

# Welcome!

Hi, I'm Elaine (she/her)! I am teaching you Mental Health First Aid on **May 16th**. I prepared this guide to help you prepare for our time together.

I am sharing several **key points**: all material is copyrighted; you must be 18 years old; and you are responsible for providing accurate contact information.

MHFA is a blended program. The **registration code** I gave you is for **Module 1**. Your code is **unique to you** and **cannot be shared with someone else**. A group cannot use the same code. **You must finish Module 1 before our class**.

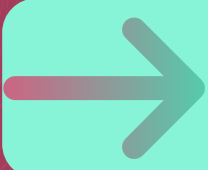
In person, we will learn **Module 2: Signs of Declining Mental Well-being**. Afterwards, we will learn **Module 3: Mental Health Crises and Emergencies**.

I am including **Clear Mental Health's Terms and Conditions** with **expectations for participant behaviour** and **permission to contact** you. I am also sharing images of two documents for your use: the **Mental Health First Aid Reference Guide** and **Participant Handout**. Please have both available for class.

The Mental Health Commission of Canada uses **Opening Minds Learning** for participants to complete Module 1. I am including the **LMS Instructions**, which detail how to log into the program.

Module 1 takes approximately **two hours**. At the end is a brief, open-book **quiz**. Afterwards, you will be emailed a **certificate** (it looks like a QR code).

Kindly **forward it to me** as soon as you can; otherwise, you **cannot** access Modules 2 and 3.



**Next: Terms & Conditions**



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*to educate & advocate*

 [elaine@ClearMentalHealth.org](mailto:elaine@ClearMentalHealth.org)  
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 @clear.mental.health  
 elaine-benacchio-911830165

# Clear Mental Health Document

## Clear Mental Health Mental Health First Aid Standard Classroom Terms and Conditions

By registering for this course, you accept and agree with Clear Mental Health's Terms and Conditions:

**Concerns:** You agree to indemnify and hold harmless Elaine Benacchio, Clear Mental Health, and the MHCC against all claims or liability concerns arising out of or in connection with any breach by you of any of these Terms and Conditions.

**Content:** The Mental Health Commission of Canada owns or licenses the intellectual property rights for the content of its training courses.

**Eligibility:** MHFA Standard participants must be at least 18 years old and residing in Canada. No prerequisites are required for this course. The training course is for individual use only and you must not record any material. Registration codes cannot be shared with other people.

**Preparation:** Participants must complete the self-directed portion (Module 1) of the course, and submit proof of their completion a minimum of 48 hours before the first virtual session.

It is recommended participants arrive 5 minutes early to check attendance.

**Punctuality:** Participants must attend the scheduled all sessions to be certified. If a participant arrives later than 10 minutes past the start time of the scheduled session, they will not be admitted. This also includes returning from breaks and leaving the course early. If someone does not receive a certificate due to late arrival/absence, the full cost of the course applies.

**Privacy:** You will keep everything shared by participants during the training course strictly confidential. Screenshots / pictures of the material / participants will not be taken during the course.

**Behaviour:** If a participant is disruptive, disrespectful, rude, or otherwise negatively contributes to the learning environment in any way, the Facilitator has the right to remove the participant from the course. In this instance, the participant will not receive an MHFA certificate or refund.

**Cancellation:** The Instructor reserves the right to cancel or postpone courses due to under-enrollment, instructor illness, or any unforeseeable reason. If a course is cancelled, you may transfer your registration to a future course date.

**Refunds:** Registration codes are non-refundable and can be used by the learner to access Module 1 for approximately a year. If a participant is unable to attend due to unforeseen circumstances, they may reschedule for a future course (based on availability).

**Contact:** By providing your email address to register for this course, you expressly consent to receive emails from Clear Mental Health. You may unsubscribe from this service at any time by replying to [elaine@clearmentalhealth.org](mailto:elaine@clearmentalhealth.org). Clear Mental Health may use email to communicate with you, send information you requested, or send details about other courses, products, or services.

