

# Request to Schedule Training Mental Health First Aid (MHFA) or Youth MHFA

[www.mentalhealthfirstaid.org](http://www.mentalhealthfirstaid.org)

Please submit this form if you would like to have MHFA TRAINING for your staff. Please submit this request five (5) to six (6) weeks prior to requesting this training.

\_\_\_\_\_ would like to request MHFA and/or YMHFA training for our staff/interested parties  
(Your organization/agency)

\_\_\_\_\_ in \_\_\_\_\_  
(Staff Positions/Target Audience) (Month/Date of Training)

Anticipated Number of Participants: \_\_\_\_\_

Training will be held at \_\_\_\_\_, Sponsored by \_\_\_\_\_  
(Location)

**ATTENTION:** An estimated cost of 8-hour training could cost your agency at least \$50.00 or more per person (specifically cost of trainer time, student manuals, location, training materials and copies, prizes, and refreshments).

- **In consultation with your assigned training team, training location and attendee refreshments will be provided by the agency submitting the request**
- **It is anticipated that instructor costs and required workbooks will be covered by the agency submitting the request, as done through registration costs, agency budget, etc.** With documented and approved fiscal hardship needs, grant opportunities such as no trainer cost and/or provision of student manuals, may be available upon assessment of your agency's needs.

## MHFA Training Expenses:

### Facility/Refreshments

\_\_\_\_\_ Please check here to indicate agencies ability to provide

### Student Manuals: (Adult manual \$14.99 + S&H), (Youth manual \$16.99 + S&H)

\_\_\_\_\_ Agency/attendees will purchase manuals \_\_\_\_\_ Agency is seeking manuals at no cost\*

\* please define hardship \_\_\_\_\_

### Instructor Time (approx \$ 30 per attendee) *please note instructor cost can vary will be agreed to prior to training*

\_\_\_\_\_ Instructor time to be covered by requesting agency, this fee is inclusive of all needed training materials (excluding workbooks)

\_\_\_\_\_ Agency is seeking a training with no instructor fee\*

\* please define hardship \_\_\_\_\_

THERE ARE A LIMITED NUMBER OF TRAININGS THAT CAN BE MADE AVAILABLE WITH NO INSTRUCTOR COST, Fresno County will work with all requests in effort to make the trainings available to requesting parties.

Special request: Bi-lingual Trainer \_\_\_\_\_ Languages: Spanish \_\_\_\_\_ Hmong \_\_\_\_\_

Other Comments: \_\_\_\_\_

Please provide us with your contact information:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form to: [mhsa@co.fresno.ca.us](mailto:mhsa@co.fresno.ca.us) or via FAX: (559)600-7711

**Thank you for your interest in this training.**

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**For County Use:**

Trainers Assigned: \_\_\_\_\_

Date of Training: \_\_\_\_\_ Number Trained: \_\_\_\_\_