



Mental Health First Aid Training Request Form

In order to schedule your training, please help us assist you better by completing the following information and returning it to trainings@bhrworldwide.com.

Tell Us about Yourself and Your Organization:

Contact:	Title:		
Organization:			
Address:			Suite #
City:	State: MO	Zip Code:	
Phone:	Email:		

Type of Training:

BHR offers two different MHFA trainings; Regular and Youth. Please select which type of training you prefer:

- Regular** – Applicable to those who serve or interact with adults.
- Youth** – Applicable to those who serve or interact with youth.
- Youth Project AWARE** – Same as YMHFA but is under different funding. Must meet requirements.

Date of Training:

We will make every effort to obtain your first choice but please select two alternate dates also. We will contact you for approval of your training date before scheduling your training.

Trainings	ONE DAY	TWO CONSECUTIVE DAYS			
	Date	Date		Date	
1 st Choice		Day 1		Day 2	
2 nd Choice		Day 1		Day 2	
3 rd Choice		Day 1		Day 2	

Time of Training:

BHR trainings are normally held from 8:00 a.m. to 5:00 p.m. If you require a different schedule let us know:

ONE DAY	TWO CONSECUTIVE DAYS
<i>Must equal 8.5 hours plus 30 minutes for lunch</i>	<i>Must equal 4.25 hours per day</i>
<input type="checkbox"/> 8:00 a.m. to 5:00 p.m.	<input type="checkbox"/> 8:00 a.m. to 12:15 p.m.
<input type="checkbox"/> Other: a.m. to p.m.	<input type="checkbox"/> Other: a.m. to p.m.

Number of Participants:

Minimum number of participants is 12 and the maximum is 20.

How many participants do you anticipate attending? Participants

Public or Private Training:

Which type of training do you prefer? Public trainings will be advertised on BHR and MHFA USA websites.

- Private – My Organization Only **OR** Public – Everyone Welcome



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Location of Training:

BHR's training room has everything required to host your training, we are centrally located and free of charge. Also, many organizations prefer to use our location because it provides for less interruptions and distractions. However, we do understand if you prefer to use your own location. Which do you prefer:

- BHR Training Room – 12647 Olive Blvd., Suite 200, Creve Coeur, MO 63141
- My Location (Please fill in location information below.)

Street Address:	Room #:
City:	Zip Code:

List of Required Items for an MHFA/YMFA Training:

*The following items are **required** for an MHFA/YMHFA training at your location. Check the items you have:*

<input type="checkbox"/> Access to training room 1 day prior for set up	<input type="checkbox"/> Computer with PowerPoint and free USB port
<input type="checkbox"/> Training room or presentation room	<input type="checkbox"/> Table for handouts
<input type="checkbox"/> Projector that connects to your computer	<input type="checkbox"/> Table to set up lunch
<input type="checkbox"/> Flip chart paper and easel	<input type="checkbox"/> IT support (<i>Only if needed</i>)
<input type="checkbox"/> Flip chart markers	<input type="checkbox"/> Computer w/DVD, loud speakers, TV w/DVD

My Training Offers:

Many times organizations make their trainings a "Lunch and Learn" and/or provide snacks or breakfast items. Will you be offering any of the following during your training?

- Breakfast Items
 Lunch
 Snacks
 Beverages (Required)

Requirements for Free Trainings: (Must meet ONE of these requirements)

Project AWARE MHFA
<input type="checkbox"/> Live in Project AWARE zip code
<input type="checkbox"/> Work in Project AWARE zip code
<input type="checkbox"/> Serve/interact with children or youth in Project AWARE zip code
<p><i>Project AWARE Zip Codes:</i> <i>63114, 63121, 63133, 63135, 63136, 63137 and 63138.</i></p>

BHR reserves the right to cancel any training, even on the day of the training, in the event of inclement weather. We will make every effort to notify the main contact and participants as soon as possible.

Thank you for your interest in Mental Health First Aid with BHR