

Delivering MHRT/C Non-academic Training Online

(Effective September 28, 2023)

Background

There are eight Competency Domains required to obtain a full two-year MHRT/C certification. The Maine Office of Behavioral Health (OBH), with support from the Catherine S. Cutler Institute Center for Learning, have developed a thirty-hour non-academic course for each of the domains. The courses are available through a train-the-trainer model. Trainers must apply to teach a curriculum and attend a train-the-trainer course to orient with the curriculum. Approved trainers provide the course(s) according to a set of Trainer Standards.

The curricula were designed to be taught face-to-face, but as a result of the COVID 19 pandemic, they may offer their courses virtually. Approved trainers who want to offer the MHRT/C non-academic curriculum virtually must demonstrate a clear plan of how they will teach adult learners to maximize learning and engagement.

What OBH needs from you:

A detailed plan for how you will use the approved 30-hour curriculum virtually. Your plan should address all the items below:

Which platform will you be using? – There are numerous online platforms used for synchronous training and education and your organization may already have invested in one. (For example, Zoom, Teams, Adobe Connect, RingCentral, etc.) **Recording a training session is prohibited.**

What kind of technical support do you have for trainers and trainees to engage with the course material? Additionally, who is teaching the course?

What is the course schedule? (Consider breaking the traditional six-hour face-to-face day into shorter segments. Best practices indicate online education is more effective in shorter doses, e.g. about two hours). Build in breaks. **Please include agendas and timeframes for each Unit.**

What strategies will you use to promote engagement among course participants? (Some examples may include breakout group discussions, white board brainstorming, annotation, polling, and reflective journaling.) How will you **creatively modify the curriculum** activities from classroom based to the online environment? Please be specific.

How will you monitor class participation and attendance? We recommend a minimum class size of six (6) and maximum of 20 learners. Expectation is for video on for all participants. Full attendance is mandatory. What is your plan if a trainee misses a session? Do you plan to offer individual make-up sessions? Would you have students join a later class? When would a student need to start over? Please be specific about your **attendance policy**.

How will you monitor/review outside work? (E.g. assigned readings, writings, videos) How will you administer knowledge checks and proctor the final exam? Again, please be specific.

Have questions or need more information? Please contact cfl@maine.edu.