This document is in conjunction with the Mental Health Commission of Canada's Terms and Conditions.



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See all class details at  
[www.ClearMentalHealth.org/services](http://www.ClearMentalHealth.org/services)



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# Checklist

## What You Need to Know: Mental Health First Aid Standard

### How to prepare for your Mental Health First Aid class

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>Date:</b>     | Friday, May 16th, 2025                                                 |
| <b>Times:</b>    | Module 2: 8:00 a.m. to 11:30 a.m.<br>Module 3: 12:30 p.m. to 4:00 p.m. |
| <b>Location:</b> | AgriFood Hub (101 Exhibition Way South)                                |

### Checklist

- i) **Reply to my email** to confirm you received the course information and your registration code, then follow the two steps in my introduction email.
- ii) Use your registration code to **log onto Module 1** (Introduction to MHFA). It will take approximately two hours to complete.
- iii) **Download** the **Course Handout** and **open** the **Reference Guide** on the dashboard of your account (under **Course Materials**).
- iv) By *May 9th*, **email me your Module 1 certificate** (it is a QR code and it will arrive via email). You **cannot participate in the class** on May 16th without forwarding me your certificate.
- v) **Punctuality is important.** Please do your best to arrive for class on May 16th a few minutes before 8:00 a.m. so I can confirm attendance. If you arrive more than ten minutes late for class, I will not be able to let you into the class or certify you.
- vi) After the class, the Mental Health Commission will send you an **email** with a **class feedback form** and information about your **Mental Health First Aid certificate**.

### Thank you for participating!

Want more information? Like free stuff? Check out my website:  
[www.ClearMentalHealth.org/resources](http://www.ClearMentalHealth.org/resources)



I am looking forward to meeting you!  
Elaine Benacchio

Cancellation policy: the Facilitator has the right to postpone or cancel the class due to unforeseen circumstances. If so, you will receive 24 hours' notice and the opportunity to take another MHFA class on a different date. If you request a refund, you will receive the course fee minus the price of the registration code.



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# LMS Instructions



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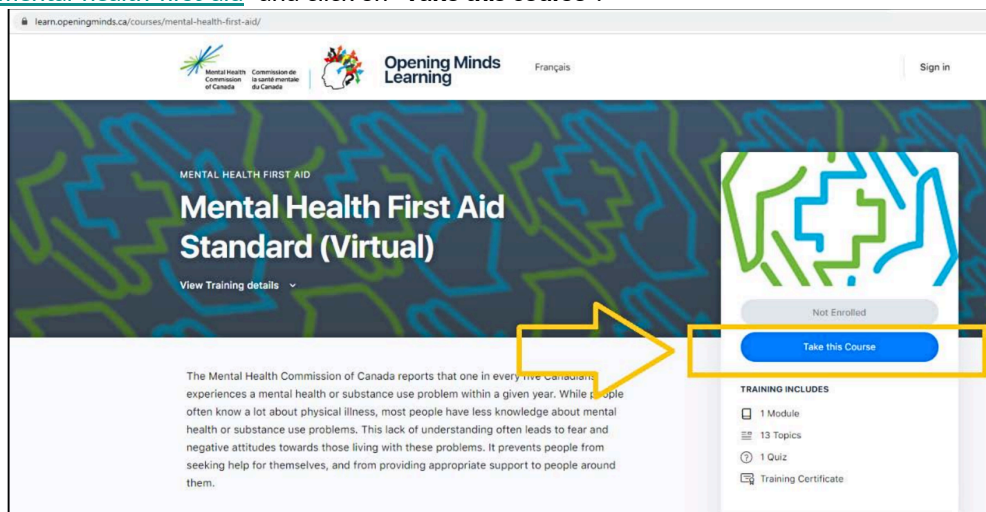
Mental Health First Aid Canada  
Premiers soins en santé mentale



