INSTRUCTIONS TO SUBMIT A COMPLETE TNT APPLICATION

**2025 MINT TNT AND FORUM Minneapolis, USA**

|  |  |
| --- | --- |
| **October 20th – 22nd** | **MINT Training of New Trainers (TNT) Workshop** |
| **October 23rd – 25th** | **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**](https://motivationalinterviewing.org/sites/default/files/2025_written_tnt_application_1.docx)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:\Users\user\Downloads\tnt@motivationalinterviewing.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 zoom 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. If your SPI Recording will be managed through an International Coding lab, please note that only the smoking scenario will be used.

When scheduling, you will provide the following:

1. Name
2. Email
3. Phone Number
4. Change Behavior

(Smoking is the only target for non-English language SPI)

You will receive an Acuity confirmation email with the zoom connection details, an email with the behavior scenario for you to review before your SPI session and a reminder email the day before your appointment.

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 m4a format. You will receive the “2025 Standardized Patient Interview Reflection Form” with your recording. The form can also be found [here](https://motivationalinterviewing.org/sites/default/files/2025_mint_tnt_self_reflection_form_2.docx). Complete and email the form to [janet.cote@centrecmi.ca](mailto:janet.cote@centrecmi.ca). This step completes your application and is ready for the MINT review team. It is essential that this is received within 2 weeks to ensure your place in the queue.

**For more information:** [**INSTRUCTIONS TO SCHEDULE YOUR STANDARDIZED PATIENT INTERVIEW**](https://motivationalinterviewing.org/sites/default/files/2025_tnt_spi_instructions-3_4_0.docx)

**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.](mailto: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.

# IMPORTANT INFORMATION

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

We will admit the **first 120 applicants** (3 English Language groups of 40) who register and pay for the TNT. We may keep a short waitlist and offer spots if seats become available.

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

***Cancellation Policy***

We will honor full registration refunds (minus $150 administrative fee) until **August 31, 2025.** After that date, we will not be able to issue a refund, however, you will be given credit for the next available TNT in the amount that you paid (future registration fees are subject to change).

We understand that emergencies happen. Please contact us and we can discuss the options.

***Deferment of Approved Application Policy***

If you have been accepted to attend the TNT and cannot make it, you can defer for up to two years by paying an admin fee of $150 within two weeks of your withdrawal. You will be placed on a waiting list in this instance and notified as soon as the next TNT opens.

You will have two years to register for and attend any TNT workshop *without reapplying*. After two years, you must apply again.

## Is financial aid available?

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

Our [**Public Service Fund**](https://motivationalinterviewing.org/mint-public-service-fund-information-and-application) is a member-generated source of financial aid. Funding is limited, and we recommend applying as soon as possible, even if your application has not yet been reviewed/approved.

# Attendance at MINT’s Annual Forum (Optional)

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. [Learn more about the week of events here.](https://site.pheedloop.com/event/MINT2025/home)

[**START APPLICATION NOW**](https://docs.google.com/forms/d/e/1FAIpQLSd3631UAsshoNBWtkIPfQ_fjJZg0g51LfKvfzof22jfqFBnpQ/viewform?usp=header)