



## Individual Trainer/Training Organization Applicant Checklist

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

**Name:**

**PO:**

**Courses you would like to teach:**

Introduction to Team Based Care (ITBC):  Patient Engagement Foundations (PEF):

Steps	Documents/Webinars to Complete/Notes	Completion Date
Complete application on MICMT Website. Resume must be submitted with application.	<a href="#">Individual Trainer Application</a> – Complete if you are an individual trainer who would like to become approved to teach a course(s).  <a href="#">Training Organization Application</a> – Complete if you are a training organization or intend to have multiple trainers under your organization.	
Review Statewide Trainer Qualifications	<a href="#">Statewide Trainer Qualifications</a>	
Review Memorandum of Understanding Training Agreement (MOU) AND submit a signed copy to MICMT.	<a href="#">Training Organization MOU</a>  <a href="#">Individual Trainer MOU</a>	
Review Trainer Orientation document.	<a href="#">Trainer Orientation Document</a>	
Steps	Meetings/Trainings to Complete/Notes	Completion Date
Meet with MICMT to review application and next steps.	MICMT will contact you within seven (7) business days after you have submitted your application.	
Submit Memorandum of Understanding Training Agreement (MOU) AND submit a signed copy to MICMT.	<a href="#">Training Organization MOU</a>  <a href="#">Individual Trainer MOU</a>	
Submit completed Financial Disclosure. This disclosure needs to be updated on a yearly basis or if there are any changes to your financial relationships.	MICMT Financial Disclosure Form	
Attend course you intend to teach.	Check the <a href="#">MICMT website</a> for upcoming courses.	Intro to TBC:
		Patient Engagement Foundations:



Observation by Organizational Lead Trainer	<p>New trainers must be observed by the organizational lead trainer (already approved for that course) the first time they teach the course to ensure that the new trainer is successfully training the course.</p> <p>Additional observations and coaching from the organizational lead trainer may be warranted based on the performance of the new trainer.</p>	Intro to TBC:
		Patient Engagement Foundations:
Complete dry run with MICMT and BCBSM:	<p>You are expected to present 30 to 40 minutes of content (not including videos) to MICMT for each course you intend to teach. Contact MICMT when ready to schedule.</p> <ul style="list-style-type: none"> <li>• Purpose is to demonstrate your comprehension and understanding of the content</li> <li>• You are not expected to run through entire presentation during the time allotted, but should focus on a few specific sections and present as you would to learner</li> </ul> <p>In addition to the above, you will be expected to present 30 minutes of billing content to a BCBSM representative.</p>	Intro to TBC (including BCBSM Representative):
		Patient Engagement Foundations:
Meet with MICMT to review Continuing Education (CE) requirements, event submissions, and website functionality.	<a href="#">Trainer Orientation Document</a> - This document has step-by-step directions for submitting events, taking attendance and post-event responsibilities. It also details CE requirements.	
Final Approval	MICMT will provide feedback and recommendations. MICMT will send written confirmation of your approval as a trainer.	Intro to TBC:
		Patient Engagement Foundations:



## Congratulations! You are an Approved Statewide Trainer

Now what happens?

Steps	Notes
Once you are approved, your information will be updated on our website.	Trainer Dashboard
Review Trainer Orientation Document as needed.	<a href="#">Trainer Orientation Document</a>  Reference this document if you need assistance with posting an event, uploading attendance, the post-event process, or the Trainer Dashboard. This document contains step-by-step guidance, as well as information about Continuing Education for our courses.
You are now ready to teach your courses.	<a href="#">Event Submission</a> – See MICMT contact page for link to event submission

### Helpful Tips and Reminders:

- Please contact [micmt-requests@med.umich.edu](mailto: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 registration preferences 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 are approved in a timely manner.