

## Instructor Application Letter of Reference Guidelines

If you are applying to be a Mental Health First Aid USA Instructor as part of your job with an agency or organization, a letter of reference is not required. (However, your supervisor must sign the Attestation on page 5 of the application and the Implementation Plan must be supported by your agency/organization.)

If you are applying as an individual not affiliated with an agency or organization, you must include a letter of reference with your application. This letter needs to come from a representative of a local agency/organization who can comment on your suitability as a potential MHFA-USA Instructor.

We suggest that when you ask for the reference letter, you provide the recommender with a description of the Mental Health First Aid 8-hour course, and perhaps with your answers to the application questionnaire.

To guide your recommender in writing your letter, please also tell or give them the following:

*You have been asked to provide a reference letter for an applicant to the Instructor training program of Mental Health First Aid (MHFA-USA). If this applicant is successful, s/he will be providing the 8-hour Mental Health First Aid course to a variety of groups. The Mental Health First Aid course provides skills and knowledge to help people better manage potential or developing mental health problems in themselves, family, friends, colleagues, neighbors, etc..*

*In your letter, please make specific reference to the applicant's:*

- *Instructor and facilitation skills and experience*
- *Understanding of mental health problems and resources*
- *Attitude toward people with mental health problems*
- *Ability to communicate with audiences that are very diverse, personally and in terms of their knowledge and acquaintance with mental health topics and services.*

*Please also describe the context in which you know the applicant and include your name, address, phone number, and e-mail address in your letter. Please give your completed letter to the applicant to turn in with the rest of his/her application materials. Thank you!*