**Individual Trainer/Training Organization Applicant Checklist**

What steps do I need to complete to become an approved trainer?

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| **DOCUMENTS/WEBINARS TO COMPLETE** |
| **Steps** | **Notes** | **Completion Date** |
| Complete Individual Trainer/Training Organization Application on MICMT Website | <https://micmt-cares.org/statewide-trainer-application> |  |
| Review Statewide Trainer Qualifications | <https://micmt-cares.org/sites/default/files/2020-05/MICMT%20Statewide%20Trainer%20requirements%20v7.pdf> |  |
| Review Memorandum of Understanding/Training Agreement AND submitted a signed copy to MICMT | **Training Organization:** <https://micmt-cares.org/sites/default/files/2020-05/Training%20Agreement%20Document%20Training%20Organization_2.pdf>**Individual Trainer:** <https://micmt-cares.org/sites/default/files/2020-05/Training%20Agreement%20Document%20Individual%20Trainer_2.pdf> |  |
| Review Trainer Orientation Webinar | <https://micmt-cares.org/webinar/approved-statewide> |  |
| **MEETINGS/TRAININGS TO COMPLETE** |
| **Steps** | **Notes** | **Completion Date** |
| Meet with MICMT to review application and next steps  | MICMT will contact you within seven (7) business days after your application has been submitted |  |
| Complete required prerequisites | <https://micmt-cares.org/sites/default/files/2020-05/MICMT%20Statewide%20Trainer%20requirements%20v7.pdf> | Intro to TBC: Intro to STBC: Patient Engagement: |
| Complete dry-run with MICMT | You will be expected to present 30-40 minutes of content to MICMT for each course you are intending to teach. You will be expected to contact MICMT when ready to schedule.* Purpose is to demonstrate your comprehensive and understanding of the content
* Expectation is not to run through entire presentation during the time allotted, but focus on a few specific sections and present as you would to learners
 | Intro to TBC: Intro to STBC: Patient Engagement: |
| Meet with BCBSM to review billing content \*Only applicable to applicants who will be training Intro to TBC/Intro to STBC | You will be expected to present some of the billing content to a BCBSM representative to demonstrate your understanding. You will be expected to contact MICMT when ready to schedule and MICMT will coordinate. | Intro to TBC: Intro to STBC:  |
| Meet with MICMT to discuss participation in CE application  | If you are interested in being under the MICMT CE application for Nursing and Social Work, you will be expected to contact MICMT with your interest. MICMT will coordinate a meeting to discuss requirements. |  |
| Final Approval | MICMT will provide feedback and recommendations if applicable. MICMT will send you written confirmation that you are approved trainer.  |  |

**Congratulations! You’re an Approved Statewide Trainer?**

Now what happens?

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| **Steps** | **Notes**  |
| A formal announcement will be made regarding your approval status and your information will be updated on our website. | Intro to TBC: <https://micmt-cares.org/introduction-team-based-care>Intro to STBC: <https://micmt-cares.org/introduction-specialty-team>Patient Engagement: <https://micmt-cares.org/patient-engagement-approved> |
| Review Trainer Orientation Webinar as a refresher if needed  | <https://micmt-cares.org/webinar/approved-statewide> |
| Submit Training Dates  | <https://umichumhs.qualtrics.com/jfe/form/SV_01DQPZbUc1eMSIB> |

**Helpful Tips and Reminders:**

* Please contact micmt-requests@med.umich.edu for all requests, questions, and scheduling needs. Your request will be triaged to the appropriate person.
* We can continue to update your CE and registration preferences as needed.
	+ If you are not sure about participating in the CE process under MICMT or using MICMT for your registration needs, we can continue to revisit this as needed.
* MICMT will work within your timeframe throughout the approval process.
	+ If you have training dates in mind, please let MICMT know so we can do our best to work to ensure that you can get approved in a timely manner.
* If you participated on a curriculum workgroup or were a formerly approved CCM or SMS trainer, please note that some of the requirements identified may not be applicable.
	+ This will be addressed on a case by case basis.