

EASy applicant tip sheet

General information to know before you begin

- MI-AIMH requires that applicants begin a minimum of four weeks* before an intended submission date. This ensures enough time for receipt and upload of transcripts, completion of reference ratings, and thorough entries related to applicant's specialized work, in-service training, and RSC experiences (***An application does not NEED to be completed within 4-weeks; the process just needs to begin at least 4-weeks before an Applicant submits**)
- EASy stands for Endorsement® Application System and is a web-based tool for applicants to create a (paperless) professional application for the MI-AIMH Endorsement®
- Please keep in mind that <https://easy.mi-aimh.org/> (EASy) is a different system from <http://www.mi-aimh.org/> (the organization's website) and from <http://www.my.mi-aimh.org> (My MI-AIMH: MI-AIMH's membership database for membership and Endorsement® renewals); you cannot log into your Endorsement® application from mi-aimh.org or my.mi-aimh.org
- Information about the MI-AIMH Endorsement®, including requirements for each level, can be found at <http://mi-aimh.org/endorsement>
- Answers to frequently asked questions regarding Endorsement® can be found at <http://www.mi-aimh.org/endorsement-faqs>
- When you are asked for email addresses on EASy (for yourself and for those who will complete your reference forms), please use a personal email address. Many employer email servers block messages from the EASy system

Register as a new applicant

- Go to <https://easy.mi-aimh.org/> and click on Register
- Complete required fields about education, work, and reflective supervision/consultation history as relevant to the level at 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 (IV), it is recommended
- You will be asked for the expiration date of your MI-AIMH membership. Membership in MI-AIMH (or another IMH association) is required to begin the Endorsement® process. If you are not yet a member, or need to renew, you can do so at <http://www.my.mi-aimh.org>. If you are not sure if your membership is current, you may find this within your My MI-AIMH profile.
- After you select the level at which you wish to earn MI-AIMH Endorsement®, you will click Submit
- You will be directed to a PayPal payment page. If you wish to pay by credit card, you will do so now from this site. If you leave the site before paying, you will need to

register on EASy again. Or you can pay by check and mail it, along with a note indicating the payment is for EASy registration fee, to MI-AIMH, 13101 Allen Rd, Southgate, MI 48195

Next steps

- Once you hit Submit, you will receive an auto-message from EASy indicating that your registration was received and is being processed
- MI-AIMH will 1) look over your preliminary information to ensure you have selected the level that is appropriate for your specialized experiences, 2) confirm your membership status, and 3) confirm payment of the registration fee
- Once those 3 items are confirmed, your EASy status is updated to Accepted. You can expect an email from EASy with a username and password. You can also expect an email from the MI-AIMH Endorsement Coordinator with some instructions about how to proceed
- The MI-AIMH *Competency Guidelines* booklet will be mailed to you. Carefully read the section about the level at which you are applying. You will find details regarding the requirements and the definitions of the competency areas

Logging in and asking for help

- Using your EASy-issued username and password, you may now log in to EASy and begin to enter details about your specialized education, work, in-service training, and reflective supervision/consultation experiences. Infant Mental Health Mentor (IV) applicants will also enter practice leader experiences
- Once logged in, click on Edit Profile (upper right corner). From here, you can change your password, if you choose. We strongly recommend that you also check the boxes to receive email alerts when a Comment has been made in your application, when transcripts are uploaded, and when references are completed
- You may log in to access your EASy 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
- Comments windows can be found in each section beginning with Education. Use this window to ask a question of the Endorsement Coordinator or to add some additional information or clarification about the information you have entered in this section
- For more time-sensitive help requests, click on Help in the upper right corner. Give the details of your question and select whether this is a technical issue or a question about the Endorsement® process so the message is directed to the appropriate helper. But do keep in mind that EASy is not staffed 24 hours/day. It may take up to 1-2 business days to receive a response
- For assistance during regular business hours, you can call the Endorsement Coordinator, Ashley McCormick, at 734-785-7705 x 7547 or email miaimh.easy.imhe@gmail.com
- EASy is built in with security features including a time limit. If you have been inactive for several minutes, you may be asked to log back in again. However, the

request to log back in may not occur until after you have entered more data, so if you do not save often, it is possible to lose work

- PLEASE SAVE EARLY AND OFTEN USING THE SAVE BUTTON FOUND NEAR THE BOTTOM OF EACH SECTION
- SAVE ONE SECTION BEFORE MOVING TO THE NEXT
- SAVE YOUR WORK BEFORE USING HELP OR COMMENTS

