Instructions for Submitting A Successful

 TNT Application

## **2015 MINT TNT and Forum**

## **Berlin, Germany**

October 12-14 MINT Training of New Trainers (TNT) Workshop
October 15-17 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.

[2015 Written TNT Application Form](2015%20Written%20TNT%20Application%20.doc)

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.

1. Submit your written TNT Application Form and pay the MITI-coding *non-refundable* fee of $125 (US).
2. Prepare an audio-recorded Work Sample that will be MITI-coded to assess your MI skills.
3. Complete the required Forms (2) that must accompany your Work Sample: Clinician Certification of Client Permission Form and Work Sample Submission Form.

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

## **Applicants whose 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. Please contact Denise Ernst to see if this is possible. If it is not, you will be facilitated via a standardized patient interview in English. Again, contact Denise Ernst for more details at: mint.tnt.coding.2015@gmail.com

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

 The first 140 applicants (2 groups of 40 for English language TNT, 1 group of 40 for Nordic language TNT and 1 group of 20 for German 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** *(to be attached/uploaded in Step 7 below).*

1. Go to: **RegOnline**: <https://www.regonline.com/2015minttntapplication>
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 completed written TNT Application Form *(the saved document with your name as the* *filename).* Answer any 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 you your written application has 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.

##

## **PREPARING AND Submitting Your Audio Work Sample (No VIDEOS):**

 Applicants must submit an **audio-recording** of a session demonstrating their MI practice; this sample will be MITI-coded to determine fidelity to Motivational Interviewing.

 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.

 If coders with demonstrated reliability in any additional languages are available, they will be used for the MITI-coding of the **Work Sample**. For languages in which MITI-coding is not available, MINT will provide a process for completing a work sample with a standardized patient to be conducted in English. The coding and review process will take into account that the applicant is working in a language that is not their first language. MINT wants to encourage applicants to take advantage of this opportunity, as there is a strong commitment to bringing new trainers to areas of the world where there is need for MI training. If your first language is not given above, please notify Denise Ernst via email that you plan to apply, and that you wish to receive additional instructions: mint.tnt.coding.2015@gmail.com.

Your **Work Sample** will only be coded if you follow these guidelines carefully and completely:

**I.** **The audio recording must meet all of the following criteria:**

1. You must be the only person providing MI in the recording.
2. It must be an individual counseling session with an actual client
	* **No role-play** is acceptable. Role-plays include the reading of a transcription from an actual session with a client, or having an actor/friend/coworker *pretend* to be an actual client.
	* If you cannot conduct and record an actual client session, you may conduct a **real-play,** provided that the conversation focuses on a **real behavior change** and is conducted with a person willing to discuss the real issue with you (for additional guidance, see **Appendix A: THREE BEST WAYS TO RUIN A REAL-PLAY**).
3. There must be a **clearly identified change target** specified on your submission form. This target will be used to evaluate change talk.
4. The sample of MI must be at least **20 minutes** of continuous duration, with no stopping, editing or interruptions of recording. If a longer recording is provided, specify the 20-minute segment of MI you would like to be MITI-coded. If a segment is not specified within a longer session, a random 20-minute sample will be coded.
5. There are two (2) forms regarding client’s permission:

**Client Permission Form:** You must obtain and retain the **client’s signed permission** for the recording of the session. **A sample form is provided in** **Appendix B**, although your local agency may require different wording or have a specific form that you must use. **DO NOT send us this form.** If you are conducting a “real-play” you must still ask the person to sign this form, and retain this in your own file.

**Clinician Certification of Client Permission Form**: To be completed, scanned, and sent via email with **Work Sample**.

1. The recording should **NOT** include use of the client’s full name or other identifying information.
2. On the recording, both your voice and the client’s voice must be clearly audible. This is best accomplished with the use of external microphones (not just the one built into the recorder). Inaudible recordings will be returned as “unacceptable.” **Digital recordings are preferred**. If digital recording is not possible, cassette tapes will be accepted. **VIDEO RECORDINGS WILL NOT BE ACCEPTED**.
3. To provide further protection for the client and clinician, it is **recommended** that the recording begin with the client explicitly stating:
	* His/her knowledge and permission to conduct the recording,
	* He/she understands that the recording will be reviewed by the Motivational Interviewing Network of Trainers (MINT) to evaluate the clinician’s competency.

 Although this step is recommended, it is **not** required, if the appropriate permission form is completed (**Client Permission Form**).

**II. Submitting your work sample**

1. Audio-recorded **Work Samples** must be accompanied with the two (2) completed **Forms**: **Work Sample Submission Form** *and* **Clinician Certification of Client Permission** **Form**. The completed forms can be scanned and sent electronically to Denise Ernst at: **mint.tnt.coding.2015@gmail.com**
2. Record the session in a digital format. The ideal format for the audio sample is **mp3**. However, **wav**, **wma** and **wmp** files are also acceptable. The file must be downloaded to a computer.
3. Before submitting the recording, make sure your audio file is:
* **audible**
* **at least 20 minutes in duration**
* **labeled to include the applicant’s last name** *(your name)*

 **Also, make sure the two (2) Forms are complete** *(send via email to Denise Ernst)*

1. There are two methods for submitting your digital work sample:
2. **Hightail (**[**www.hightail.com**](http://www.hightail.com)**),** OR
3. **Wetransfer (**[**https://www.wetransfer.com**](https://www.wetransfer.com)**)**.

