

Instructions for Submitting A Successful

 TNT Application

## **2016 MINT TNT and Forum**

## **Montreal, Canada**

September 26-28 MINT Training of New Trainers (TNT) Workshop
September 29- October 1 MINT Forum\*

(\**Accepted applicants who successfully complete the full 3-day TNT are eligible to become members of MINT, and are eligible to register for the MINT Forum.)*

## **purpose of tnt workshop:**

The TNT workshop is designed to help skilled MI practitioners enhance their MI training skills.

APPLICANT EXPECTATIONS :

1. You are proficient in delivering MI and can demonstrate the range of MI-specific skills in a 20-minute recorded audio Work Sample;
2. You are able to articulate the initial and ongoing learning process that you have engaged in to develop and refine your MI skills;
3. You have received feedback, coaching and/or supervision, as part of ongoing MI learning;
4. You have some experience with providing MI Training *(recommended, but not required).*

## **steps to complete the tnt application (3):**

Open the **written TNT Application Form** (link below) and “save as” with your name as the file name, complete and save on your computer.

http://www.motivationalinterviewing.org/2016-mint-tnt-written-application-form

If you require assistance in answering the questions, completing the form, or wish to receive the questions in a different format, please send an email to: mint.tnt.applicant@gmail.com.

Through Regonline.com, Submit your

1. Written TNT Application Form
2. Work Sample Self Reflection Form
3. Work Sample Submission Form
4. Pay the MITI-coding *non-refundable* fee of $125 (US)\*.

Full instructions to each of these steps are provided in this document

Completed application packets will be reviewed in the order in which they are received.

## **Applicants who’s first language is not english:**

 All written TNT Applications must be submitted in English. Applicants who do not have English as their first language, may be able to submit a work sample in a language other than English provided that there are approved coders in that language. Reliable MITI-coding is available in several languages. For applicants speaking English, Spanish, French, Dutch, Swedish, Danish, Norwegian, Estonian, Polish, Korean, Japanese, or German as a first language, the work sample may be submitted in that language. If you are submitting in any of these languages, you may follow the instructions below for the preparation and submission of the work sample.. Contact Denise Ernst if you are not able to submit a work sample in the above listed languages at: mint.tnt.coding.2016@gmail.com

## **How many applicants will be accepted into the tnt?**

 The first 160 applicants (3 groups of 40 for English language TNT, 1 group of 40 for French language TNT) who have been accepted, and who have paid the 3-day registration fee will be admittted. A short waiting list may be retained in the event that an approved applicant withdraws prior to the beginning of the training. Please carefully read and follow all the application INSTRUCTIONS, as not following instructions is one of the most common reasons for delayed application review.

## **Submitting Your Written TNT Application FORM**

## **Through RegOnline:**

 To proceed with the following steps, you must have already completed your written TNT Application Form, Work Sample Self Reflection Form and Work Sample Submission Form

 *(to be attached/uploaded in Step 7 below).*

1. Go to: **RegOnline**: https://www.regonline.com/2016minttnt
2. Click on the button **Register Now** to begin submitting your TNT Application.

3. Enter and verify your email address. Click Continue.

4. Enter Personal Information.

5. Create and enter a Password *(Remember your password!  If accepted into the TNT, you will need to return to your Regonline record to complete your TNT registration payment.)*

6. In the section Other Info, click the button +Add File.

7. Attach/upload your :

* 1. Written TNT Application Form
	2. Work Sample Self Reflection Form
	3. Work Sample Submission Form

 *(All files should be named with your last/family name).* Answer all additional questions, and click Continue.

8. Read, agree, and click on Terms and Conditions.

9. Select and complete Payment Method (*non-refundable* Work Sample fee for MITI-coding). Results of MITI-coded Work Sample will be sent to you, along with the outcome of your application. The most current version of the MITI available in the language of submission will be used for the assessment and feedback process.

10. Click Finish at the bottom of your Checkout page.

 You will receive confirmation that your written application and work sample forms have been successfully submitted, and that payment of $125\* (US) for your MITI-coding fee has been received. If you DO NOT receive confirmation, please notify us at: mint.tnt.applicant@gmail.com.

 If accepted, you will be instructed to go back into your RegOnline record to pay for the workshop fee. At that time, you will also be eligible to register for the MINT Forum, if desired.

**Submitting your work sample**

Record the session in a digital format. The ideal format for the audio sample is **mp3**. However, **wav**, **wma, mp4, 3gp, mov, aac,** and **wmp** files are also acceptable.

There are two methods for submitting your digital work sample. **Choose the method that will best work with your computer and setup.**

1. **Hightail (**[**www.hightail.com**](http://www.hightail.com)**)**
	1. To upload your file, go to [**https://www.hightail.com**](https://www.hightail.com)
	2. When asked where to send the file, enter mint.tnt.coding.2016@gmail.com
	3. Select the **free option** *(verify recipient identity)* for sending the file. Attach the audio file only.
	4. In the subject line, enter: **MINT TNT Application 2016**
	5. In the comment section, enter: **your name**
	6. You may be asked to create an account on Hightail.com before the file can be sent. This is a *one-time* free service and you will not be required to activate the account in order to send the files. Hightail.com will also let you know that the identity of the recipient has been verified.
2. **Wetransfer (**[**https://www.wetransfer.com**](https://www.wetransfer.com)**)**.
	1. To upload your file, go to [**https://wetransfer.com**](https://wetransfer.com)
	2. **A box will come up, asking you to add a file. Attach your audio file**.
	3. Where to send the file, enter: mint.tnt.coding.2016@gmail.com.
	4. In the message box, enter: **MINT TNT application 2016** *and* **your name**.

 If uploading an electronic file is not possible, the digital file can be burned onto a CD or thumb drive. If you need to send either the audio recording by postal mail, please contact Denise Ernst for instructions: mint.tnt.coding.2016@gmail.com.

If you are only able to record a **Work Sample** using a cassette recorder, the cassette must be sent by postal mail. If you need to send a cassette recording, please contact Denise Ernst for instructions: mint.tnt.coding.2016@gmail.com. **[It may be necessary to send the recording device (equipment), as well as the cassette as the formats differ between countries.]**

You will receive an email confirming that the file has been downloaded and is readable. If you **do not** receive an email confirmation that your file has been successfully received, please send an email requesting confirmation that your file has been received to Denise Ernst at:

mint.tnt.coding.2016@gmail.com.

 Review of your application and work sample:

1. Once the entire application packet is reviewed and evaluated (i.e., the **written TNT Application** and the MITI-coded **Work Sample**), applicants will be notified individually about their acceptance into the Training for Trainers (TNT). Applicants will also receive their MITI-coding feedback on their **Work Sample** that is intended to reinforce and strengthen MI practice.
2. Applicants who meet all other criteria, but whose **Work Sample** **does not** **meet competency on the MITI**, may be offered one more opportunity to submit another work sample, if time permits, prior to the closing of applications. An additional $65 US coding fee will be required to cover MITI coding on this second work sample.
3. Applicants who disagree with a decision of “non-acceptance” for this TNT may appeal the decision within seven (7) days by submitting an appeal letter explaining the reasons for their disagreement. Send appeal letters to Colin O'Driscoll, TNT Coordinator at: tnt@motivationalinterviewing.org. On the subject line of the email, enter: **Request for TNT Application Review Appeal**. Applicants will receive a confirmation of their email, along with additional information about the timeline for their appeal.
4. The decision of the **MINT Board of Directors** regarding the outcome of the application shall be final.