



National Alliance on Mental Illness

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Washington

**2023 State Training Policies Regarding State  
Training Fees**

**NAMI Washington** has historically had one of the strongest state training programs with 24 state trainings in 2022, and we led the charge to move our trainings online before any other state.

However, while many of our numbers are increasing and improving, our low rates of training recruitment from within Washington may jeopardize our eligibility for grants that we depend on to run our training program.

In 2023 we will offer fewer training sessions to allow our staff the time to work on these issues. To ensure a more stable future for our state signature training program we will offer 14 state trainings in 2023. This will allow us to provide individualized support to our affiliates. We will increase the number of FSG and CSG trainings, which tend to be the programs in most demand.

One of the projects we will be working on is adding transparency and clarity around our post-training invoice policies. NAMI Washington's policy has always been to charge affiliates if there is a last-minute cancellation or if someone went through the training but didn't get certified. In 2021 we changed it from collecting deposits before training to sending invoices after the training. However, the exact deadlines and when we waive that fee hasn't been clear. Therefore, we have produced this policy document to provide this transparency and clarity.

We will also be updating some of our fees to be in line with other states. These policies will take effect on 1/1/23, and stay in effect until an updated version of this guide is released.

# 2023 Training Fee Schedule for No-Show/Late Cancellation Policy

**Policy:** A \$75 fee will be invoiced to the Affiliate in the following situations:

- The trainee cancels within two weeks of the training.
- The trainee no shows or drops out during the training for non-medical reasons.

The affiliate will also be required to pay the cost of the trainees materials, this second fee is waivable once the materials have been returned to the NAMI Washington Office.

**Exceptions:** If a trainee drops out due to medical reasons (physical or mental) or emergency there will be no charge, however they must inform NAMI Washington staff of this reason for the exemption.

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If a trainee transfers to a future state training in the same calendar year, **however**, if they drop out of that future training (even if it's more than 2 weeks) the policy will take effect and both fees (material and cancellation) will be charged.

**Deadlines:**

Officially it's two weeks before the training, for specific dates please view the "2023 INTERNAL ONLY Training Schedule.pdf"

# 2023 Out-of-State Training Attendance Policy (NAMI WA Members Attending Out of State Training)

**Policy:** NAMI Washington will cover costs of attending an out-of-state virtual training.

In return for covering the cost of materials the affiliate of attendee is responsible for informing NAMI Washington of the following:

- Whether that attendee graduates the training and when they receive that attendee's status in regards to the training and ensuring either they or NAMI WA provides full permissions in regards to graduation of that training in NAMI 360/NAMI 720 and are reported in all NAMI Washington grants.
- If a trainee doesn't graduate the training.

If the trainee doesn't graduate the training the affiliate will be invoiced the amount of the training materials, this invoice will be waived upon the return of the training materials

**Exceptions:** If there is a specific reason why you don't believe you should return materials to the NAMI Washington office please inform the Director of Programs, Education, and Outreach at once.

If you'd like to use this policy to attend an in-person out of state training, that can be discussed but will require written consent of NAMI Washington staff.

**Deadlines:** NAMI Washington must be informed of the out-of-state trainees status within a week of the end of that training.

# 2023 In-Person Training Policy

**Policy Short-form:** In returning to in-person training there are a few policies to consider

- Day 1 is a check in day, all trainees must plan to check in by End of Day on Day 1 of said training
- The affiliate is responsible for coordinating and paying for travel to the in-person location (mileage reimbursement; bus, train or airfare).
- Training manuals and other materials will be picked up at the check-in, this does not waive the two-week cancellation policy.
- Vaccination (at least 2 doses and 1 booster; if you received a Johnson & Johnson dosage then just that one dosage and a booster) will be required, and proof of vaccination must be displayed prior to training.
- Masking is encouraged.

**Exceptions:** If an affiliate is under extreme financial duress, they can reach out to the Executive Director, Deputy Director and Director of Programs, Education, and Outreach to see if additional assistance can be provided.

**Deadlines:** See deadlines associated with training.

# 2023 Out-of-State Trainee Attendance Policy (Out-of-State Attendees of WA State Trainings)

**Policy Short-form:** The affiliate or state organization of an out of state trainee attending a NAMI Washington state training must pay the following:

- a \$125 fee to NAMI Washington, invoiced upon completion of the training or if the trainee drops out less than two weeks prior.
- The NSO/Affiliate may choose to either provide the materials to the trainee OR have NAMI Washington provide and ship the materials with those costs being added to the final invoice.

**Exceptions:** If another state organization wishes to negotiate a specific deal with NAMI Washington that can be discussed with the Executive Director and the Director of Programs, Education, and Outreach.

**Deadlines:** Out of state partners must observe all of NAMI Washington's deadlines for a specific training or receive a written extension on them.