



### Endorsement Checklist

Please use this checklist to ensure you have completed each step of the application process.

#### **Initial**

- Purchase WA-AIMH membership (<https://wa-aimh.myeasy.org/>), if you are not already a member
- Complete & submit registration on the Endorsement Application System (EASy) ([wa-aimh.myeasy.org/](https://wa-aimh.myeasy.org/)), including payment of EASy registration fee

*\*You will not receive your EASy username & password until the registration fee is paid and membership is confirmed*

#### **Create Application**

- Login to EASy using your EASy issued username & password
- Go to Edit Profile to change password, select alert preferences, enter demographic information, and complete Healthy Families America (HFA) fields, if applicable
- Review the competencies and requirements for your desired category of Endorsement outlined in the Competency Guidelines (MI-AIMH Copyright © 2017)
- Complete each tab of your EASy application, including, work, education, training, leadership, supervision, and references (*print & review the EASy Applicant Instructions & Getting Started Guide to assist you in this process*)
  - Go to the Competencies tab of your application; this grid will help you assess your experiences and determine which additional specialized training might be necessary to meet the competencies
  - If you earned a degree(s) and/or attended coursework that is relevant to the competencies **and** you want to receive documentation for that experience, upload your unofficial transcripts within Education
  - References are only good for 1-year; do not complete the References section too early in the process
- Most applicants spend an average of 6-12 months completing their Endorsement application

#### **Review your Application**

- Check to see that your transcripts are uploaded to the Education tab of your application, if desired
- Check to see that all of your references have completed their rating forms
- Check to see that you have entered enough relationship-based training hours to document that competency (as specified in Competency Guidelines) has been met

#### **Submit your Application:**

- Pay Endorsement processing fee

#### **Reminders**

- Your application will be reviewed by at least one trained, endorsed application reviewer who will determine if you meet the requirements, including demonstration of competency, for Endorsement
- After you Submit, the Endorsement Coordinator will reach out to you if you need to log back in to edit or revise your application

**You are joining an international group of professionals who have chosen to earn the Endorsement® credential as a way to demonstrate specialization in the infant-early childhood mental health field. Learn more: [allianceaimh.org](http://allianceaimh.org)**