



Mental Health  
Commission  
of Canada

Commission de  
la santé mentale  
du Canada

# Application Form – MHFA Standard

Facilitator Certification Training  
Candidate Screening

## 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: <i>facilitator materials will be sent here before the course date</i>		

## Preferred course date

Desired dates to participate in the FCT program MHFA course dates are available at: <a href="https://www.mhfa.ca/en/home">https://www.mhfa.ca/en/home</a>	
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## Languages

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



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## **Cancellation Policy**

A cancellation fee of \$500 applies to all notifications received 4 weeks in advance of the MHFA Canada course date. A cancellation fee of \$1000 is charged for all notifications received less than 4 weeks in advance.

## **FCT Registration and Information**

The MHFA Facilitator Certification Training is conducted over 5 consecutive days Monday to Friday. You will be required to attend a webinar following the training to go over the logistics of course delivery before receiving your facilitator certification.

The course fee is \$3,250 (payable upon acceptance into the course).

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) 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, access to a computer.
- Knowledge of delivery platforms such as Zoom or MS Teams



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### 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?



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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. Are there any group/s of people to whom you are particularly suited to deliver MHFA Canada courses? If so, how would you organize and conduct MHFA Canada courses for this group?



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### Tell us about your experience

5. A) Consider the selection criteria noted earlier. Describe your experience working (paid or unpaid) in mental health and well-being and/or substance in relation to these criteria.  
  
B) What experience do you have with networking with a particular community and/or the general community?

### MHCC Course Situations – What would you do?

6. MHCC courses are participant-centred and activity-based. MHCC 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 virtual classroom 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?

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8. What would you do if a course participant in your virtual classroom 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 Mental Health Commission? If so, please note these here.



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Thank you for completing the application form. Please review the “Acknowledgements” and “Application Checklist” before closing this session.

### Acknowledgements

- You understand that you will be delivering the course within your organization (listed above), and you are aware that you must deliver a minimum of three courses per year to maintain your certification.
- You understand that you will require to purchase access codes from MHCC for each participant who attends a course
- You have reviewed the Facilitator Agreement and understand the requirements for being a facilitator

### 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.

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

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