INSTRUCTIONS TO SUBMIT A COMPLETE TNT APPLICATION

**2024 MINT TNT AND FORUM CHRISTCHURCH, NEW ZEALAND**

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| **September 30th –****October 2nd** | **MINT Training of New Trainers (TNT) Workshop** |
| **October 3rd – 5th** | **MINT Forum**Participants who complete the TNT workshop can register for the MINT Forum. |

# PURPOSE OF TRAINING OF NEW TRAINERS (TNT) WORKSHOP

To support proficient MI practitioners / trainers in enhancing their **MI training skills.**

# APPLICATION OVERVIEW

**This is a multi-step process. This document details each step (pages 2-4). To apply for a TNT, you will need to:**

1. **Complete and submit a written application form**
2. **Provide two references of people who can describe your MI skills**
3. **Pay $250 US Dollars**
4. **Schedule and complete the Standardized Patient Interview (SPI)**

# APPLICANT EXPECTATIONS

1. You are proficient in MI;
2. You can show your MI skills in 20-minute **Standardized Patient Interview (SPI)**;
3. You have participated in standard training in MI;
4. You can **describe your experience learning MI** and how you are developing your MI skills;
5. You have received **feedback, coaching, or supervision** as part of ongoing MI learning;
6. You have provided MI Training *(recommended but not required).*

# INSTRUCTIONS

 **To apply, you must follow all instructions in Part 1 and Part 2.**

The application is a two-part process:

1. **SUBMIT FORMS AND PAYMENT**
	1. Share your contact information, two references, and the Written TNT Application Form.
	2. Pay the *non-refundable* fee of $250 (US). This pays for the Standardized Patient interview (SPI) and MITI-coding with feedback.
2. **COMPLETE THE STANDARDIZED PATIENT INTERVIEW (SPI)**
	1. Schedule the SPI.
	2. Complete the SPI at the designated time.
	3. Complete the Standardized Patient Interview Reflection Form after you receive it.
	4. Submit the Standardized Patient Interview Reflection Form.

## PART 1: WRITTEN TNT APPLICATION FORM

* **Download the Written TNT Application Form** and fill in as much information as you can provide.
* Save the document on your computer using your name *(Surname, First Name*) as the file name.

 **To get help with the Written TNT Application Form, email**: [tnt@motivationalinterviewing.org](file:///C%3A%5CUsers%5Cuser%5CDownloads%5Ctnt%40motivationalinterviewing.org)

* Click the **START APPLICATION NOW** link at the end of these instructions.
* Write your name, email, phone number, and location. List the contact information of two references familiar with your MI skills.
* Confirm you understand the application process.
* **Upload** your completed **Written TNT Application** form.
* Click **Submit Part 1** button. The next page will confirm submission and ask for payment.
* **Pay the fee.** Our secure payment portal accepts credit and debit cards. You will receive a payment confirmation email.

Once you complete these steps, your application will go into our queue.

Go to the next page for instructions on **Part 2: Standardized Patient Interview (SPI).**

## PART 2: STANDARDIZED PATIENT INTERVIEW (SPI)

The SPI is a 20-minute audio-recorded interaction. You will get to show your MI skills. You will interview a member of our team trained to act in the Standardized Patient (SP) role. The SP will also record this interview. You can choose between two target change behaviors: smoking or sleep.

When scheduling, you will provide the following:

1. Your name and email address
2. The phone number (for USA applicants) where you plan to take the call.
3. If you are outside the USA, provide your time zone. Let us know if Zoom works for you.
4. Let us know the target change you want to work with (smoking or sleep).

You will receive a confirmation email with instructions for the interview. Your Standardized Patient (SP) will contact you before the interview to arrange logistics. You will receive a reminder email the day before your appointment. The SP will call you at the number you provided.

Within 24 hours of completing the SPI, you will receive a link to your audio-recorded SPI. You will be able to download the file in MP3 format. You will receive the **2024 Standardized Patient Interview Reflection Form** with your recording. You can also download the form [here](file:///C%3A%5CUsers%5Cuser%5CDownloads%5C2024_mint_self-reflection_form%20%285%29.docx). You have two weeks to submit the Standardized Patient Interview Reflection Form.

**For more information:** [**INSTRUCTIONS TO SCHEDULE YOUR STANDARDIZED PATIENT INTERVIEW**](https://motivationalinterviewing.org/sites/default/files/2024_tnt_spi_instructions.pdf)

**REVIEW OF YOUR APPLICATION AND STANDARDIZED PATIENT INTERVIEW (SPI):**

1. Once we review your entire application, we will notify you of the outcome. You will also receive MITI-coding feedback on your **SPI** to strengthen your MI practice. The review process can take up to 8 weeks.
2. If you disagree with the outcome, you have seven (7) days to appeal the decision. Email Dr Colin O'Driscoll, TNT Coordinator at: tnt@motivationalinterviewing.org.

On the mail subject line, enter **Request for TNT Application Review Appeal**. You will receive a confirmation of your email and information about what to expect.

* + The **MINT Board of Directors** will decide the outcome of the Application Review Appeal. This decision is final.

# FAQs AND OTHER INFORMATION

## How many applicants will be admitted into the TNT?

We will admit the **first 44 applicants** (1 English Language groups of 44) who register and pay for the TNT. We may keep a short waitlist and offer spots if seats become available. For one month 25 places will be held for Oceanic applicants. If those places are not taken after one month they will be opened to all applicants.

## What if I am admitted but cannot attend the TNT?

***Deferment of Approved Application Policy***

You can defer attending the TNT for up to two (2) years for either of these reasons:

1. workshop space filled before you could register;
2. personal circumstances prevented you from registering and attending;

To secure your deferral, you will be charged an admin fee of $100 USD. You will have three years to register for and attend any TNT workshop *without reapplying*. After three years, you must apply again.

## Is financial aid available?

MINT does not offer financial aid for **applications**.

Financial aid is available for **registration** or **travel expenses**. If you plan to attend the TNT but have financial barriers, you may be eligible for help.

Our **Public Service Fund** is a member-generated source of financial aid. Funding is limited, and we recommend applying as soon as possible, even if you still need approval.

# Attendance at MINT’s Annual Forum

The MINT Annual Forum will take place immediately after the 3-Day TNT Workshop. We invite all TNT participants to the Welcome Reception Wednesday night. This is an excellent opportunity to meet members of MINT. You can attend the Annual Forum at a discounted fee. We will share information about these events after you register for the TNT.

[**START APPLICATION NOW**](https://motivationalinterviewing.org/submit-2024-tnt-application-english-section-christchurch-new-zealand)