

EASy Applicant Instructions Infant Mental Health Endorsement®

Welcome to your Endorsement® journey! You are joining an international group of professionals who have chosen to earn the Endorsement® credential as a way to demonstrate specialisation in the infant mental health (IMH) field. Endorsement® was developed by the Michigan Association for Infant Mental Health (MI-AIMH) in 2002 and is now used by 31 US state infant mental health (IMH) associations and two international associations, including AAIMH WA. Each of those associations is a member of the Alliance for the Advancement of Infant Mental Health. Through the Alliance, this means that your AAIMH WA Endorsement® is recognised in each of those 33 associations. As of 31 December 2019, over 3006 professionals had earned IMH Endorsement® worldwide!¹ We look forward to support you on your journey through this process.

General Information

- AAIMH WA requires that Endorsement Applicants begin a minimum of 4-weeks* before an intended submission date. This ensures enough time for receipt and upload of transcripts, completion of references and thorough entries related to an Applicant's specialised experiences²
- EASy stands for Endorsement Application System. It is a web-based tool for Applicants to create a (paperless) professional Application for Endorsement
- Link to EASy: easy.mi-aimh.org/aaimhwa/
- Most Applicants who meet the work and reflective supervision requirements spend an average of 6-12 months completing their Endorsement application

Register as a New Applicant

- Go to easy.mi-aimh.org/aaimhwa/ and click on Register
- When you are asked for an email address, **please use a personal email address**. Many employer email servers block messages from EASy
- Complete required fields about education, work, and reflective supervision/consultation (RSC) history as relevant to the Endorsement category for which you are applying
- You have the option to upload your resume or CV; this is not required, however, if you are applying as an Infant Mental Health Mentor (IMHM), it is recommended
- You will be asked for the expiration date of your AAIMH membership
- Membership in AAIMH is required to begin the Endorsement® process. If you are not yet a member, or need to renew, you can do so at www.aimh.org.au/membership/how-to-join/
- After you select the Endorsement® category for which you are applying, select Submit
- You will be directed to a payment page. Select whether you wish to pay by credit card, debit card or direct deposit
 - If you wish to pay by credit card, you will be directed to Stripe. Stripe accepts both credit cards and debit cards
 - If you select alternate payment, you will be directed to instructions about payment by direct deposit through your bank.

¹ To learn more about the IMH associations using the Endorsement® credential, visit allianceaimh.org

² An application does not NEED to be completed within 4 weeks; the process needs to begin at least 4 weeks before you submit your application.

- Select “Send Payment Info”
- You will be directed to a page that confirms you have registered and outlines next steps
- If you leave EASy before selecting a payment option, you will need to re-register on EASy.

Next Steps

- Once you select Submit, you will receive an automated email from EASy indicating that your registration has been received and is being processed
- AAIMH WA will:
 - 1) look over your preliminary information to ensure you have selected the Endorsement[®] category that is appropriate for your specific experiences,
 - 2) confirm your membership status, and
 - 3) confirm payment of the registration fee
- Once those 3 items are confirmed, your EASy status will be updated to ‘Accepted’. At that time, you can expect an email from EASy with a username and password
- You can also expect a separate email from the Endorsement Coordinator with instructions about how to proceed. This email will include MANY important documents and links