## LMS Instructions for Participants

### STEP 1: Access

To access Module 1 of this course, go to <https://learn.openingminds.ca/courses/mental-health-first-aid> and click on "Take this course":



### STEP 2: Create Account

Enter First Name, Last Name, Email Address, Registration Code, and set a password. Click on "Register".  
*Registration Code = this is the code that was uniquely provided for the participant – by either MHCC, the facilitator, or the host organization.*

The screenshot shows the 'Mental Health First Aid Online Registration' form. The form includes fields for Name (First and Last), Email (Enter Email and Confirm Email), Password (Enter Password and Confirm Password), and Enrollment Code (Enter Code here). A yellow box highlights the 'Register' button at the bottom of the form.



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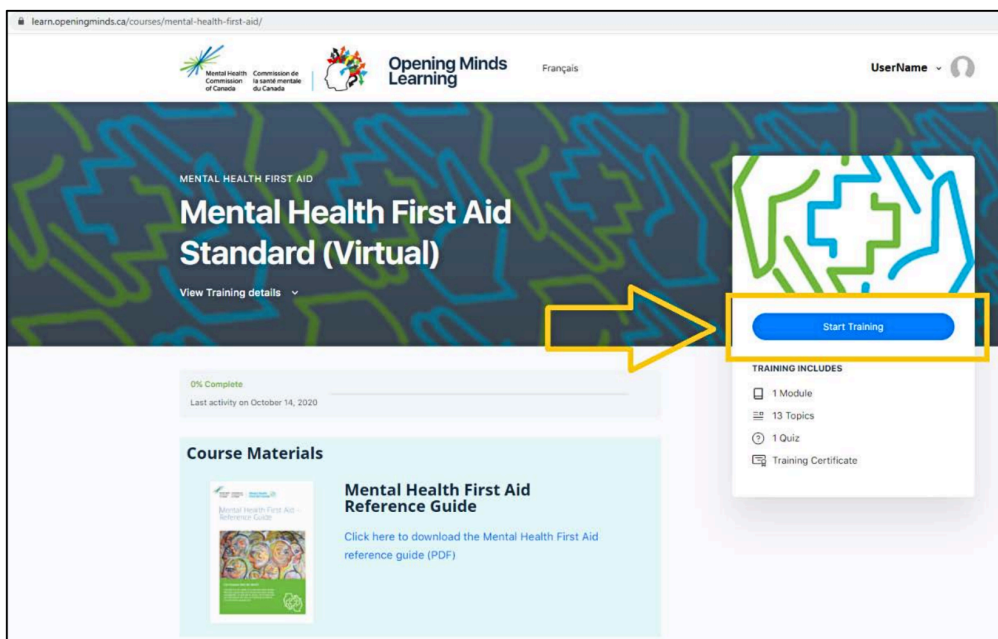
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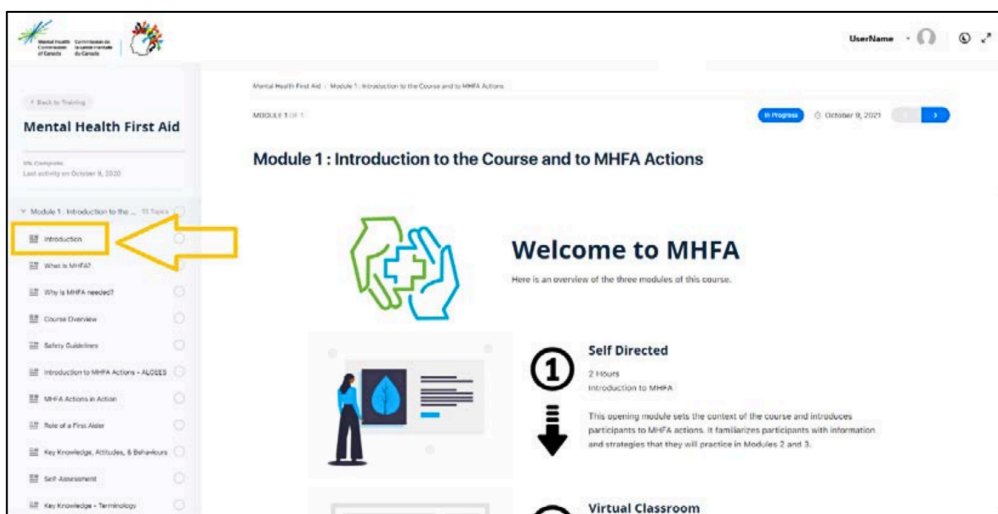
## **STEP 3: Enter Training Module**

