

# Endorsement® Renewal in EASy

Log into EASy: <https://easy.mi-aimh.org/wa-aimh>

1. Click “my apps” (as shown below)

WA-AIMH EASy 5.2 Applications Alerts Users Options Support Cart Profile Log Out

Welcome, Kristi

## Dashboard

All Apps My Apps

### My applications

- Category IV: Infant Mental Health Mentor (Clinical)
- Category III: Infant Mental Health Specialist
- Category III: Infant Mental Health Specialist
- Category III: Infant Mental Health Specialist

Create new application

2. Click on your endorsed application here in blue.

3. You will need to update both the Training section AND Supervision section (unless you are endorsed as an IFA, IMHM-P or IMHM-R/F).

WA-AIMH EASy 5.2 Applications Alerts Users Options Support Cart Profile Log Out

## Category III: Infant Mental Health Specialist

### Application Status

This is where you will submit your completed application and review the status of your application. Upon earning Endorsement, this is also where you will submit your annual Endorsement renewal. What you see below and to the left are the sections of your application: Competencies, Agreement, Ethics, Education, Work, Trainings, Supervision, and References. Below, sections in green indicate that you have entered the minimum amount of information required. Sections in yellow indicate that the corresponding sections are not yet complete.

**Please note:** green does not necessarily indicate competencies were met. For example, one specialized work experience may be the minimum required, however, you may need to list two or three relevant work experiences order to illustrate that you meet the requirements for Endorsement.

- Status
- Details
- Competencies
- Agreement
- Ethics
- Education
- Work
- Trainings
- Supervision
- References

Details

Endorsement Agreement (1 of 1 required)

Code of Ethics (1 of 1 required)

Education (0 of 1 required)

Work Experience (1 of 1 required)

Trainings (1 of 1 required)

**Please note!**  
Your application is missing the following items which must be resolved in order to submit:

- **Transcripts:** Missing transcript.
- **Education:** Missing requirement.
- **References:** Missing response from reference.
- **Reference Ratings:** Missing requirement.

4. TRAINING: Under the training section you will add a new entry, as seen here:

The screenshot shows the EASY 5.2 application interface. The top navigation bar includes 'WA-AIMH EASY 5.2', 'Applications', 'Alerts', 'Users', 'Options', 'Support', 'Cart', 'Profile', and 'Log Out'. The left sidebar has a menu with 'Trainings' selected. The main content area is titled 'Trainings' and contains a list of requirements for training entries. Below the requirements is a table for 'Training 1' with columns for 'Competencies Met', 'Competency', and 'Met'. The table lists two competencies: 'Infant/Young Child/Family Centered Practice' and 'Relationship-focused Therapeutic Practice', both marked as 'Met'. A red box highlights the 'Add Entry' button at the bottom right of the table.

5. When you enter training, fill in the information asked and mark competencies for that training.  
 ❖ Reminder: Endorsement requires 12 hours of training each year. When you add a new entry, it will then be marked as new.

6. SUPERVISION: If you have changed supervisors or started new supervision you will also add a new entry. Fill out the section show below. You do NOT need to answer the question about describing the nature of your supervision.

The screenshot shows the 'Supervision Detail' form in the EASY 5.2 application. The form includes the following fields: 'Name of Supervisor/Consultant\*', 'Agency/Office where this took place\*', 'Frequency of Meetings\*', 'Start Date\*', 'End Date\*', 'Total Hours\*', 'Provider Credentials' (with a dropdown menu), 'Individual or Group\*', and a text area for 'Carefully describe the nature of the supervision/consultation\*'. The form is displayed in a modal window over the application interface.



- Click on the Details section and ensure your membership date has not expired. You are renewing your endorsement AND membership at the same time as you go through this process. So you likely need to change the expires date to one year from today!

WA-AIMH Membership current?

Expires\*   
mm/dd/yyyy

**Please Note!** You MUST have a valid membership in order to submit your application.

- Then Click the status section. You will see a large green button at the bottom that says “Code of Ethics” click that button and you must read and agree to the code of ethics.

- Once you have done this, the same space will say “Submit My Endorsement Renewal”

Qty	Item	Cost
1	EASy Endorsement® Processing Fee, Category III: Infant Mental Health Specialist	\$300.00
<b>Total</b>		<b>\$300.00</b>

- Click the “Add to Cart” button

11. Click on the Cart icon in the top right of your screen
12. Select “Endorsement Membership for WA-AIMH”

Welcome, Sarah

**Cart**

WASHINGTON ASSOCIATION FOR  
Infant Mental Health

Quantity	Item	Cost
1	EASy Endorsement Processing Fee, Category III: Infant Mental Health Specialist	\$300.00
1	EASy Endorsement Processing Fee, Category III: Infant Mental Health Specialist	\$300.00
		Total \$600.00

Coupon code\*

Please click the link below to make your payment:

Select this button and continue. Ignore the coupon code here.

This will take you to WA-AIMH’s form to pay for your renewal and membership together

13. Select I am here to “submit for renewal”
14. If you have a scholarship select yes and enter the code EXACTLY as given to you by your Endorsement Coordinator
15. Be sure to click the radio button for the amount needed to pay
16. Fill out the remaining information on the form and click “Go to Payment Page” and if required complete payment with your credit card
17. When you get the confirmation screen that says "Click this link to Return to EASy", Click the link so EASy records the payment. You can close the window at that point.
18. You will receive a confirmation email and receipt to your email
19. Once your renewal has been reviewed and accepted you will get notification from EASy

If you need assistance, please contact the Endorsement Team at: [endorsement@wa-aimh.org](mailto:endorsement@wa-aimh.org)