Logging In and Asking for Help

- You can complete your Application over time. You can log in and out, saving additions until your Application is ready to submit. You may access your Application from any computer with an Internet connection. Your Application will be stored securely on the server indefinitely unless you ask us to delete it or if your application is inactive for over a year
- Using your EASy-issued username and password, you will log in to EASy and go to ‘Edit Profile’ (upper right corner). Within Edit Profile, you will:
 - Update your password
 - Set your alerts. We strongly recommend that you check the boxes to receive email alerts when transcripts are uploaded and when references are completed. You will see that the box is already checked for you to receive an email alert when a comment is added
- **Comments boxes can be found in each section of the Application. You will use these Comments to communicate with the Endorsement Coordinator. You can ask questions or add additional details/clarification about the information you entered in the corresponding section. The Endorsement Coordinator will also use these Comments as the **primary** way to communicate with you; it is essential that you read and reply to comments in a timely manner**
- For more time-sensitive help requests, click on Support in the upper left corner. This will bring you to our Knowledge Base. Look through the FAQ’s in the Knowledge Base to see if you can find the answer you are looking for. If you cannot, go to My Support Tickets, select “Create support ticket” and give the details of your question. Keep in mind that EASy is staffed part-time. It may take up to 4 business days to receive a response.
- For assistance during regular business hours email endorsementwa@aaimh.org.au
- EASy is built in with security features including a time limit. If you have been inactive (meaning you have not moved from one tab to another or selected “Save”) for several minutes, a time-out warning will appear. If you continue to remain inactive, you may be asked to log back in again
 - For the text fields that require lengthy responses (Work and RSC), you may wish to type your response in Word first and then copy and paste into EASy. Keep in mind, there is a 250-word limit for the text fields
- PLEASE SAVE EARLY AND OFTEN USING THE SAVE BUTTON FOUND WITHIN EACH SECTION
- SAVE ONE TAB BEFORE MOVING TO THE NEXT
- SAVE BEFORE CREATING A SUPPORT TICKET OR BEFORE ENTERING A COMMENT

Building your Application

- Your Application is broken into sections: Competencies, Agreement, Ethics, Education, Work, Leadership (Leadership for IMH Mentor category only), Trainings, RSC, and References
- When you log in, you will land on your Dashboard. Sections in green indicate you have entered the minimum required. Sections in yellow indicate they have not yet been completed. **Please note that green does not necessarily indicate completed.** For example, 1 specialised work experience is the minimum required, however, 2 or 3 relevant work experiences may need to be listed to demonstrate that you meet the requirements
- The requirements for Education, Work, Leadership (IMHM only), Training, Supervision, and References can be found at the top of each section; please read the requirements thoroughly
- **Reviewers of your Application will check to ensure the information you input into your Application matches the requirements in addition to confirming that you have illustrated fulfillment, through your experiences, of the competencies (as specified in the *Competency Guidelines*[®]) specific to the category of Endorsement[®] for which you are applying**

Competencies

- This page is intended to be used as a “self-study” to help **you** assess your education and in-service training experiences and determine what additional specialised training might be necessary to meet the competencies and earn Endorsement[®]
- When you enter your Training experiences, you will be prompted to select the competencies that were met through your in-service trainings; the competencies selected within the Training tab will appear here, in the Training column
- When you enter your Education experiences, you will be prompted to select the competencies that were met through your coursework; the competencies selected within the Education tab will appear here, in the Education column
- The self-study grid indicates the competencies you have selected as being covered, they are not necessarily those that have been or will be approved by Application Reviewers
- Within Application Summary, the number of training hours that you entered within the Training tab will appear within Training Hours (submitted)
- Within Application Summary, the number of RSC hours that you entered within the Supervision tab will appear within RSC Hours (submitted)
- The Application Summary indicates the hours you have submitted, not necessarily those that have been or will be approved by Application Reviewers
- You are encouraged to review this “self-study” with an endorsed colleague, supervisor, mentor or provider of RSC before submitting your Application as an informal review. Someone who has been through the Endorsement[®] process themselves will have important and beneficial feedback to share with you!
- Application Reviewers will not review this tab as part of their review

While ALL of the *Competency Guidelines*[®] domains are important, an Application Reviewer will be looking most closely at: Theoretical Foundations (Ways of Thinking), Direct Service Skills (Ways of Doing) and Reflection (Ways of Being). The table below is meant to paint a picture of where Applicants *most often* achieve competencies based on the sections of the Endorsement[®] application.