 **Choose the method that will best work with your computer and setup.**

 a. Uploading your digital **mp3** file using **Hightail** *(strongly preferred method of submission)*

* + 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.2015@gmail.com
		3. Select the **free option** *(verify recipient identity)* for sending the file. Attach the audio file only. Do not include the **Forms** *(send separately via email to Denise Ernst)*
		4. In the subject line, enter: **MINT TNT Application 2015**
		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.

 b. Uploading your digital **mp3** file using **WeTransfer**:

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.2015@gmail.com. Do not include the forms *(send separately via email to Denise Ernst)*
4. In the message box, enter: **MINT TNT application 2015** *and* **your name**.

5. You will receive an email confirming that the file has been downloaded and is readable.

6. 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.2015@gmail.com.

7. If uploading an electronic file is not possible, the digital file can be burned onto a CD or thumb drive. The CD or thumb drive must be sent by postal mailed **via registered courier** - **“no signature required”** *(ask your postal service for help, if needed)*. If you need to send either the required **Forms** or the audio-recording by postal mail, please contact Denise Ernst for instructions: mint.tnt.coding.2015@gmail.com.

8. If you are only able to record a **Work Sample** using a cassette recorder, the cassette must be sent by postal mail **via registered courier** - **“no signature required”** *(ask your postal service for help, if needed)*. If you need to send either the **Forms** or the cassette recording by postal mail, please contact Denise Ernst for instructions: mint.tnt.coding.2015@gmail.com. **[It may be necessary to send the recording device (equipment), as well as the cassette as the formats differ between countries.]**

**III. 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.

**HOW TO SUBMIT A SUCCESSFUL RECORDING**

**OF A CLIENT SESSION**

**PREPARATION FOR RECORDING:**

1. **Know your organizational policies and procedures for recording a client session:**
	1. Most organizations have client consent forms that need to be signed and completed by your client/patient.
	2. Check procedures for sending recordings outside of your organization for external review.
		1. Ensure that no PHI (protected health information) is included on the recording.
		2. Confirm that your client has granted you permission to submit this recording for external review for educational purposes by signing and submitting the **Clinician Certification of Client Permission** **Form**. **This signed form is required for your recording to be reviewed.**
2. **Assemble all equipment and materials needed for recording in one place:**
	1. **Digital recordings** are highly preferred.
	2. The best quality recordings use an external microphone (as opposed to the recorders’ internal microphone).
	3. **Test your equipment prior to recording** your client.
		1. check the audio quality
		2. position of the recording
		3. practice downloading recordings from the recorder to the computer
		4. have all of the forms available and ready for completion
3. **Identify potential clients for recording:**
	1. The purpose of MITI-coding your recording is to evaluate ***your* MI skills.**
	2. You must be able to identify a specific target behavior for change with your client for the purpose of MITI-coding.

**RECORDING:**

1. **Set up the equipment prior to the recording**:
	1. Test the sound and placing of the recorder/microphone.
	2. Discuss the plan with your client; complete consent/permission forms (2). If possible, ask your client to provide verbal permission at the beginning of the recording.
	3. Record your client session.
2. **Download the recording from the digital recorder to the computer:**
	1. The most successful recordings are in **mp3** format.
	2. Many recorders have options for what type of file is exported or have computer software that can help with formatting and preparing the file.
	3. Preparing and formatting the file yourself can greatly increase the likelihood of a successful submission and review process. The reviewers have capacity for many file types, but it frequently requires added time and communication if the file type is unusual or not universally accessible.
	4. Name the audio file to include your last name. (**Example**: Johnson\_MINT\_TNT worksample\_2015.mp3)
3. **If you are submitting a recording from a cassette recorder**:
	1. Be sure that the recorder is a standard size. In the US, there are both regular cassettes and mini-cassettes that are acceptable. However, if you have a recorder that produces special tapes or is of a different size, it may be necessary to send the recording equipment in addition to the cassette tape.
4. **Listen to your recording:**
	1. Prior to submitting your recording, listen to the recording to make sure that the voices are audible for the entire session. Note the length of the session for non-digital recordings, and identify the 20-minute segment to be coded. Complete the **Work Sample Submission Form**.

**SUBMISSION OF THE RECORDING:**

8. **Scan and send completed Forms to Denise Ernst at:** mint.tnt.coding.2015@gmail.coma. **Clinician Certification of Client Permission Form**

b. **Work Sample Submission Form**.

1. **Upload and send your Work Sample**:
	1. Upload your file through **hightail.com** *or* **wetransfer.com** (see instructions). Both sites will send the file directly to the reviewer and will store it in a secure manner.
	2. If uploading is not possible, the digital file can be burned onto a CD or placed on a thumb drive and send by postal mail. **Include the Forms (2) with this mailing. Contact Denise Ernst for mailing instructions at:** mint.tnt.coding.2015@gmail.com**.** The same applies to sending cassette tapes through the mail.

