

EASy Applicant Instructions

General information to know before you begin

- MI-AIMH requires that MI-AIMH Endorsement® 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, can be found at:
<http://mi-aimh.org/endorsement/requirements/>
- Answers to frequently asked questions regarding Endorsement® can be found at:
<http://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 (RSC) history as relevant to the Endorsement® 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 (IMHM), 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 Endorsement® you are applying for, you will click Submit

- You will be directed to a payment page. You will select whether you wish to pay by Alternate Payment (check, purchase order, etc.) or by credit card.
 - If you wish to pay by credit card, you will be directed to do so via PayPal. Please note that you do not need to have a PayPal account to pay through PayPal and that PayPal accepts both credit cards and debit cards.
 - If you leave the site before selecting a payment option, 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
 - If you select Alternate Payment you can pay by 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
- Select “Send Payment Info”
- You will be directed to a page that confirms you have registered and outlines next steps

Next steps

- Once you hit Submit, you will receive an auto-message email 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 Endorsement® 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 will be updated to Accepted. You can expect an email from EASy with a username and password. You can also expect an email from the Administrator with instructions about how to proceed; this email will include MANY important documents, including:
 - Getting Started Guide
 - EASy Applicant Instructions
 - Endorsement® Checklist
 - The *Competency Guidelines*® document specific to the category of Endorsement® for which you are applying; this will be your go-to resource! Carefully read the section about the Endorsement® category for 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 RSC experiences. IMHM 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 of the Application. Use these windows to ask a question of the Administrator or to add some additional information or clarification about the information you have entered in the corresponding section
- For more time-sensitive help requests, click on Support in the upper left corner. This will bring you to our Knowledge Base. Before submitting your Support Ticket, look through the FAQ's in the Knowledge Base to see if you can find the answer you are looking for. If you cannot, go to My Support Tickets and give the details of your question. You will be asked to select whether this is a technical issue or a question about the Endorsement® process, what type of device you are using and what browser and version of Windows your device has. 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 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, a time-out warning will appear. If you continue to remain inactive, you may be asked to log back in again
- 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, RSC, References & Leadership (IMHM only)
- 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, References & Leadership (IMHM only) 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 Endorsement® at which you are applying

Education

- Instructions for ordering transcripts are at the top of the Education 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
- Please be sure to add each institution from which you are ordering transcripts. Doing so creates a “space” for the Administrator to upload the documents
- When checking to ensure that you have covered a majority of the competency areas with your coursework experiences, keep in mind that Application Reviewers will be focusing mostly on the areas of *Theoretical Foundations* and *Direct Service Skills*; Reviewers will examine your courses to document your competency
- If you have had coursework that was specific to infant mental health, please use the notes section to elaborate on those courses

Training

- Applicants will include as many hours of relationship-based training and/or continuing education as necessary to document that competencies (as specified in *Competency Guidelines*®) have been met
- For those whose degree is in a field that is unrelated to IMH, more specialized in-service training may be required to meet the breadth and depth of the competencies
- Training content will include the promotion of social-emotional development and/or the principles of infant and early childhood mental health
- **Minimum 30 clock hours required**
 - Successful Infant Family Associate (IFA) Applications typically include an average of 40 or more hours of specialized training unless the applicant has completed coursework specific to infant mental health competencies
 - Successful Infant Family Specialist (IFS) Applications typically include an average of 50 or more hours of specialized training unless the applicant has completed coursework specific to infant mental health competencies
 - Successful Infant Mental Health Specialist (IMHS) typically include an average of 75 or more hours of specialized training unless the applicant has completed coursework specific to infant mental health competencies
 - Successful Infant Mental Health Mentor (IMHM) Applications typically include an average of 90 or more hours of specialized training unless the applicant has completed coursework specific to infant mental health competencies
- 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*[®] booklet to find definitions for each knowledge/skill area at the Endorsement[®] for which you are applying
- When checking to ensure that you have covered a majority of the competency areas with your in-service training experiences, 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

- DC: 0-3R and/or DC: 0 – 5 training covers a large portion of the disorders of infancy and early childhood competency; if you have not attended this training, it is important that you have attended other trainings that cover this competency area in great detail (for example: trainings on atypical development, fetal alcohol syndrome, autism, sensory integration disorders, etc.) and/or that you have coursework listed within your transcripts that covers this competency

Please note: The Michigan Department of Health and Human Services- Mental Health Services to Children and Families encourages CMHSP clinical staff to participate in DC: 0-3R training opportunities.

- In order to demonstrate that competency has been met for screening & assessment, Applicants need to attend trainings that are specific to tools for 0 – 36 month olds, including, but not limited to: DECA I/T, DECA-C, ASQ 3, ASQ SE 2, MCHAT-R, PEDS, PEDS DM, Denver Developmental Screening Test II, IDA, NCAST, etc.

Please note: The Michigan Department of Health and Human Services- Mental Health Services to Children and Families requires CMHSP clinical staff be trained in the DECA (Infant, Toddler and Clinical versions) either at in person or via webinar.

- Often times, intensive trainings that spend 5-6 hours going in depth on a screening and assessment tool are necessary to document competency in this area. Additionally, IFS, IMHS, IMHM Applicants typically attend more than one screening and assessment tool training to fully demonstrate that competency has been met in this area **OR** they have coursework listed within their transcripts that covers this competency
- For IMHS and IMHM Applicants, training on adult screening & assessment tools can help lead to competency in screening and assessment as well.
- In order to demonstrate that competency has been met for Observation & Listening, IFS, IMHS, and IMHM Applicants are encouraged to attend training on an observation tool, such as the Massie Campbell or PICCOLO

Please note: The Michigan Department of Health and Human Services- Mental Health Services to Children and Families encourages CMHSP clinical staff to participate in Massie Campbell ADS and PICCOLO training

- **BE SURE TO SCROLL DOWN TO HIT Save BEFORE CLOSING THE POP UP WINDOW**

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 Processing Fee, to MI-AIMH, 13101 Allen Rd, Southgate, MI 48195
- Please note that you do not need to have a PayPal account to pay by PayPal and PayPal accepts both credit cards and debit cards
- If you are changing Endorsements (e.g. previously earned Endorsement® at IFS and are now applying for Endorsement® at IMHS) please contact the Administrator at miaimh.easy.imhe@gmail.com. Because you do not need to pay the full fee, the Administrator will change the fee listed within your Application. For more information about this, go to Endorsement® Policies: Changing Endorsement Categories on our website: <http://mi-aimh.org/endorsement/endorsement-policies-2/>

Application review

- IFA & IFS Applicants receive an Endorsement® decision after at least two trained Application Reviewers examine and approve the Application
- IMHS & IMHM Applicants move on to the written Endorsement® exam after at least two trained Application Reviewers 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/> for details related to Application submission deadlines and exam dates