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### 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<sup>®</sup> credential as a way to demonstrate specialization in the infant-early childhood mental health field. Learn more: [allianceaimh.org](https://allianceaimh.org)