

Please use this checklist to ensure you have completed each step of the MI-AIMH Endorsement® Application process:

Initial:

- Pay MI-AIMH Membership fee (www.my.mi-aimh.org), if you are not already a MI-AIMH member
- Complete & submit Registration on EASy (<https://easy.mi-aimh.org>)
- Pay EASy Registration Fee
- You will not receive a username & password until registration fee is paid and membership is confirmed

Upon Receiving EASy Login & Password:

- Login to EASy using your EASy issued user name & password
- Go to Edit Profile to change password and/or to elect to receive email notifications when references are completed, transcripts are uploaded, etc.
- Review *Competency Guidelines*® book that is mailed to you for details about requirements and competencies at your desired level
- Order transcripts from every university/college attended **at least 4-weeks** before you plan to submit your application as your transcripts must be uploaded within your application prior to submission
- Complete each tab of the EASy application, including, work, education, specialized in-service training, supervision, and references

Prior to “Submitting” your Application:

- Check to see your transcripts have been uploaded
- Check to see that all of your references have completed their rating forms
- Check to see that you have at least 30 hours of specialized in-service training
- Be sure to indicate which competency knowledge and skill areas are covered for each training event (1 area for each hour of that training)

Upon “Submitting” your Application:

- Pay Endorsement Processing Fee

Keep in mind:

- After you hit Submit, you may receive notifications of comments being added. You can ignore those and know that if you need to log back in or edit or revise your application, you will be notified by MI-AIMH Endorsement® staff
- Applications are reviewed quarterly. Information about deadlines can be found at <http://mi-aimh.org/events-list?type=endorsement>