INSTRUCTIONS FOR SUBMITTING A SUCCESSFUL TNT APPLICATION

2012 MINT TNT AND FORUM - FORT WAYNE, INDIANA (USA)

September 10 - 12, 2012 - MINT Training of New Trainers (TNT) Workshop:
September 13 - 15, 2012 - MINT Forum (Only accepted applicants will be eligible to attend the MINT Forum, and must complete the 3-day TNT)

EXPECTATIONS OF APPLICANTS

1. The TNT workshop is designed to help skilled MI practitioners enhance their MI training skills.
2. Applicants are required to be proficient in delivering MI and must demonstrate ongoing learning and practicing of this counseling method.
3. Experience with receiving feedback, coaching and supervision, as part of this ongoing learning, is expected.
4. Experience with providing MI Training is recommended, but not required.
5. Given that it takes time to develop and refine quality MI skills, successful applicants typically participate in their first MI workshop at least 2 years prior to applying to a TNT; however, this is not an absolute requirement.

Applications will be reviewed in the order in which they are received. Applications will be considered complete once the written application, work sample and supportive documentation have been successfully submitted.*

The first 120 applicants (3 groups of 40) to meet criteria for the TNT will be admitted to the training. A short waiting list may be retained in the event that an approved candidate withdraws prior to the beginning of training. We recommend that people prepare their application in advance and have it ready for when applications open as demand for places is usually high.

*Note, This application submission and review process refers to those who are submitting applications and work samples in English. Applicants who do not have English as their first language, and who are seeking to submit a work sample in a language other than English may be afforded additional time for their application to be reviewed, if special arrangements are needed to provide coding in this language.

If you would like to submit a work sample in a language other than English, please contact Denise Ernst directly at d.b.ernst@att.net for instructions on submission of the sample.

SUBMITTING YOUR WRITTEN APPLICATION

1. Go to: http://regonline.activeeurope.com/2012minttntapplication

2. Click on the button **Register Now** to start your registration. This will allow you to submit your application. You will only be allowed to register for the TNT at this time. If accepted, you will also be eligible to register for the MINT Forum, if desired.

3. Enter and verify your email address. Enter a password that you will remember. All applicants will be charged a $100 fee for reviewing your application and providing you with feedback and results from your MITI-coded work sample. Click Continue.

4. Enter all of the required information on each page, and click on the **Continue** button at the bottom of each page. To facilitate responding to the application questions, we suggest that you prepare your responses in Word (or some other program) and paste your responses into the text boxes for each question.

5. After completing the Checkout page, click **Finish** at the bottom of your page, to receive your registration confirmation.

6. If you do not receive a confirmation page that you have successfully applied and submitted your $100 application fee, please email us: mint.tnt.applicant@gmail.com

PREPARING AND SUBMITTING YOUR WORK SAMPLE

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

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. Ideally it will be an initial or early session with substantial use of MI. If you are unable to conduct and record an actual client session, you may conduct a "real-play," provided that the conversation focuses on a real behavior change issue.
3. There must be a clear change target being discussed, a change goal toward which you are working to elicit client motivation. The change target must be specified in the submission form below.
4. The sample of MI must be of at least 20 minutes continuous duration, with no stopping, editing or interruptions of recording. If a longer recording is provided, specify the point at which your use of MI begins.
5. You must obtain and retain the client's signed permission for recording of the session. A sample form is provided, although your local agency may require different wording or have a specific form that you must use. You complete the Clinician Certification of Client Permission form for submission, but **DO NOT submit the permission form itself** (in order to protect client anonymity). If you are conducting a "real-play" you must still ask the person to sign this form, and retain this in your own file.
6. The recording should not include use of the client's full name or other information that would permit the client to be identified.
7. On the recording, both your voice and the client's voice must be clearly and easily audible. This is best accomplished with the use of external microphones (not 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. No video recording may be used.
8. It is recommended that the recording begin with the clinician asking the client to state that the recording is being done with client's: a) knowledge and permission, and that the client b) understands that the recording will be reviewed by the Motivational Interviewing Network of Trainers to evaluate the clinician's competency. The client should state explicitly that they understand and agree to these two conditions of taping. This provides further protection for the client and for the clinician. Although this step is recommended, it is **not required, if the appropriate permission form is completed**.

II. SUBMITTING YOUR WORK SAMPLE

1. All work samples submitted must be accompanied by 2 completed forms: **Work Sample Submission Form**, and **Clinician Certification of Client Permission Form** for recording (this can be scanned and sent in electronically).
2. For a work sample in a language other than English, please contact Denise Ernst directly at d.b.ernst@att.net for instructions on submission of the sample.
3. Record the session in a digital format. This could be an mp3 or wma file. The file must be downloaded to a computer.

4. Upload your digital mp3 file to **yousendit.com** This is the strongly preferred method of submission.

a. To upload your file, go to **https://www.yousendit.com/**

b. When asked where to send the file, enter **d.b.ernst@att.net**

c. Select the free option (verify recipient identity) for sending the file.

d. Put "MINT TNT application 2012" in the subject line.

e. In the comment section, please give your name.

f. Attach the recording and send it. **The Clinician's Certification of Permission Form** and the **Work Sample Submission Form** should also be attached.

g. If you cannot scan and send these forms electronically, you may mail them to:
Denise Ernst Training and Consultation
8695 SW 80th Ave
Portland, OR 97223

h. Email Denise to let her know that these forms will be arriving in the mail: **d.b.ernst@att.net**

i. You may be asked to create an account on yousendit before the file can be sent. This is a free service and you won't be required to activate the account in order to send the files. Yousendit will also let you know that the identity of the recipient has been verified.

j. You will receive an email from the coder that the file has been downloaded and is readable.

k. If you **do not** receive an email confirmation that your file has been successfully received, please send an email to d.b.ernst@att.net to be sure that your file has been received.

