



## Behavioral Health Emergency Partnership: Training Location Instructor/Facilitator Pre-Course Checklist

Training Aid/Documents/Equipment	Yes/No
Instructor Guides (1 for each instructor)	Y / N
Participant Guides (1 per participant)	Y / N
Course Detailed Agendas (1 per instructor)	Y / N
Computer	Y / N
Projector	Y / N
Projection Screen	Y / N
Classroom PowerPoint w/ videos	Y / N
Scenario Day PowerPoint w/videos	Y / N
NAMI Representative Scheduled	Y / N
Class Roster (Sign-in Sheet on each day)	Y / N
Scenario Safety form (1 for each person at the training site)	Y / N
Review Game Buzzer System	Y / N
Easel Pads (1 per table group/2 for instructor team)	Y / N
Easel Stands (1 per table group/2 for instructor team)	Y / N
Easel Pad Markers	Y / N
Whiteboards (Optional)	Y / N
Dry Erase Markers (If Whiteboard is used)	Y / N
Presentation Clicker	Y / N
AAA Batteries	Y / N
Pens	Y / N
Self-Paced Training Review Question Bank (Instructor Document)	Y / N

Diversion Scenarios 1-4 Handout (One scenario per table group)	Y / N
Mental Health Resources handout (1 per participant)	Y / N
Classroom Evaluation Form (1 per participant and 1 per instructor)	Y / N
Overall Training Evaluation Form (1 per participant and 1 per instructor)	Y / N
Hearing Voices Scripts 1 & 2 (1 set per group)	Y / N
Hearing Voices Booking Form (1 per participant)	Y / N
PCM 201 Mental Health Petition form (1 per participant, 4 per scenario group)	Y / N
Scenario Props	Y / N

**Notes:**

For additional information or questions contact:

**Michigan Commission on Law Enforcement Standards  
(MCOLES)**

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