The Process of Endorsement® (IMH-E®)

The process of applying for Endorsement® (IMH-E®) as an infant mental health professional includes building and submitting a professional portfolio application, and (for Infant Mental Health Specialist and Infant Mental Health Mentor applicants only) taking a written exam. The content of your application and your professional references (and your exam, if applicable) are how you will demonstrate that your work, educational, and supervision experiences reflect expertise in the infant and family field and mastery of the Endorsement® Competencies. Your application materials will be reviewed by your Advisor and two trained Reviewers who have also earned Endorsement®.

The time needed to build your application depends on your work, training, and supervision experiences and the Endorsement® category for which you are applying. Once they begin the process, many applicants find that additional training is necessary to enhance their expertise and help them develop a strong application. The Endorsement® process takes most applicants a minimum of one month and an average of one year to complete.

1. **Register as a member of WA-AIMH.**
   - If you are not already, you must be an active member of WA-AIMH in order to apply for Endorsement®.
   - You may join WA-AIMH ($80 for an individual membership) at http://www.wa-aimh.org/join-now/.

2. **Review the requirements for Endorsement®.**
   - Review the Endorsement® requirements to determine which category is most appropriate given your professional role at http://www.wa-aimh.org/endorsement/requirements-at-a-glance/.

3. **Register in EASy.**
   The Endorsement Application System® (EASy) is an online database that stores your professional application for Endorsement®.
   - Register in EASy at https://easy.mi-aimh.org/wa-aimh/
   - You will be asked to provide some preliminary background information, upload your resume/CV, indicate the Endorsement® category for which you are applying, and submit the registration fee ($25).
   - After your registration has been reviewed and accepted by WA-AIMH (generally within one week), you will receive a username and password for EASy and additional instructions via email.

4. **Review the Competency Guidelines® for your Endorsement® category.**
   - Review the Competency Guidelines® that were included in the email you received from WA-AIMH (also available at http://www.wa-aimh.org/endorsement/competency-requirement-details/).
   - Give special attention to the behaviors/skills that demonstrate competency in each area of expertise.

5. **Gather and review the following:**
   - Your resume/vita.
• Copies (unofficial is okay) of your transcripts.
• Copies of your in-service training records.

6. Begin building your portfolio application.
   • Login to EASy at https://easy.mi-aimh.org/wa-aimh/
   • If desired, change your password and select preferences for email notifications under Edit Profile.
   • Complete each section of the application.
     • Details: Edit your profile details and upload an updated resume/CV if necessary.
     • Agreement: Read and agree to the Endorsement® Agreement.
     • Ethics: Read and agree to the Code of Ethics.
     • Education: List each formal educational program and degree.
     • Work: List each relevant work experience, with supporting details.
     • Trainings: Describe each relevant training, indicating which Competencies were addressed.
     • Supervision: Describe your experience receiving Reflective Supervision/Consultation (RS/C).
     • References: List 3 individuals who will complete reference rating forms on your behalf.

7. Request that your official transcripts be submitted to WA-AIMH.
   • Contact each of your educational institutions and request that official transcripts be sent directly to WA-AIMH. You may not submit your application until WA-AIMH has received and uploaded each listed transcript to your application in EASy (allow at least 4 weeks for each transcript to arrive).
   • Hard copies of official transcripts can be mailed from the institution to WA-AIMH at:
     WA-AIMH
     1833 N 105th St., Suite #203
     Seattle, Washington 98133
   • Electronic copies of official transcripts can be emailed from the institution to WA-AIMH at: endorsement@wa-aimh.org

8. Gain additional training experiences, as needed.
   • As you complete your portfolio application, you may find that additional training experiences are necessary to build your expertise in all Competency areas. Please consult WA-AIMH’S training calendar (http://www.wa-aimh.org/events/) or consult your Advisor if you need assistance in identifying relevant training opportunities.

9. Request an Advisory Review of your completed portfolio application.
   • Before submitting your application for formal review, email your Advisor to request an Advisory Review. Make sure that you have completed all sections of the application, that you have the required number of training hours, that your education, work, training, and supervision experiences demonstrate mastery of the Competencies for your Endorsement® category, and that all of your transcripts and references have been received by WA-AIMH.
10. Submit your completed portfolio application and the processing fee (fee varies by Endorsement® category).
   • After your Advisor has reviewed your application and you have both agreed that it is ready for a Formal Review, submit your application through EASy.

11. Formal Review.
   • Two trained Endorsement® Reviewers will examine your portfolio application materials. Depending on the availability of Reviewers, this process may take 1-2 months.

12. Prepare for and complete the written exam (IMHS and IMHM applicants ONLY).
   • Upon approval of your application by the Endorsement® Reviewers, you will be eligible to take the written exam, which is offered twice each calendar year (timing is based on demand).
   • Your Advisor will provide you with additional information to assist you in preparing for the exam.

13. Endorsement® (IMH-E®)
   • Infant Family Associate (IFA) and Infant Family Specialist (IFS) applicants:
     i. You will receive an Endorsement® decision after two Reviewers have approved your application.
   • Infant Mental Health Specialist (IMHS) and Infant Mental Health Mentor (IMHM) applicants:
     i. You will receive an Endorsement® decision after two Reviewers have approved your application and you have received a passing score on the written exam.
   • If Endorsement® Reviewers do not approve your portfolio application, they may suggest that you pursue further training and/or reflective supervision and then be re-reviewed after a period of time.

WA-AIMH ENDORSEMENT® ANNUAL RENEWAL REQUIREMENTS:
   • Ongoing membership in WA-AIMH (or another IMH association).
   • Annual participation in a minimum of 15 clock hours of training related to culturally-sensitive, relationship-focused practice promoting infant mental health. If you are a provider of RS/C, at least 3 of the 15 hours required need to be about the provision of RS/C to others.
   • Annual participation in a minimum of 12 clock hours of RS/C (this requirement applies to all Infant Family Specialists, Infant Mental Health Specialists and Infant Mental Health Mentor-Clinical professionals, regardless of when Endorsement® was originally earned. The only exception is for those who have maintained endorsement as Infant Mental Health Mentor – Clinical for at least three years.)