5. If uploading an electronic file is not possible, the digital file can be burned onto a cd or thumb drive. The cd, thumb drive, or cassette tape must be **mailed via registered courier - "no signature required"** to (ask your postal service for help, if needed):

Denise Ernst Training and Consultation
8695 SW 80th Ave
Portland, OR 97223

For questions about submitting work samples, contact Denise Ernst (d.b.ernst@att.net)

III. Review of your application and work sample

1. No application will be considered complete for review without a clearly audible audio-recorded MI work sample meeting these criteria. ***Applications will not be reviewed until a work sample has been received.*** Work samples will be expert coded to ensure sufficient proficiency in the practice of MI
2. Once the entire application package is reviewed and evaluated (i.e., the written application plus coded work sample), applicants will be notified individually about their acceptance into the Training for Trainers. All applicants will also receive individual feedback on their coded work sample that is intended to help them strengthen their practice of MI.

3. Applicants who meet all other criteria, but whose work sample does not meet proficiency criteria may be offered one opportunity to submit another work sample, if time permits prior to the closing of applications.
4. Applicants who disagree with a decision of non-acceptance for training may appeal the decision within seven days by submitting to the MINT Board of Directors a letter explaining the reasons for their disagreement. The decision of the MINT Board of Directors shall be final. Address such requests for review to Jacki Hecht, Director Emeritus: jpzhecht@gmail.com Please include: **Request for TNT Application Review Appeal in the subject line of your email**. You will receive a confirmation of your email, along with additional information about the timeline for your appeal.

TIPS FOR SUBMITTING A SUCCESSFUL RECORDING OF A CLIENT SESSION

PREPARATION FOR RECORDING

1. **Know your organizational policies and procedures for recording a client session:**
    a. Most organizations have client consent forms that need to be signed and completed by your client/patient.
    b. Check procedures for sending recordings outside of your organization for external review.
        i. Ensure that no PHI (protected health information) is included on the recording.
        ii. Arrange to sign a statement indicating that your client has granted you permission to submit this recording for external review for educational purposes. **This signed permission form by the clinician is required for your recording to be reviewed.**

2. **Assemble all equipment and materials needed for recording in one place:**
    a. Digital recordings are highly preferred; these recorders tend to be small and unobtrusive.
    b. The best recordings use an external microphone (as opposed to the recorders' internal microphone).
    c. Test out your equipment prior to recording your client.
        i. check the audio quality,
        ii. position of the recording,
        iii. practice downloading recordings from the recorder to the computer.
        iv. have all of the forms available and ready for completion.

3. **Identify potential clients for recording:**
    a. The purpose of the recording review is to evaluate MI skills
    b. It is essential to have a specific target behavior or change for MITI coding.
    c. The clients chosen for this effort should be working with you on a specific target and not engaged in other forms of therapy such as CBT.

RECORDING

4. **Set up the equipment immediately prior to the recording**:
    a. Test the sound and placing of the recorder/mic.
    b. Discuss process with your client; complete consent/permission forms. If possible, ask your client to provide verbal permission at the beginning of the recording.

5. **Download the recording from the digital recorder to the computer:**
    a. The most successful recordings are in mp3 format.
    b. Many recorders have options for what type of file is exported or have computer software that can help with formatting and preparing the file.
    c. 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.

6. **If you are submitting a recording from a cassette recorder**:
    a. 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 recorder in addition to the tape.

7. **Listen to your recording**
    a. 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 record this on the **Work Sample Submission Form**.

SUBMISSION OF THE RECORDING

8. **Scan and send your forms with your recording*. Save the originals.**
    a. Scan and send the **Clinician Certification of Client Permission form**.
    b. Scan and send the completed **Work Sample Submission form**.

9. **Upload and send your work sample**.
    a. The quickest and most convenient way of submitting the sample is to upload it through **yousendit.com** (see instructions). This sends the file directly to the reviewer and stores it in a secure manner.

    b. If uploading is not possible, the digital file can be burned onto a cd or placed on a thumb drive and mailed to the reviewer. **Include the documentation forms with this mailing, and alert the reviewers that the file is coming.** The same applies to sending cassette tapes through the mail.

*If you cannot scan and send forms electronically, you may mail them **via registered courier - "no signature required"** (ask your postal service for help, if needed) to:
Denise Ernst Training and Consultation
8695 SW 80th Ave
Portland, OR 97223
Email to alert Denise that these forms will be arriving in the mail: **d.b.ernst@att.net**

CHECKLIST FOR AUDIO RECORDING SUBMISSION FOR 2012 TNT APPLICATION

Make sure your work sample:

_____ Has only one clinician and one client in it

_____ Consists of an actual therapy session and NOT a roleplay (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.)

_____ Contains a clear target behavior which is specified in the work sample submission form

_____ Lasts for at least 20 minutes and contains no stops or editing

_____ Can be heard clearly (both client and clinician)

_____ Starts with the client stating that they agree to be taped and have the tape reviewed (recommended, but not required)

_____ Does **not** contain the identifying information about the client

_____ Is NOT accompanied by the client's written permission (that should remain in the client's chart)

_____ Is 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 Permission Form.

_____ Is accompanied by your **Work Sample Submission Form**

_____When sending work samples via courier, "no signature required." should be specified