You will be re-directed here. Click on “Start Training”:



## **STEP 4: Selecting the Topic**

This will give participants access to the contents of Module 1 of the course. On the left side of the platform, click on “Introduction” to access the first topic in Module 1. Users must finish one topic before moving on to the next.



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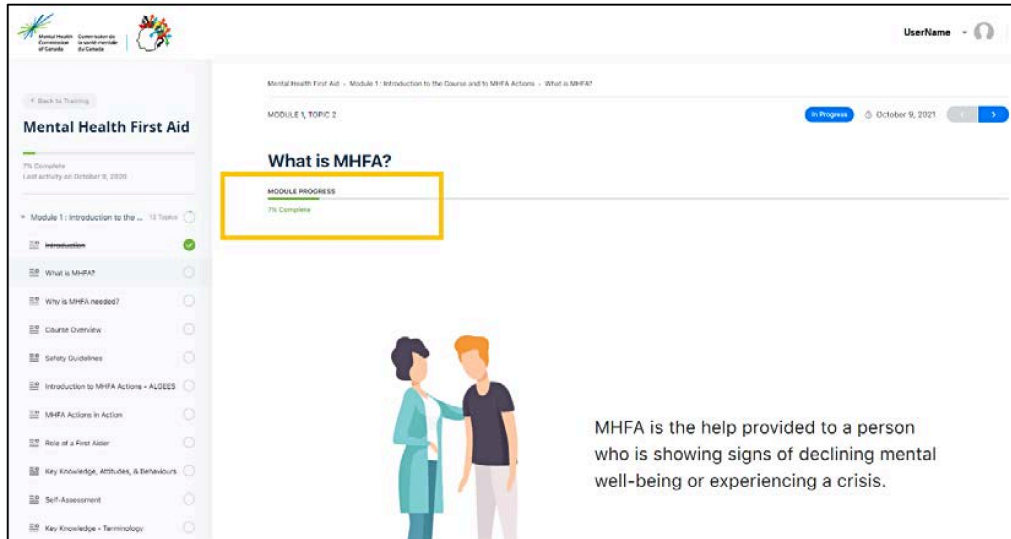
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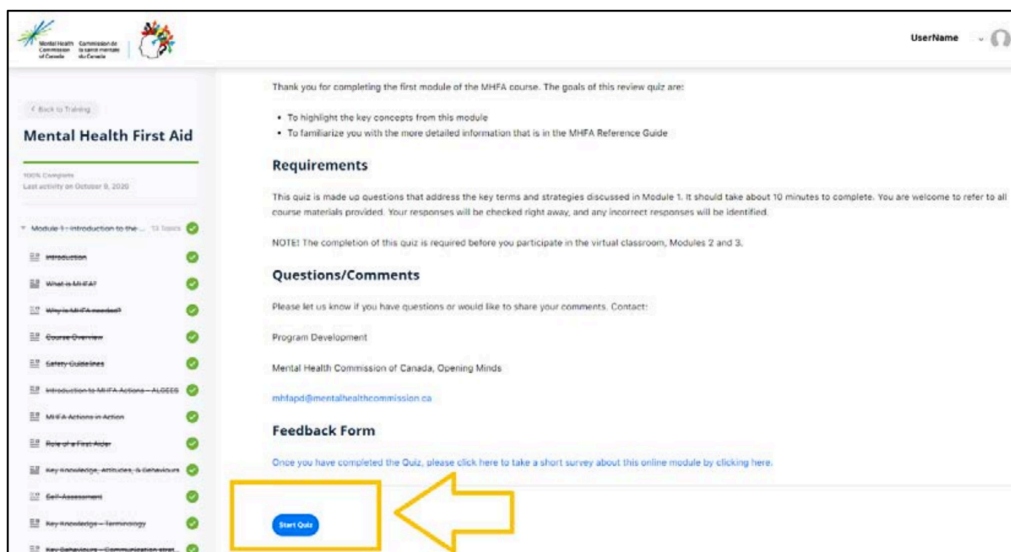
## **STEP 5: Progress**