Domains	Most Relevant Application Tabs	Next Most Relevant Tab(s)
Theoretical Foundations	Education & In-Service Training	Reference Forms
Direct Service Skills	Education & In-Service Training	Reference Forms & Work
Reflection	Reference Forms & Supervision	Education & In-Service Training

Agreement

- You will be asked to electronically agree to the Endorsement Agreement. This is legally the same as a written signature

Ethics

- You will be asked to electronically agree to the Code of Ethics. This is legally the same as a written signature
- Upon earning Endorsement, you will be asked to sign the Code of Ethics annually as part of your Endorsement® renewal

Education

- Instructions for ordering transcripts are at the top of the Education section. Please order your official transcripts **at least 4-weeks** before you plan to submit your Application as your official transcripts must be uploaded within your Application prior to submission
- **You are required to order official transcripts from each TAFE/college or university attended, even if you did not earn a degree there**
- If you did not earn a degree at an institution, but took coursework relevant to the competencies, you may choose to request those official transcripts to be reviewed as well
- Please be sure to add each institution from which you are ordering transcripts. Doing so creates a “space” for the Endorsement Coordinator to upload the documents
- There are two components for each education entry: First, you will enter details about the education experience (institution attended, degree earned, year, etc.). Second, you will click on the Edit Competencies icon. This will open a pop-up window showing a grid with the 8 competency domains
 - Please select the competencies that you believe were addressed in your coursework. Click on the domain name (e.g., *Theoretical Foundations*) for a drop-down menu of the knowledge/skill areas (e.g., pregnancy & early parenthood; attachment, separation, trauma, & loss; cultural competence). You will be limited to **12 competencies per transcript**. Please indicate the ones you believe were most thoroughly and adequately covered
 - If you earned 2+ degrees at the same institution and your transcripts are combined into one document, you may add that institution twice in 2 entries so that the Administrator can upload your transcripts twice, this will allow you to select the 12 competencies met by the first degree and 12 competencies met by the second degree
- Use the *AAIMH WA Competency Guidelines*® to find definitions for each knowledge/skill area at the Endorsement® for which you are applying
- If you have had coursework that was specific to IMH, please use the Notes text field within the Education entry
- **When Application Reviewers review your Application, they will be looking to see that you have covered a majority of the competency areas found within the *Theoretical Foundations* and *Direct Service Skills* domains through your education and training experiences. A major gap found in one or more of the competencies found within those domains could be reason for deferral.**

Work

- Be sure to fully describe your work experience(s) as it relates to the requirements found at the top of the page; this may be different from the way it is described on a resume
- You will enter as many entries as you need to in order to demonstrate that you meet the requirements below (i.e. if you meet the requirements in one job experience, you do not need to enter additional entries). If your resume is uploaded within the Details tab of your Application, it will be viewable here for an Application Reviewer to view the full breadth of your experiences

- There are multiple text fields per work entry and each text field has a maximum word count of 250; the first text field is specific to the requirements, the second text field is specific to how your work relates to the competencies found within the *Competency Guidelines*[®], and the third text field is specific to how you incorporate IMH principles into your practice
 - Although the third prompt is not required, it is encouraged that you use that space to further explain your work to the Application Reviewers. **It is important to keep in mind that the Application Reviewers may not be familiar with the agency you work for, your specific program, or your region of the state. The better narrative you can provide them with, the more thorough and accurate their Application review can be**
- Applicants for IMHM-C will include the RSC that they have provided to others. These experiences should also be listed within the Supervision section

Leadership

- IMHM Applicants are expected to demonstrate leadership in the promotion and practice of IMH
- For IMH Endorsement[®], practice leader experience must be specific to 0 – 36 month olds
- Some leadership activities may be demonstrated through paid work experience, however, there is an expectation that some will also be volunteer
- If you uploaded your resume or CV on the details page of your Application **and** your resume or CV includes a thorough list of your leadership accomplishments specific to IMH, you can type, “See resume” upon selecting “Add Entry.” You do not need to enter each accomplishment individually
- Serving as a provider of RSC should be included within the Supervision tab

