



STEPS TO PREPARE FOR A 12-HOUR MENTAL HEALTH FIRST AID COURSE



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As Missourians struggle to cope with economic woes, discouragement, depression, and related consequences, practical relief is available. Mental Health First Aid (MHFA) is a 12-hour course that teaches people how to give first aid to individuals experiencing a mental health crisis situation and/or who are in the early stages of developing a mental health disorder. Participants learn the signs and symptoms of the most common mental health problems, where and when to get help, and what type of help has been shown to be effective. There are currently a limited number of Certified Instructors available on a fee-for-service basis to facilitate the 12-hour course. A sponsoring organization interested in hosting a 12-hour MHFA course must contact Instructors directly. For each twelve participants, a new Instructor must be added to the teaching team.

- Determine the Schedule.** The sponsoring organization must identify two to three potential time periods to offer the course. Remember that MHFA may be scheduled flexibly: two days back-to-back, two days with a week in between, or three sessions with time in between.
- Identify space.** The MHFA classroom should accommodate approximately 20 participants and have enough space for hands-on activities. Tables and chairs work well when arranged in a U-shape or half circles. Instructors will bring a computer and a PowerPoint projector (Infocus), and will need access to outlets. The sponsoring organization must provide a screen and either two flip charts on stands or two erase boards with markers.
- Identify Instructors and Resolve Costs.** Determine if the sponsoring organization will cover all costs of the training or charge a participant fee. Expenses to be covered include materials, a manual for each participant, and Instructor’s fees and travel expenses. The sponsoring organization is responsible for collecting fees, paying for the manuals and the Instructors, and other costs.

[Click here to locate a MHFA Instructor.](#)

Administrative Task	Sponsor Agency	Instructor(s)
Recruit participants	✓	
Identify Instructors	✓	
Contract with Instructors	✓	
Establish Instructor fees	✓	✓
Determine additional fees such as mileage, per diem for Instructors, etc.	✓	✓
Arrange room, flip charts, screen, markers, tape	✓	
Set participant’s fees and collect fees	✓	
Pay for breaks, food, instructor fees, manuals	✓	
Order manuals, bring computer & necessary equipment		✓
Provide certificates, evaluation forms, sign-in sheets		✓
Set schedule, arrange breaks & lunch	✓	
Bring supplies, teach course		✓

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