**Checklist for Submission of Audio-Recording**

## **2015 TNT Application**

Your **Work Sample**:

\_\_\_\_\_ **MUST** have only one clinician and one client in it.

\_\_\_\_\_ **MUST** consist of an actual therapy session and **NOT a role-play** (Real-play situations may also be acceptable if you do not have access to patients/clients or cannot get permission from your agency to record and submit).

\_\_\_\_\_ **MUST** contain **a clear target behavior** which is specified on the **Work Sample Submission Form** (If the target behavior is not clearly identified, the sample cannot be coded).

\_\_\_\_\_ **MUST** be at least 20 minutes in duration, and contain no stops or editing.

\_\_\_\_\_ **MUST** be clearly audible (both client and clinician).

\_\_\_\_\_ **S**tart with the client stating that he/she agrees to be taped and have the tape reviewed *(recommended, but not required).*

\_\_\_\_\_ **MUST NOT** contain any identifying information about the client.

\_\_\_\_\_ **MUST** be accompanied by the **Certification of Client Permission** **Form**, confirming your statement that you have obtained the client’s written permission to tape the session and that you have filed the written permission in the client’s chart. If using a **real-play**, you must still have the person give their written permission, and you must send in the **Certification of Client Permission Form. [DO NOT** submit the **Client Permission Form** - this should remain in the client’s chart/file.]

\_\_\_\_\_ **MUST** be accompanied by the **Work Sample Submission Form.**

**Forms** (2) – To be sent via email/mail to Denise Ernst. Must accompany **Work Sample:**

 1. **Certification of Client Permission Form**

 2. **Work Sample Submission Form**

## **Appendix A:**

## **Three BEST Ways to Ruin Your “Real-Play”**

1. **Choosing the wrong person to do this with**
	* You might know them too well and assume too much.
	* It might get very awkward when the conversation goes deeper and a tacit agreement to keep it superficial comes into play.
	* Or, they might:
		+ want to help you too much!
		+ not really be ambivalent about the issue
		+ not really be willing to talk about the issue
		+ might try to pretend to be a “good patient”.
		+ might choose a topic that is not appropriate for MI
2. **Choosing a setting not conducive to demonstrating mi skills**
	* In the middle of a busy office
	* In your kitchen
	* Walking down the street
	* At the coffee shop
	* At the neighborhood bar
	* After dinner and drinks at their house
3. **Choosing the wrong equipment**
	* Your phone sitting on the table
	* Some other mobile device that is handy on the spur of the moment but not so reliable for the quality of the recording
	* Your video camera
	* Your old cassette recorder without a microphone

**Appendix B:**

 **Client Permission Form**

**(sample)**

This is a **sample** form for obtaining a client’s permission to be recorded. This is only an example; your organization may have a specific form or process in place that needs to be used. **Any form that has the client’s name or identifying information is to remain in the client’s chart. DO NOT SEND THIS FORM.**

SAMPLE

**(Anonymous) Client’s Permission to be Audio taped**

I understand that my clinician is participating in a training project about interviewing and clinical skillfulness. I give my permission for my clinician to audiotape one of our treatment sessions. I understand that my clinician will send this recording to the Motivational Interviewing Network of Trainers (MINT), where it will be reviewed by MI experts FOR THE PURPOSE OF EVALUATING MY THERAPIST. Neither my name nor any information about me will be given to MINT. I also understand that the recording or digital file will be destroyed when my therapist has completed the application process or by December 31, 2015, whichever comes first.

 I understand that I am free to refuse audio-taping of my session without any impact on the care I receive. I understand that a signed copy of this form will remain in my file.

Client’s name (printed or typed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Clinician’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Clinician Certification of Client Permission**

I (type clinician’s name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do certify that I have obtained this audio-recorded work sample of a therapy session with the client’s permission and knowledge. I have placed a signed copy of the client’s written permission to tape this session in the client’s file in the agency where the recording was made.

Signature of applicant and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form must be returned with your audio-recorded work sample**

**Work Sample Submission Form**

**Applicant Name:**

**Date of Submission (uploading or mailing):**

**Type of file:**

**\_\_\_\_\_\_\_\_Digital file uploaded via hightail or wetransfer (strongly preferred)**

**\_\_\_\_\_\_\_\_Digital file on a CD or thumb drive sent by mail**

**\_\_\_\_\_\_\_\_Cassette tape sent by mail**

**Language of the Audio sample: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For a work sample in a language other than English, please contact Denise Ernst directly at** **mint.tnt.coding.2015@gmail.com** **for instructions on submission of the sample.**

**Date of Audio:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Length of Audio**: \_\_\_\_\_\_\_\_\_\_ **Segment for coding:** \_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ This recording is of an actual patient/client encounter**

**\_\_\_\_\_\_\_\_ This recording is of a “real-play” addressing a real behavior change issue**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Name Printed or Typed Applicant Signature and Date**

**This form must be returned with your audio-recorded work sample**