

INSTRUCTOR'S AGREEMENT AND EXPECTATION FORM

Philadelphia Mental Health First Aid Training of Instructors (TOI)

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

Volunteer Instructors and Employee Instructors (City of Philadelphia employees, embedded employees, or employees of our partnered organizations) must email this completed form with their resume and other supporting documents to MHFA.Philadelphia@phila.gov.

This certification course is provided at no cost through DBHIDS.

Please review and sign the agreement below to participate in the program.

Mental Health First Aid Instructors, both Volunteer and Employee Instructors, must demonstrate a positive attitude toward individuals experiencing behavioral health challenges and show a strong commitment to reducing stigma and discrimination associated with mental illness and substance use disorders. The MHFA curriculum is specifically designed to promote recovery, and instructors play a critical role in reinforcing this mission. MHFA Instructors agree to uphold a positive, respectful approach toward individuals experiencing behavioral health challenges and to support the program's mission of reducing stigma and promoting recovery.

Instructors will:

- Deliver MHFA trainings (approximately 8 instructional hours) in a single or multiple sessions, as appropriate. Co-facilitation is encouraged; support will be provided if needed.
- Dedicate additional time (minimum 3 hours per training) for preparation, data entry, and follow-up.
- Teach at least six (6) approved trainings per year and conduct their first training within 90 days of certification.
- Report all trainings conducted in Philadelphia and notify the Education & Training Unit of any trainings conducted outside the city.
- Cooperate with program evaluations and participate in Instructor Learning Collaboratives as available.

Employee Instructors must:

- Obtain supervisor approval before scheduling trainings, including those outside regular work hours.
- Follow employer policies regarding overtime, compensatory time, and work conducted outside standard hours. The Education & Training Unit does not approve or manage these arrangements.
- Secure approval for any additional trainings beyond required minimums.

Additional terms:

- Volunteer and Employee Instructors certified through DBHIDS or the City of Philadelphia will not charge any fee for trainings conducted in Philadelphia or in partnership with the Education & Training Unit.
- Instructors must grant Coordinator Level Access permission for the Education & Training Unit to access training data for reporting and evaluation purposes.
- Instructors represent MHFA and are expected to maintain professional conduct and appearance.
- Instructors agree to follow all applicable policies and procedures as outlined in the policy and procedure manual.
- The Education & Training Unit and affiliated partners assume no liability for incidents occurring during trainings.

By signing below you acknowledge and agree to these terms as a Mental Health First Aid Instructor with the Education & Training Unit (DBHIDS).

Name (Please Print): _____

Date: _____

Signature: _____

Organization: _____

Email: _____

For questions or concerns, please contact:
Victoria Wilmore
Public Health Program Analysis Supervisor
Victoria.L.Wilmore@phila.gov



Mental Health
FIRST AID

from NATIONAL COUNCIL FOR
MENTAL WELLBEING

City of Philadelphia
DBHIDS
DEPARTMENT of BEHAVIORAL HEALTH
and INTELLECTUAL disABILITY SERVICES

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