Building your application

- Your application is broken into sections: Endorsement® Agreement, Code of Ethics, Education, Work, Training, Reflective Supervision/Consultation, References, and Transcripts
- 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 specialized work experience is the minimum required, however, you may have 2, 3, or more relevant work experiences to list
- You are asked to electronically agree to the Endorsement® Agreement and Code of Ethics. This is legally the same as a manual signature
- The requirements for Education, Work, Training, Supervision, and References can be found at the top of each section; please read the requirements thoroughly as the reviewers of your application will be checking to ensure the information you input into your application matches the requirements for the Level at which you are applying
- The more information you add to each section, the better the reviewers will understand your experience. This is especially important for the work and supervision sections.
- You will notice that information you entered when registering has been pre-filled in the relevant sections; you are free to edit that initial information in each section, as necessary

Training

- The training section is for all specialized in-service trainings which you have attended and that are relevant to one or more competencies at your level
- 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
- After details about each session are entered, you need to 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 each 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)

- Use the *Competency Guidelines* book to find definitions for each knowledge/skill area at your level
- When checking to ensure that you have covered a majority of the competency areas with your training experiences,
 - Note that the DC: 0-3R training covers a large portion of the Disorders of Infancy and Early Childhood competency; if you have not attended this training, it is imperative that you have attended other trainings that cover this competency area in great detail and/or that you have coursework listed within your transcripts that covers this competency
 - Note that you should have attended at least two of the following Screening and Assessment trainings to meet the Screening and Assessment competency:
 - DECA I/T
 - Massie Campbell ADS
 - PICCOLO
 - IDA
 - If you have not attended a combination of the trainings listed above, it is imperative that you have coursework listed within your transcripts that cover this competency
- **Please limit your selection of knowledge/skill areas to 1 for each hour of training, i.e., 3 areas for a 3-hour training, 6 areas for a 6-hr training, etc.**
- **BE SURE TO SCROLL DOWN TO HIT Save BEFORE CLOSING THE POP UP WINDOW**

Transcripts

- Instructions for ordering transcripts are at the top of the Transcript section. Please order your transcripts **at least 4-weeks** before you plan to submit your application as your transcripts must be uploaded within your application prior to submission
- Please note that you are required to order official transcripts from each college or university attended, even if you did not earn a degree there
- Reviewers examine your coursed to document your competency in several required areas
- 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 when they arrive at the MI-AIMH Central Office
- If you have had coursework that was specific to infant mental health, please use the Comments window in the Transcript section to make a note of those classes

Submitting the application

- Once you are satisfied that you have entered all your relevant experience, all three of your references have been completed, and all of your transcripts have been uploaded (by MI-AIMH), click the Submit button on your Dashboard; the Submit button will not appear until the EASy system believes that your application is

complete (e.g. all three references have been submitted, transcripts have been uploaded, etc.)

- You will see “+View Payment Information” below the Submit Application button; you will select this to choose how you would like to pay
- If you wish to pay by credit card, you will select “Checkout with Paypal”. You will then be navigated to the PayPal website. If you leave the site before paying, you will need to log onto EASy and press Submit again. Or you can select Pay Another Way if you prefer to mail a check (personal or agency), along with a note indicating the payment is for EASy Registration Fee, to MI-AIMH, 13101 Allen Rd, Southgate, MI 48195
- Please note that PayPal accepts both credit cards and debit cards
- If you are changing levels (e.g. previously earned Endorsement® as an Infant Family Specialist (II) and are now applying for Endorsement® as an Infant Mental Health Specialist (III)), or if you or your employer is paying this fee by check, please contact the Administrator at miaimh.easy.imhe@gmail.com to make arrangements as you do not need to pay the full fee and there is not a way to change the fee within PayPal. For more information about this, go to Endorsement Policies: Changing Levels on our website: <http://www.mi-aimh.org/endorsement-policies>

Application review

- Infant Family Associate (I) & Infant Family Specialist (II) applicants receive an Endorsement® decision after at least two application review committee members examine and approve the application
- Infant Mental Health Specialist (III) & Infant Mental Health Mentor (IV) applicants move on to a written exam after at least two application review committee members examine and approve
- MI-AIMH reviews applications on a quarterly basis
- MI-AIMH offers the written exam twice a year, usually in March and September.
- Please visit <http://mi-aimh.org/events-list?type=endorsement> for details related to application submission deadlines and exam dates