

Trainer Application

Overview

Behavioral Health System Baltimore, Inc. (BHSB) invites trainers to submit applications to collaborate with BHSB in offering training on a wide variety of topics for counselors, social workers, peer recovery specialists, and others working in behavioral healthcare in Baltimore City.

Trainers may apply to (1) deliver training using existing curriculum (with approval of curriculum owner); (2) develop a new curriculum and deliver the training; (3) develop a new curriculum to be delivered by another trainer; and/or (4) develop and deliver customized training and technical assistance for behavioral health organizations.

BHSB is an authorized training sponsor for the Maryland Addiction and Behavioral Health Professionals Certification Board (MABPCB), the Maryland Board of Professional Counselors and Therapists (BOPC), and the Maryland Board of Social Work Examiners. Whenever possible, BHSB offers CEUs for training participants. BHSB will prioritize applications from trainers who meet the requirements of one or more of the above professional boards. Please see the [CEU Requirements Document](#) to determine whether your application meets the requirements.

Trainer Eligibility

Trainers must have at least one year of training experience (except new peer specialist trainers) and have expertise in the proposed training content. Peer specialist trainers with less than one year's experience must agree to be paired with a more experienced trainer.

Overdose prevention and drug user health trainers should have relevant volunteer or work experience.

Peer recovery specialist trainers must also have lived experience in mental illness or substance use disorders or have experience as an ally to a person with lived experience and have the required prerequisite training to deliver the selected curriculum.

Application Review

BHSB reviews trainer applications monthly, so please allow at least 60 days to hear back from us.



Trainer Approval

Trainers who meet standardized criteria will be placed into a pool of qualified trainers.

BHSB will invite qualified trainers to provide training when training needs are identified, and funding is available. Upon selection, BHSB will establish contracts with selected trainers. There is no guarantee that BHSB will have training needs or funding available for all qualified trainers.

Approved trainers will remain on BHSB's Approved Trainer List for three years. During that period, trainers may submit additional training applications for BHSB to consider additional topics.

BHSB will coordinate training logistics with trainers when they are asked to provide training. BHSB will work with trainers to determine the training location or online training platform, develop training announcements and CEU applications, and determine other training logistics (e.g., start/end time, if applicable food needs, parking, etc.) Unless otherwise agreed upon, BHSB will issue training announcements, manage registration, and issue training evaluations and CEU certificates to participants.

Trainers are responsible for providing hard copies of handouts to participants if needed.

Training Priorities

BHSB identifies training priorities based on the needs of the behavioral health workforce and service delivery system, which include:

- Substance use overdose prevention
- Mental Health First Aid
- Peer Recovery Specialist training
- Suicide prevention

BHSB will also accept applications for trainings other than the priorities identified above.

Person-Centered Approaches & Adult Learning Principles

BHSB expects trainers to deliver content in a respectful and person-first manner that emphasizes the individual before their condition, diagnosis, or circumstance. For example, instead of saying "schizophrenic," say "person living with schizophrenia." Trainings should promote a positive learning environment for all participants, use non-stigmatizing language, and avoid terminology that could be considered negative, biased, or discriminatory. Trainers should also address how the training content may affect different groups and ensure it is relevant and considerate of varying experiences.

BHSB asks trainers to gear their training approaches towards adult learners. This could include helping trainees understand why the new material is important,

how the new information can be integrated into the adult learners' jobs, and provide opportunities for learners to demonstrate mastery of new information. Training should also accommodate all learning styles by utilizing various teaching methods (i.e., didactic, small group activities, scenario application, etc.)

Standard Trainer Rates

1. Deliver an existing curriculum - **\$100.00 per training hour**. This rate includes preparation, presentation materials, handouts, preparing CEU documents, managing online technology, copying office supplies, local mileage, and other incidental costs. If more than one trainer presents, each trainer receives the full hourly rate of pay. Example: If a trainer delivers an existing 2-hour training curriculum, they will receive a BHSB contract and payment for \$200.00 (including 2 hours @ \$100/per hour for training).
2. Revise an existing curriculum - **\$50.00 per hour** to revise an existing curriculum to address needs identified by BHSB. BHSB usually pays for 1-2 hours for making revisions. Example: If a trainer requires 1 hour to revise an existing 2-hour curriculum and they deliver the training, they will receive a BHSB contract and payment for \$250 (including 1 hour @ \$50 for revisions and 2 hours @ \$100 per hour for training).
3. Develop & deliver new curriculum - **\$100.00 per hour**. BHSB usually pays up to 5 hours for the development of 1 training hour; however, BHSB will determine the number of hours needed for each new curriculum based on what activities are required, which may include attendance at BHSB planning meetings, researching, writing content, and developing PowerPoints and other presentation and handout materials.

