

## Youth Mental Health First Aid Instructor Agreement

Thank you for your interest in Youth Mental Health First Aid (YMHFA) instructor training and your dedication to the young people of New Hampshire. Because of our instructors, we have trained thousands of individuals in YMHFA since 2016.

The value of instructor training through the National Council for Behavioral Health is over \$2,000 per trainer. Given that UNH Extension covers this cost and makes all training materials available to you at no cost, we ask for your commitment to the following so that we can ensure that first aiders, and therefore young people in their care, are being served.

**Name:** \_\_\_\_\_

Please read and initial the following statements to acknowledge your understanding of the agreement you are making with UNH Extension by seeking this instructor training.

\_\_\_\_\_ **I commit to delivering a minimum of three (3) trainings per year for at least two (2) years at no cost.**

*The National Council requires instructors to co-facilitate a minimum of three (3) YMHFA trainings annually (year begins on the date of your certification) in order to remain certified to teach the YMHFA course. Additionally, UNH Extension asks for a two-year commitment to teaching the course.*

\_\_\_\_\_ **In addition to facilitating the training, I will dedicate the necessary time to:**

- Ensure all participants have completed the required pre-work (for blended or virtual courses).
- Once participants have taken the quiz, enter each score (pass, fail, absent) through my instructor portal.
- Ensure that all participants have completed the course evaluation at the completion of the training. If participants complete the evaluation on paper, data will need to be entered manually. Please note that participants WILL NOT receive certification until this has been completed. Click "Submit course" when all information has been entered.
- Contact a host organization 2 weeks prior to training to introduce myself; coordinate equipment/material requests; request directions/parking information; confirm participants; and confirm other details, such as my arrival time, room set-up, Wi-Fi information, whether or not the host will provide lunch, etc. (in-person only)
- *Each training requires some planning before the course and some follow-up after the course. Technical assistance is provided along the way if needed!*

\_\_\_\_\_ **If I plan a course on my own, I will notify UNH Extension by completing the [Self-Coordinated YMHFA Trainings](#) form, found on the [UNH YMHFA webpage](#).**

*Instructors are also welcome to host and conduct free trainings for interested parties on their own, but we ask that instructors let us know about the training so we have accurate figures for our reporting purposes.*

\_\_\_\_\_ **I will [report all my trainings](#) to UNH Extension, including the number of participants broken down by their primary role.**

*UNH Extension must report this information to funders. Please submit quarterly; a reminder will be sent.*

**I will review the UNH YMHFA webpage periodically for updates.**

*The [Instructor page](#) on UNH Extension website is instructors' one-stop shop for the training process, important updates, quarterly meeting dates, paperwork and course materials. We suggest bookmarking it for easy access.*

**I will complete the MHFA Coordinator-Level Access: Information & Authorization Form, granting the Technical Assistance Coordinator access to my portal.**

*The Mental Health First Aid Instructor Portal is the hub of data collection as well as a space for you to learn more about your role. We ask that you authorize the UNH Extension Technical Assistance Coordinator for coordinator-level access to your profile. Please note that, without access, we cannot purchase seats or assign seats or help complete evaluations on your behalf.*

**I will communicate changes to my contact information, job/role, and certification status with UNH Extension, and I will keep my instructor profile and course information on the Mental Health First Aid portal up to date.**

*As soon as UNH Extension receives a request for training from an interested school or organization, we will reach out with a request for instructors via email.*

**I will communicate the importance of reporting linkages to the participants I train and will report my own [linkages](#) as well.**

*We rely on our First Aiders to let us know when they have used their training and the ALGEE process to refer youth to services or self-help. While reporting this data is not a requirement of the National Council, UNH Extension is required to report this data to our funding sources.*

**I commit to attending, either in-person or through Zoom, at least three (3) of the quarterly meetings for instructors.**

*Quarterly meetings of the Instructor Community provide opportunities to connect with other instructors, share resources, and hear updates from local, statewide, and national organizations focused on the mental health of NH's youth. Attendance at either the in-person meeting or the webinar each quarter will ensure that instructors are up to date and have a chance to collaborate with other instructors. Input on the agenda will be solicited when instructors RSVP on the Instructor Community page.*

Please return this signed agreement to UNH Extension or ask the host of the instructor training to do so on your behalf. This agreement must be completed before you begin training. Feel free to email Kendra Lewis, with questions or concerns.



**Kendra Lewis**  
Youth & Family Resiliency State Specialist  
University of New Hampshire Cooperative Extension  
55 College Road, Rm. G05C  
[kendra.lewis@unh.edu](mailto:kendra.lewis@unh.edu) 603-862-2495

<https://extension.unh.edu/programs/mental-health-first-aid>