first-come, first-served basis.

*Note: approved candidates can register for any FCT of the same type within one calendar year.

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

If you have any questions, you can send an email to twmapplicants@openingminds.org

Registration closes 4 weeks prior to course start. Please submit your application in advance of the deadline to allow time for review and registration