You may complete some or all topics at a given time. Your progress in the module will be saved as you go. You can log in to your account at a later time to complete the remaining sections.



## **STEP 6: Quiz**

After completing all the required topics, you will gain access to the Quiz. The completion of this quiz is required before you participate in the virtual classroom, Modules 2 and 3 (facilitator-led sessions). There is no pass/fail requirement. Click on “Start Quiz”:



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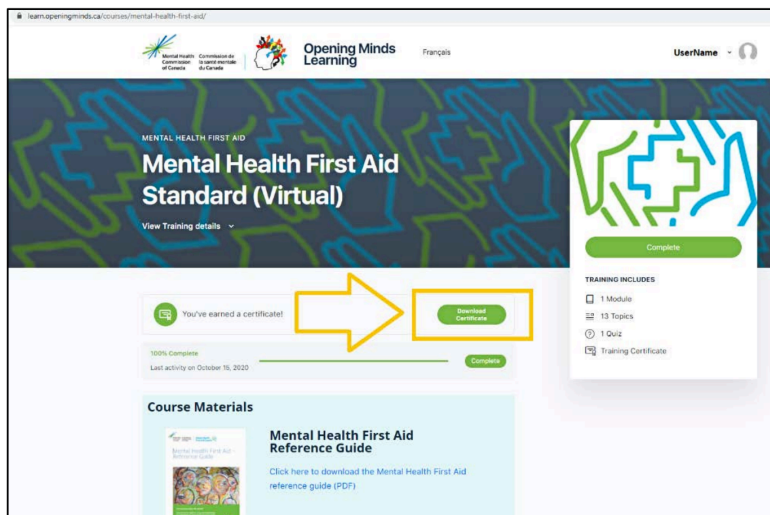
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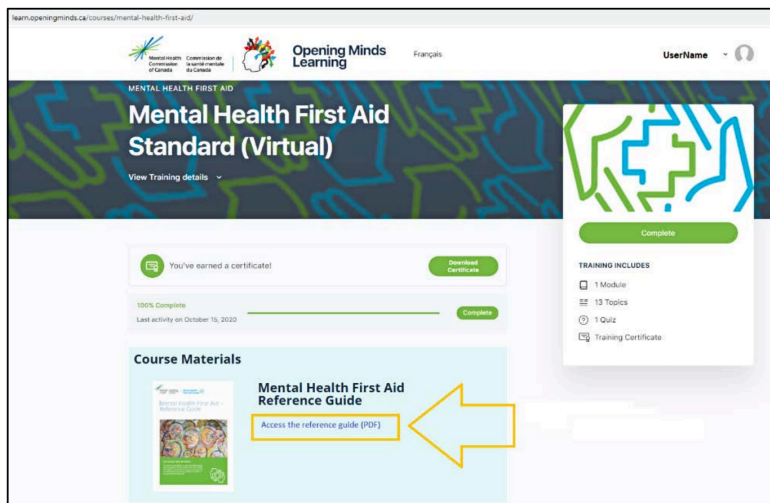
## **STEP 7: Download Certificate and Send to Facilitator**

On the dashboard of your account, you will now have access to your Module 1 certificate (click on “**Download Certificate**”). You will also receive an email from [learn@openingminds.ca](mailto:learn@openingminds.ca) with a PDF of your certificate. You must present the certificate to your facilitator before the scheduled sessions of Module 2 and 3.



