

Unmet Membership Requirements

HOW TO GET UP TO DATE AND BACK TO DELIVERING MHFA COURSES

Log in to your instructor portal

Go to mhfa.com.au and
select “Instructor
Login”

STEP 1

Read and Sign Instructor License Agreement

- tick the box
- select submit

STEP 2

Pay Your Annual License Instructor Fee

Options

- pay for yourself
- your organisation
pays for you

STEP 3

Check your WWCC

- Update all required
details
- Upload image of
your current
 - Working with
Children's Check
 - Vulnerable
Peoples Check
 - approved state
alternate card or
 - confirmation
documentation
as outlined in our
current policy.

STEP 4

Questions or concerns?
Reach out to
instructors@mhfa.com.au
Or book an appointment to
speak to someone, using the
Booking Tool on your
Instructor Portal under the
“Contact Us” tab.