When BHSB pays for curriculum development, the curriculum must be provided to BHSB, and depending on the funding source, the curriculum may be owned by BHSB and/or the funder and may be presented by BHSB or other trainers in the future.

Example: If a trainer requires 5 hours per training hour to develop a new 2-hour curriculum and they deliver the training, they will receive a BHSB contract and payment for \$1,200 (including 10 hours @ \$100/hour for curriculum development and 2 hours @ \$100/hour for training).

4. Out-of-Town Trainers - BHSB may reimburse reasonable amounts for transportation and lodging costs.

Exceptions to the above rates include:

1. If a trainer requests less than the above-stated rates
2. Payment for two-day (a total of 12-16 hours) Peer Recovery Specialist training is \$1,200 per trainer.



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3. Payment for five-day Core Peer Recovery Specialist training is \$2,000 per trainer.
4. BHSB considers offering higher rates of pay to individuals or organizations that own and train on nationally recognized curriculum or other unique trainings that meet designated needs and are not otherwise available.

Instructions

Submit completed applications to [**training-admin@bhsbaltimore.org**](mailto:training-admin@bhsbaltimore.org)

Please allow at least 60 days to be notified whether your application was approved. Submitting incomplete applications may result in delayed review.

Applicants may submit one application for each training.

All training materials submitted with this application will be considered confidential.

*For other trainer information, please contact the Operations Team at [**training-admin@bhsbaltimore.org**](mailto:training-admin@bhsbaltimore.org)*



BHSB Trainer Application Form

Trainer Information – not scored

Trainer Name:

Organization Name (if applicable):

Mailing Address:

Email Address:

Phone Number:

Trainer Background – up to 30 points

Briefly describe your training experience, including the number of years you have provided training, the types of trainings you have provided or written curriculum for, and how you accommodate audiences with specialized communication needs to be able to participate in trainings (i.e., non-English speaking, hearing-impaired individuals, etc.) **(20 points)**

Attach a resume or curriculum vitae with this application. **(5 points)**



Attach two reference letters from individuals familiar with your training services, including their contact information (e.g., name, title, organization, email, phone number). **(5 points)**

Training Proposal– up to 60 points (up to 65 points for harm reduction training)

Training Title

Does the curriculum exist, or will you develop new curriculum? **(not scored)**

Yes/NO

Existing Curriculum

- Develop New Curriculum
- If existing, provide the name of the individual or organization that developed the curriculum. Click or tap here to enter text.

If existing, do you have written approval from the curriculum owner to use the curriculum: **YES/ NO**

Brief description of the training (3-5 sentences) **(20 points)**

Learning objectives (3-5 objectives) **(20 points)**

Focus audience (check all that apply) **(not scored)**

- Counselors
- Overdose prevention staff
- Peer Recovery Specialists
- Social Workers
- Other (Specify): Click or tap here to enter text.

Preferred number of participants in a training session **(not scored)**

Total training hours. Of the total, indicate how many hours will be live, real-time training, and how many hours will be independent study by participants.

Have you delivered this training in the past? If yes, describe the number of times you have trained on this topic, the number of people trained, and provide specific feedback received from trainees and other relevant information. **YES/NO (5 points)**

Provide 2-3 specific examples of how you will integrate person-centered principles into this training **(10 points)**

Provide 2-3 specific examples of how you will incorporate adult learning styles into this training **(5 points)**



Is this training already approved for Continuing Education Units (CEUs)? **YES/NO**

If yes, indicate for which Boards.

- Maryland Addiction and Behavioral Health Professionals Certification Board
- Maryland Board of Professional Counselors and Therapists
- Maryland Board of Social Work Examiners

Other (Specify): Click or tap here to enter text.

Will the training be provided virtually and/or in person? **ANSWER** If virtually, please state the training platform you intend to use. Add an explanation if needed. **(not scored)**

FOR OVERDOSE PREVENTION TRAINERS ONLY - If this training contains overdose prevention or drug user health content or was solicited by BHSB overdose prevention staff, will you allow the training to be recorded and posted to [the web](#)?

Yes/No Add explanation if needed **(5 points)**

Budget- Not Scored

Provide a basic that is consistent with BHSB standard hourly rates or explain why your application meets an allowable exemption from standard rates described on page 3 of this application. (Example: \$100 per hour x 2 hours training = \$200.00)



Attachments

- Resume or Curriculum Vitae
- Two Letters of Recommendation from individuals who are familiar with your training services, with contact information (e.g., name, title, organization, email, phone number).
- For Peer Recovery Specialist trainers only, please attach (1) Training of Trainer completion certificate and (2) Written approval from the curriculum developer/owner to use an existing curriculum.
- For trainers who have completed a structured trainer certificate program (such as Mental Health First Aid), submit a copy of your trainer certification.

Attach these to the email along with this training application to training-admin@bhsbaltimore.org.