Training

- Applicants will include as many hours of relationship-based in-service training and/or continuing education as necessary to document that the competencies (as specified in *Competency Guidelines*[®]) have been met
- For those whose degree is in a field that is unrelated to IMH, more specialised in-service training may be required to meet the breadth and depth of the competencies
- Training content will include the promotion of social-emotional development and/or the principles of IMH
- **Minimum 30 clock hours required**
 - Successful Infant Family Worker (IFW) Applications typically include an average of 40 or more hours of specialised training unless the Applicant has completed coursework specific to the *Competency Guidelines*[®]
 - Successful Infant Family Practitioner (IFP) Applications typically include an average of 50 or more hours of specialised training unless the Applicant has completed coursework specific to the *Competency Guidelines*[®]
 - Successful Infant Mental Health Practitioner (IMHP) typically include an average of 75 or more hours of specialised training unless the Applicant has completed coursework specific to the *Competency Guidelines*[®]
 - Successful IMHM Applications typically include an average of 75 or more hours of specialised training unless the Applicant has completed coursework specific to the *Competency Guidelines*[®]
- You can include conferences in this section, but keep in mind that only one conference can be counted toward the 30-hour minimum
 - Conferences, meaning a day or more of keynote speeches and workshops of 90-120 minutes each, provide opportunities to gain knowledge and skill over a range of topics.
 - Applications should include a balance of broader experiences, like conferences, with more intensive trainings that spend 6 or more hours going in depth on one topic

- There are two components for each training entered. First, you will enter details about the individual training (training name, number of hours, dates, sponsor, etc.). Second, you will click on the Edit Competencies icon. This will open a pop-up window showing a grid with the 8 competency domains
 - You are asked to indicate which competencies were covered for the training. Click on the domain name (e.g., *Theoretical Foundations*) for a drop-down menu of the knowledge/skill areas (e.g., pregnancy & early parenthood; attachment, separation, trauma, & loss; cultural competence) and select the ones you believe were covered in the training. You can only select once competency area for each hour of training (e.g. 4-hour training would have no more than 4 competencies selected). **BE SURE TO SELECT Save BEFORE CLOSING THE POP-UP WINDOW**
- Use the *Competency Guidelines*[®] to find definitions for each knowledge/skill area at the Endorsement[®] for which you are applying
- **When Application Reviewers review your Application, they will be looking to see that you have covered a majority of the competency areas found within the *Theoretical Foundations* and *Direct Service Skills* domains through your education and training experiences. A major gap found in one or more of the competencies found within those domains could be reason for deferral
 - DC: 0-3R and/or DC:0-5 training covers a large portion of the disorders of infancy competency (not required for IFW); if you have not attended this training, it is important that you have attended other trainings that cover this competency area in great detail (for example: trainings on atypical development, fetal alcohol syndrome, autism, sensory integration disorders, insecure attachment, etc.) and/or that you have coursework listed within your transcripts that covers this area
 - In order to demonstrate that competency has been met for screening & assessment, IMH-E[®] Applicants need to have attended trainings that are specific to tools for 0 – 36 month-olds, including, but not limited to: DECA I/T, DECA-C, ASQ 3, ASQ SE 2, MCHAT-R, PEDS, PEDS DM, IDA, NCAST, etc.
 - Often, intensive trainings that spend 5-6 hours imparting in-depth information on a screening and assessment tool are necessary to document competency in this area. Additionally, IFP, IMHP, IMHM Applicants typically attend more than one screening and assessment training to fully demonstrate that competency has been met in this area **OR** they have coursework listed within their transcripts that covers this competency
 - For IMHP and IMHM Applicants, training on adult screening & assessment tools can help lead to competency in screening and assessment as well
 - In order to demonstrate that competency has been met for Observation & Listening, IFP, IMHP, and IMHM Applicants are encouraged to attend training(s) on an observation tool, such as the Massie Campbell or PICCOLO
 - Applicants for IMHM-C must include a minimum of 15 hours of didactic training about the provision of RSC**

Reflective Supervision/Consultation (RSC)

