



## MHFA Pre-Work Expectations

Mental Health First Aid is an evidence-based course. Instructors must maintain the fidelity of the course by ensuring course standards and requirements set forth by the National Council of Mental Wellbeing are met. All participants enrolled in a Blended MHFA Course are required to complete pre-work.

### 1. Pre-Work

- a. All “blended” MHFA courses contain two segments, self-paced pre-work, and instructor-led training. Pre-work is required in blended courses. Given the nature of this training, participants are not eligible to attend instructor-led training pre-work is not completed before the training.
- b. Pre-work takes approximately 2 hours to complete. It is self-paced and does not need to be completed in one session.
- c. Pre-work is completed through the National Council’s online learning management system, Connect. Instructors will guide participants through successfully navigating *Connect* and completing pre-work.

### 2. Pre-Work Deadlines

- a. Pre-work must be completed **by 5 p.m. ET two business days before the start of the course.**
  - i. For example, If your MHFA course starts on Wednesday, June 3rd, pre-work must be completed by Monday, June 1st, by 5 pm ET. If your MHFA course begins on Monday, November 15<sup>th</sup>, pre-work must be completed by Thursday, November 11<sup>th</sup>, by 5 pm ET.
- b. Instructors will send reminder emails to registered participants to complete pre-work. However, it is the responsibility of the participant to complete the pre-work by the deadline.
- c. Participants who fail to complete their required pre-work by the established deadline will not be able to attend the instructor-led training and are not eligible for a refund (see MHFA Cancellation and Refund Policy).

### 3. Pre-Work Guidelines

- a. Participants who register for a blended MHFA course will receive pre-work instructions from their instructor no later than 10 business days before the start of the course.
- b. Participants who experience technical difficulties while completing their pre-work should reach out to their course instructor or [mhfa@chrhealth.org](mailto:mhfa@chrhealth.org) for support.
- c. Waiting until the last minute is not recommended to complete pre-work. Instructors may work non-traditional hours to accommodate training and may not be able to respond to you immediately.

Thank you for your attention to this policy. If you have any questions, please contact [mhfa@chrhealth.org](mailto:mhfa@chrhealth.org).