



MENTAL
HEALTH
FIRST AID

Mental Health First Aid Instructor Certification Program Application Packet

Thank you for your interest in becoming certified to teach Youth Mental Health First Aid. This course is open ONLY to existing MHFA instructors certified to teach the Adult MHFA curriculum. This will be an expedited 2.5-day training to become certified to teach the 8-hour Youth MHFA course.

The number of 8-hour Youth Mental Health First Aid trainings you are able to offer each year may vary based on the organization and target audiences, but certified instructors are expected to offer at least three trainings per year to maintain certification.

In this application packet, you will find:

- 1) Cover Sheet
- 2) Instructor Certification Requirements & Expectations
- 3) Agency/Organization Questionnaire
- 4) Attestation that Instructor Candidate has read all application materials
- 5) Letter of Understanding

Instructor Certification Program for which you are applying:

	Battle Creek, MI	January 7-9, 2014	
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Please return your completed application via email to Ron Schutt at mhfa@rjschutt.com or via fax at 616-328-5035



YOUTH
MENTAL
HEALTH
FIRST AID

Youth Mental Health First Aid USA Instructor Training
Holiday Inn Battle Creek, 12912 Harper Village Drive, Battle Creek, MI 49014
Instructors: Jen Bankard & James Radack
January 7 - 9, 2014

AGENDA

Tuesday, January 7

- 8:00am Registration / Breakfast
- 8:30am Welcome, Review of Expectations for the Week
- 9:00am Session 1 of Youth Curriculum
- 1:00pm Lunch Break
- 1:30pm Session 2 of Youth Curriculum
- 5:45pm Break for Day

Wednesday, January 8

- 8:30am Arrival / Breakfast
- 9:00am History of the Curriculum
- 9:30am Content Crash Course: Terminology, trends & stats – what to say & what to avoid
Discussion/Walkthrough of curriculum
- 12:30pm Lunch Break
- 1:30pm Audiences: Who You're Reaching Out to & How to Make Curriculum Relevant for them
- 2:30pm Technical Assistance Overview: Ordering Materials, Reporting Courses & Evaluations,
Using the TA Website
- 3:00pm Expectations for the Training, Certification Standards, the Role of an Instructor,
Presentation Tips, Implementation, Q&A.
- 5:00pm Presentation Schedule to All Participants; End

Thursday, January 9

- 8:30am Arrival / Breakfast
- 9:00am Content Practice Groups/Independent Preparation Time
- 1:00pm End training



MENTAL
HEALTH
FIRST AID

Mental Health First Aid Instructor Certification Program Application Packet

Thank you for your interest in becoming certified to teach Youth Mental Health First Aid (MHFA). This 5-day training session is to become certified to teach the 8-hour Youth MHFA course.

The number of 8-hour Youth Mental Health First Aid trainings you are able to offer each year may vary based on the organization and target audiences, but certified instructors are expected to offer at least three trainings per year to maintain certification.

In this application packet, you will find:

- 1) Cover Sheet
- 2) Instructor Certification Requirements & Expectations
- 3) Agency/Organization Questionnaire
- 4) Attestation that Instructor Candidate has read all application materials
- 5) Letter of Understanding

Instructor Certification Program for which you are applying:

	Pontiac, MI	January 27-31, 2014	
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Training Location: 1200 N. Telegraph Rd, Bldg 32E, Pontiac MI 48341

Please return your completed application via email to Ron Schutt at mhfa@rjschutt.com or via fax at 616-328-5035



Youth Mental Health First Aid USA Instructor Training
Common Ground's Resource & Crisis Center
1200 N. Telegraph Rd, Bldg 32E, Pontiac, MI 48341
Instructors: Jen Bankard & Brandon Williams
January 27-31, 2014

AGENDA

Monday, January 27

- 8:00am Registration / Breakfast
- 8:30am Welcome, Review of Expectations for the Week
- 9:00am Session 1 of Youth Curriculum
- 1:00pm Lunch Break
- 1:30pm Session 2 of Youth Curriculum
- 5:45pm Break for Day

Tuesday, January 28

- 8:30am Arrival / Breakfast
- 9:00am History of the Curriculum
- 9:30am Content Crash Course: Terminology, trends & stats – what to say & what to avoid
Discussion/Walkthrough of curriculum
- 12:30pm Lunch Break
- 1:30pm Audiences: Who You're Reaching Out to & How to Make Curriculum Relevant for them
- 2:30pm Technical Assistance Overview: Ordering Materials, Reporting Courses & Evaluations,
Using the TA Website
- 3:00pm Expectations for the Training, Certification Standards, the Role of an Instructor,
Presentation Tips, Implementation, Q&A.
- 5:00pm Presentation Schedule to All Participants; End

Wednesday, January 29

- 8:30am Arrival / Breakfast
- 9:00am Content Practice Groups/Independent Preparation Time
- 1:00pm End 2.5-day Participants
- 1:00pm Lunch Break
- 2:00pm Content Practice Groups/Independent Preparation Time
- 4:00pm End

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Thursday, January 30

8:30am Arrival / Breakfast
9:00am Individual Presentations & Facilitated Message Review
12:00pm Lunch Break
1:00pm Continue Individual Presentations & Facilitated Message Review
5:00pm End

Friday, January 31

8:30am Arrival / Breakfast
9:00am Continue Individual Presentations & Facilitated Message Review
12:00pm Lunch Break
1:00pm Conclude Individual Presentations & Facilitated Message Review
4:00pm Closing Ceremonies



Jefferson County
Retirement Pay-Beginning of 2014
December 31, 2013

Emp #	Name	Bus Unit	Pay Type	Time Bank	Total Rate	Gross Pay	Paid Gross	FICA 7.65%	Retire 0.07	Total Liability	
12449		53211	Vacation	201.00	21.400		4,301.40	329.06	301.10	4,931.56	
12449		53211	Sick	40.00	21.400	856.00	556.40	42.56		598.96	5,530.52
13223		1401	Vacation	193.75	18.930		3,667.69	280.58	256.74	4,205.01	
13223		1401	Sick	632.25	18.930	11,968.49	7,779.52	595.13		8,374.65	12,579.66
14487		5001	Vacation	161.00	26.700		4,298.70	328.85	300.91	4,928.46	
14487		5001	Sick	864.00	26.700	23,068.80	14,994.72	1,147.10		16,141.82	21,070.28
10721		6901	Vacation	193.50	19.940		3,858.39	295.17	270.09	4,423.65	
10721		6901	Sick	864.00	19.940	17,228.16	11,198.30	856.67		12,054.97	16,478.62
13049		5151	Vacation	201.75	18.923		3,817.72	292.06	267.24	4,377.02	
13049		5151	Sick	864.00	18.923	16,349.47	10,627.16	812.98		11,440.14	15,817.15
18788		6801	Vacation	201.00	19.940		4,007.94	306.61	280.56	4,595.11	
18788		6801	Sick	48.00	19.940	957.12	622.13	47.59		669.72	5,264.83
10534		1601	Vacation	207.25	29.430		6,099.37	466.60	426.96	6,992.93	
10534		1601	Sick	864.00	29.430	25,427.52	16,527.89	1,264.38		17,792.27	24,785.21
							92,357.33	7,065.34	2,103.60	101,526.27	101,526.27

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