

# CANDIDATE CHECKLIST

## Philadelphia Mental Health First Aid Training of Instructors (TOI)

*A program of the Philadelphia Department of Behavioral Health and  
Intellectual disAbility Services (DBHIDS)*

Please check that you have completed the application in its entirety and  
that you have emailed all of the necessary documents to

**MHFA.Philadelphia@phila.gov.**

Incomplete applications may delay processing.

<input checked="" type="checkbox"/>	<b>Completed Application</b>
<input checked="" type="checkbox"/>	<b>Resume</b>
<input checked="" type="checkbox"/>	<b>Pre-Assessment</b>
<input checked="" type="checkbox"/>	<b>Instructor's Agreement</b>
<input checked="" type="checkbox"/>	<b>Supervisor's Agreement</b>
<input checked="" type="checkbox"/>	<b>2 References</b>

For questions or concerns, please contact:  
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