



## **Applying for**

# Privately Hosted Instructor Training

### **Apply for a Training**

Thank you for your interest in applying to attend a Mental Health First Aid Instructor Certification Training. Please note these instructions are for a privately hosted Instructor training. Find your application type below and review the instructions before submitting your application. If you have questions, contact your local coordinator! Their contact information is listed at the bottom of the page.

#### **NEW APPLICANTS**

If you are a new instructor, follow these steps.

#### **STEP 1: REGISTER YOUR ACCOUNT**

Please visit our site at <a href="https://instructors.mentalhealthfirstaid.org">https://instructors.mentalhealthfirstaid.org</a>. Click the "Register" tab on the left side of the page. Enter your email address and a password in the "Register for a New Local Account" section to start your application.

#### STEP 2: COMPLETE PROFILE AND SELECT PRIVATE TRAINING

Complete your profile information. Once completed, you will be prompted to select which type of training you are attending. Select *I am attending a PRIVATE Training*.

#### **STEP 3: ENTER COURSE ID**

<u>You will need to enter your course ID in order to move forward in the application.</u> Enter the ID and click on the magnifying glass. Make sure this is the course you want to attend, then press next.

#### **STEP 4: COMPLETE APPLICATION**

Complete your application and submit. You will be notified via email when we have received your application and if you have been accepted. Please inform your local coordinator when you have submitted your application.

#### **EXISITING INSTRUCTORS**

If you already are certified in the Adult or Youth curriculum, follow these steps.

#### **STEP 1: COMPLETE PDF APPLICATION**

You cannot complete your application online, please complete the <u>PDF application</u> that your local coordinator sent to you.

#### **STEP 2: SUBMIT APPLICATION**

Send the completed application to your local coordinator. They will inform you if you have been accepted and will send you all course logistics.

#### QUESTIONS? CONTACT YOUR LOCAL COORDINATOR

Contact:Kyle Kelley or Bryan Ryan

Email: kkelley@seymourems.org bryan@seymourems.org

203-888-8843 ext1