

Endorsement Checklist

Please use this checklist to ensure you have completed each step of the application process.

Initial

- Purchase Infancy Onward membership (<https://infancy-onward.myeasy.org/>), if you are not already a member
- Complete & submit registration on the Endorsement Application System (EASy) (<https://infancy-onward.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
- Applications are reviewed quarterly. Information about deadlines can be found in the EASy Announcements at <https://infancy-onward.myeasy.org/>

You are joining an international group of professionals who have chosen to earn the Endorsement credential as a way to demonstrate specialization in the infant-early childhood mental health field.

Learn more: allianceaimh.org