



Information on Private Group Mental Health First Aid Training for IATSE Locals

How is the training delivered?

You have three options:

- All virtual class: attendees complete 2 hours of online self-study prework prior to a six hour live virtual class
- Hybrid class: attendees complete 2 hours of online self-study prework prior to a six hour live in-person class (note: this does not include breaks or meal time so please add that into your planning)
- All in-person class: attendees complete an 8 hour in-person class. This can be split over two days if preferred. (note: this does not include breaks or meal time so please add that into your planning)

How many attendees do we need?

A minimum of 10 and a maximum of 25. Please note you will be charged for the minimum 10 attendees even if your class size falls below that number on the day of the training.

What are the costs?

- All virtual class: \$1,750 flat fee
- Hybrid or all in-person class: \$3,000 fee plus the cost of workbooks (\$31 per attendee) and trainer travel expenses. Trainer travel expenses include airfare, ground transportation, hotel for 2 nights (3 if a two-day class), and meals, upon presentation of receipts.

IATSE locals are now able to apply for Course Reimbursement from the IATSE Training Trust Fund when they hold group MHFA courses. All current TTF Course Reimbursement policies and guidelines apply. Once your training date(s) is finalized apply to the TTF right away. Make sure you apply before your course takes place. For more information and the application, please go to <https://www.iatsetrainingtrust.org/course-reimbursement>.

How do we book a class?

Contact Lori Rubinstein at Behind the Scenes at mhfa@btshelp.org or 212-244-1421. She will discuss trainer options with you and ask you to provide potential dates for your training. Our trainers are all working professionals so their time must be booked in advance and available dates may be limited.

If you plan to utilize the TTF course reimbursement, you must apply to the TTF right away. To apply, visit: <https://www.iatsetrainingtrust.org/course-reimbursement>.

What kind of facilities are needed for a hybrid or all in-person class?

- A room that will allow seating in rounds or classroom style. Attendees must have table space for their workbooks, so theatre-style seating is not acceptable. If your Local does not have an appropriate space to host the training, the TTF may be able to reimburse for a room rental. Please include the room rental on your TTF application.

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- It is up to the organizer whether you wish to provide any kind of refreshments such as water or coffee or food at lunch breaks. The TTF cannot reimburse for trainee meals and refreshments.

What are the AV requirements?

- A projector
- A screen large enough for the entire class to easily read the projected content
- Internet connection
- A wireless mic (depending on class size)

What is the class timing?

- You can set the start time for your class
- For the virtual class, the trainer usually takes two 15 minute breaks and one 30 minute break. This can be adjusted upon request.
- For the in-person class you can determine the break schedule. For example, if you plan to provide lunch or give the attendees time to go and get lunch then you can schedule a longer lunch break.

How is registration handled?

Virtual or hybrid class:

- The class organizer must submit an attendee list including name and email to Behind the Scenes at least ten days prior to the class.
- The class will then be registered with the National Council for Mental Wellbeing. Attendees will then receive their log-in information to complete their pre-work.
- Once the attendee list has been submitted, additional attendee names (up to the maximum class size) may be added up to four days prior, providing the individual can complete their pre-work in the given amount of time.

All in-person class:

- We will need an attendance number from you a minimum of two weeks before so that we can order workbooks shipped to you. Workbooks are not refundable.

How is payment handled?

Once a date and trainer have been confirmed, the local sponsoring the training must pay a non-refundable deposit of \$750 to Behind the Scenes. The balance will be due seven days prior to the class. If an all in-person class is cancelled after workbooks have been ordered, the total cost of the workbooks will be payable. Workbooks are not returnable or refundable. The Training Trust Fund will reimburse for the number of books used - one per student completing the course.

Trainer travel expenses will be invoiced immediately following the class.

Locals are responsible for all payments to Behind the Scenes and other expenses. Upon submission of receipts to the TTF, and completion of the TTF Expense Report form, Locals will be reimbursed for all eligible costs by the TTF.

If a class is cancelled between payment of the deposit and seven days in advance, any non-refundable trainer travel expenses already incurred will be payable. The IATSE TTF will not reimburse for any expenses associated with cancellation fees and costs.