## **STEP 8: Viewing the Reference Guide**

On the dashboard of your account, you can also view the reference guide by clicking “**Access the reference guide (PDF)**”:



Please contact [mhfa@mentalhealthcommission.ca](mailto:mhfa@mentalhealthcommission.ca) for any questions regarding technical assistance and content.



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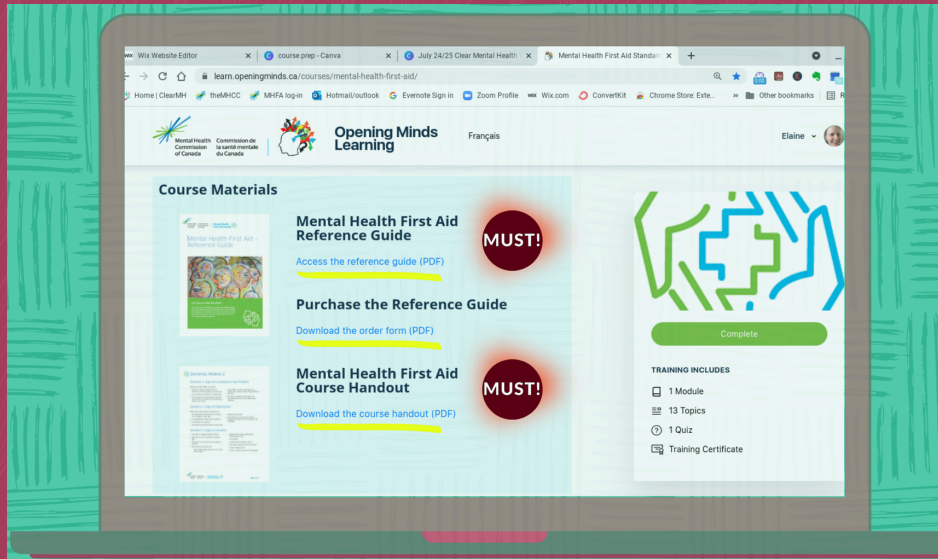


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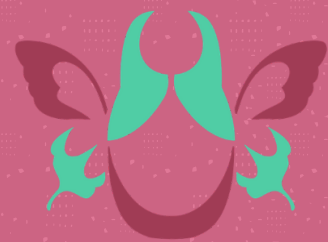


# MHFA Materials

There are **two documents** on Module 1 - please have **both** for class. The **Reference Guide** is excellent! The site also has the **Order Form** for a **printed** copy.



You may use the **Reference Guide** while you complete the **Module 1 Review Quiz**. You can submit **feedback** afterwards. Your **Module 1 certificate** will be emailed to you - please **forward it to me!**



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# I Will See You Soon!

Your **registration code** remains active for several months for review. After our class, I will submit your **name** and **email address** to the Mental Health Commission of Canada. They will contact you with a **feedback form** and your **certificate** - please monitor your junk folder.



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Standard

Opioid Poisoning Response Training

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webinars

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On Moh'kinsstis and the Treaty 7 territory  
of the Blackfoot Confederacy; the Îyâxe  
Nakoda and Tsuut'ina nations; and Region 3  
of the Métis Nation of Alberta.

**My work is never done!** Anything & everything related to mental wellness & advocacy motivates me. After our class is complete, **I will still be here** for follow-up. Find me on **Facebook**, **Instagram**, and **LinkedIn**. Leave a **testimonial**. **Reach out** to me at any time!



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