

Contact Information

Applicant's name: (first, last)	
Applicant Type:	<input type="checkbox"/> I am applying to be an independent facilitator <input type="checkbox"/> I am applying to be an in-house facilitator <input type="checkbox"/> I am applying to be an independent facilitator and in-house facilitator
Organization name: (if applicable)	
Title:	
Email:	
Phone number:	

Preferred course date

Desired dates to participate in the FCT:	
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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"/>

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 upon completing the FCT, you will be qualified to deliver Introduction to Psychological Health and Safety (PHS) and Integrating PHS in the Workplace.
- You understand that you must deliver a minimum of three courses per year to maintain your certification, at least 1 course of each (Introduction to Psychological Health and Safety (PHS) and Integrating PHS in the Workplace).
- 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 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 submitting an application does not guarantee a spot in your desired course. Your space will only be confirmed once payment has been received.
- The PHS Facilitator Certification Training (FCT) spans four consecutive days.
- Prerequisites: You must have completed Introduction to Psychological Health and Safety (PHS) and Integrating PHS in the Workplace prior to the first day of the FCT. The FCT course fee includes the registration fee for these prerequisite courses.
- Course Requirements: There is a pre-course module to complete before Day 1, homework assignments during the training, and a post-FCT quiz.
- Course Materials: The course slides are provided in PowerPoint format only. You will need appropriate software to access and deliver the content.
- Please note that if you do not successfully qualify as a PHS Facilitator, you will not be permitted to retain the course 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 PHS as a facilitator. Applications missing information will be returned to the applicant.

Qualifications

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

- 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 and PHS-related services
- Enthusiasm to reduce stigma/discrimination associated with mental illness and improve workplace mental health
- Successful completion or commitment to complete Opening Minds Integrating

5. Do you have experience working with Health and Safety management systems?

Yes

No

If yes, please specify the management systems you have worked with and describe how they were used within your workplace:

6. Please describe how your knowledge and experience in the areas above will contribute to promoting Psychological Health and Safety in the workplace.

7. Are there any additional skills or certifications related to workplace health and safety that you would like to highlight?

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

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

Thank you for completing the application form.

- I am aware that I must deliver a minimum of three courses per year
- I have read through the Facilitator Agreement that pertains to the application that I have submitted

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

Application Checklist

Here is a reminder of the requirements:

- Completed Application Form
- Resume
- Letter of support/reference:
 - o Independent facilitators: two letters of reference that address the criteria and experience required to be a facilitator.
 - o In-house facilitator: Letter of support from your organization

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 PHSapplicants@openingminds.org

Registration closes **5 weeks** prior to course start. Please submit your application in advance of the deadline to allow time for review and registration