

Instructions for Submitting A Successful TNT Application

## **2017 MINT TNT and Forum**

## **Dublin, Ireland**

October 2-4th MINT Training of New Trainers (TNT) Workshop
October 5-7th 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:**

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

[http://motivationalinterviewing.org/2017-tnt-participant-application-documents](http://motivationalinterviewing.org/2017-tnt-participant-application-documents%22%20%5Ct%20%22_blank)

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. Through Regonline.com, Submit your

1. Written TNT Application Form
2. Pay the MITI-coding *non-refundable* fee of $125 (US)\*.

2. Prepare and submit the Work Sample

1. For non-English work samples, use instructions below for creating and submitting a 20-minute recording with either a real client or a real play.
2. For work samples to be done in English, you may use the link above if you plan to submit a work sample with a real client. *No real-plays accepted in English.*
3. If you are submitting in English and don’t have a real client interview recorded, you will conduct an interview with a Standardized Patient (SP).

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| The Standardized Patient interview is a live call role-play with one of our staff where you demonstrate your MI skills. After submitting the application and paying the coding fee, you will schedule a time for the SP interview if you are choosing that option. You will receive instructions prior to the call about the client scenario. After the call, you will be sent the audio file for your own self-evaluation. We will code the interaction with the MITI and provide you with feedback and an overall result with your written application. |

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.2017@gmail.com

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

The first 120 applicants (3 groups of 40) 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/2017minttnt](https://www.regonline.com/2017minttnt%22%20%5Ct%20%22_blank)
2. Click on the button **Register Now** to begin submitting your TNT Application.

3. Enter and verify your email address. Select TNT Applicant from the drop down menu.

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 Written TNT Application 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. You will be directed to either submit a work sample or schedule a SP interview depending on what you have chosen. 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**

If you are creating a work sample in English you will be given the option of using an interview with a real client or conducting an interview with a Standardized Patient (SP) via phone or Skype. Instructions for uploading a work sample and completing a standardized patient can be found below:

**Instructions for preparing and uploading a work sample** (this includes samples with real clients for both English and non-English interviews and for real-plays conducted in languages other than English)

1. Record the session in a digital format. The ideal format for the audio sample is a compressed **mp3**.
2. Review your work sample and complete the Work Sample Self-Reflection form at:

<http://motivationalinterviewing.org/2017-tnt-participant-application-documents>

1. Upload your work sample and complete the Work Sample Details Form at:

 <http://deniseernst.com/work-sample-detail-form/>

1. You will be able to upload your Work Sample Self-Reflection form with your audio sample. Or you can email your completed Work Sample Self-Reflection form to: mint.tnt.coding.2017@gmail.com

**Instructions for completing a SP interview as a work sample.**

The SP interviews will be initiated and recorded by a SP trained and sponsored by MINT. The interviews will be 20 minutes long and are scheduled in 30-minute blocks. You will be able to choose one of two scenarios; 1) smoking cessation in a primary care setting or 2) safety planning in an interpersonal violence context. You will receive instructions for the interview. When scheduling you must include your name and phone number at which you plan to take the call.

To schedule your SP interview, please use the link below. If the link does not work, cut and paste the url into your browser.

 <https://www.flashappointments.com/client/lgn/launch.cfm?busId=12925>

Step 1: Select a Date-choose a date

Step 2: Select a Service

* Standardized Patient-Safety Planning
* Standardized Patient-Smoking

Step 3: Select an opening (time); Please note MOUNTAIN STANDARD TIME ZONE

Step 4: Enter your contact information (be sure and provide accurate email and phone number)

Step 5: press CONFIRM

You should receive a confirmation email. The Standardized Patient (SP) will call you at number provided. You will receive a reminder the day before your appointment.

Questions/Need help send email to: mint.tnt.coding.2017@gmail.com

Time Zone Assistance:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HAST | AKST | PST | MST | CST | EST | AST | GMT |  CET |
| 9:00 | 10:00 | 11:00 | 12:00 | 1:00 | 2:00 | 3:00 | 8:00  | 9:00 |

Your recording will be sent to the email you provided shortly after completing the SP interview. You are to review the recording and complete the Work Sample Self-Reflection form. This form will be emailed directly to: mint.tnt.coding.2017@gmail.com

You will receive an email confirming that the file has been received. 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.2017@gmail.com. We will correspond with you directly if there are issues related to your work sample.

 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.