

Infant Family Associate (IFA):
How do I begin the process of becoming endorsed?

Initial:

- Become a MI-AIMH member (my.mi-aimh.org), if you are not already (\$70)
- Register as a “New Applicant” on our Endorsement Application System (EASy) (easy.mi-aimh.org)
- Complete & submit registration on EASy; this will prompt you to pay the EASy Registration Fee (\$15)
- You will receive an EASy username & password once registration fee is paid and membership is confirmed

Upon Receiving EASy Login & Password:

- Login to EASy using your EASy issued username & 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 the *Competency Guidelines*[®] requirements included in the e-mail sent to you for details about requirements and competencies for IFA
- Order transcripts (if applicable) from every university/college attended **at least 4-weeks** before you plan to submit your application
- Complete each tab of the EASy application, including, Work, Education, Training, Supervision (if applicable), and References

Prior to “Submitting” your Application:

- Check to see your transcripts have been uploaded to the Education tab of your application
- 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 as necessary to document that competencies (as specified in *Competency Guidelines*[®]) have been met;

**Keep in mind that application reviewers will be focusing mostly on the areas of Theoretical Foundations and Direct Service Skills; a major gap in one or more of the competencies found within those domains could be reason for deferral*

Upon “Submitting” your Application:

- Pay Endorsement[®] Processing Fee (\$25)

Keep in mind:

- Applications are reviewed quarterly. Two MI-AIMH members who are endorsed and trained as reviewers will review your Endorsement[®] application and make a recommendation re: Endorsement[®]
- The more detail you include in your application, in terms of work description, notes on trainings, etc., the easier it will be for the trained Application Reviewers to see that competency has been demonstrated

Questions?

Contact the MI-AIMH Endorsement Team
miaimh.easy.imhe@gmail.com or 734.785.7705 ext. 7547