- Required for IFP, IMHP, IMHM-C. Optional for others
- List all relevant RSC experiences that you have participated in along with a description of each
 - Is the provider of RSC endorsed at the appropriate category of Endorsement[®]? If not, has the association vetted the provider as qualified?
 - Do the total number of hours meet the minimum required?
 - Were the minimum number of hours accrued over a period of time that was at least 12-months and not more than 24-months?
 - Were the hours accrued while providing qualifying work experience?
- Applicants for IMHM-C will also list people/groups for whom they have provided

References

We encourage you to download, print, and review a hardcopy of the reference form, specific to your category of Endorsement[®], before asking referees to complete these on your behalf. Additionally, it is valuable to share the reference form with your referees before you ask them if they are willing to be a referee on your behalf. You can find the forms here:

<https://www.aaimh.org.au/branches/wa/endorsement/endorsement-resources/>

- A total of three professional references are required. The requirements for who needs to complete a reference for your category of Endorsement[®] will be found at the top of the page. At least one must come from an individual who meets Endorsement[®] requirements as an IFP, IMHP, IMHM OR is familiar with the *Competency Guidelines*[®] and vetted as approved by AAIMH WA
- Please use a personal email address for your referees so that the email is not blocked. Once you have entered the required information for the referees, you will select "Save." When you are ready to have the reference form sent to the referees, you will select "Send." You cannot go back and change an entry upon selecting "Send"
- The referees will receive an email from EASy with a link to complete the reference form in a secure, on-line format. There are no paper forms to fill out or mail. Tell your referees that the email will say that it is from "EASy server." It will not say that it is from AAIMH WA.
- For each reference, you will be asked whether or not you waive your access to the completed form. Some referees will only agree to complete the form if they know the Applicant has waived this right and therefore their ratings are confidential
- Please do not complete this section TOO early in the process. You want to ensure that your reference raters know you well enough to complete the form. Also, reference forms are only valid for one year from the date completed
- Once the reference has been complete, you will see an indication that it has been received even though you cannot read the form itself

Submitting the Application

- Once you are satisfied that you have entered all your relevant experience, all three of your references have been completed, all of your transcripts have been uploaded and your AAIMH membership is up-to-date, click the Submit button on your Dashboard; the Submit button will not appear until the EASy system believes that your Application is complete. If you do not see the Submit button, scroll to the bottom of your Dashboard. You will see a list of what is missing
- You will see "+View Payment Information" below the Submit Application button; you will select this to choose how you would like to pay. You will select whether you wish to pay by credit card, alternate payment (check, purchase order, etc.) or scholarship
 - If you wish to pay by credit card, you will be directed to Stripe. Stripe accepts both credit cards and debit cards
 - If you select alternate payment, you will be directed to instructions about payment by direct deposit through your bank.
- If you are changing Endorsements (e.g. previously earned Endorsement[®] at IFP and are now applying for Endorsement[®] at IMHP) please contact the Endorsement Coordinator at endorsementwa@aimh.org.au. Because you do not need to pay the full fee, the Endorsement Coordinator will change the fee listed within your Application.
- Once your application is submitted and you've paid the processing fee, you will receive a "Receipt of Complete Application" email from the Endorsement Coordinator. This email will confirm that your application has been received and will tell you the date of when the decision regarding the results of your Application review will be made

Application Review

- The Endorsement Coordinator will assign at least one Application Reviewer for your Application. The Reviewer, who is endorsed and trained to evaluate Endorsement® applications, will review your Application and handle your information confidentially
 - IFW & IFP Applicants receive an Endorsement® decision after at least one Application Reviewer examines and approves the Application
 - IMHP & IMHM Applicants move on to the written Endorsement® exam after at least one Application Reviewer examines and approves the Application
- The Endorsement Coordinator will relay any messages the Reviewer has regarding your Application to you
- You will hear back from the Endorsement Coordinator after Reviewer's approval by the deadline listed within the "Receipt" email
- During the initial pilot stage of Endorsement, AAIMH WA reviews Applications yearly and offers the written exam once a year for IMHP and IMHM
- Please visit www.aaimh.org.au/branches/wa/endorsement/register-and-apply-for-endorsement/ for details related to Application submission deadlines and exam dates.