

Endorsement® Starter Kit

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Hello!

The Endorsement Starter Kit is intended first for program supervisors or managers who are assisting their early childhood program staff in obtaining the MI-AIMH Endorsement® credential. Second, we hope that the kit can be used by early childhood program staff themselves as they register, prepare and submit their Endorsement® applications.

We know that the Endorsement® process can be overwhelming and confusing, especially for new hires, and we hope that this kit can serve as a helpful guide and tool for you as you work with potential Endorsement® applicants.

As a reminder, the following three steps need to be completed in order for a new hire to have everything he/she needs to complete the Waiver of Provider Qualifications application for the Michigan Department of Health and Human Services (relevant for CMHSP staff only!):

1. An active membership with MI-AIMH (via [My.MI-AIMH.org](http://My.MI-AIMH.org))
2. A registered Endorsement® application (via [easy.mi-aimh.org](http://easy.mi-aimh.org))
  - a. Must be registered as either an Infant Family Specialist or an Infant Mental Health Specialist
3. An email from MI-AIMH that confirms steps 1 and 2 above have been completed. The email title will be: "Your registration on EASy for MI-AIMH Endorsement® is complete!"

If you have any questions about the Waiver of Provider Qualifications, please contact Mary Ludtke directly at [ludtkem@michigan.gov](mailto:ludtkem@michigan.gov) (for CMHSP staff only!)

Don't hesitate to be in touch with questions or consider calling into one of our "Endorsement Office Hours." We typically host three office hour calls per quarter. We post these on our events calendar found here: <http://mi-aimh.org/events/>

Here are the best ways to reach us:

MI-AIMH Endorsement Team  
[Miaimh.easy.imhe@gmail.com](mailto:Miaimh.easy.imhe@gmail.com)

Joni Zieldorff, LMSW, IMH-E®  
734.785.7705, ext. 7547

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## What is MI-AIMH Endorsement®?

Endorsement® is a process that supports and recognizes the development of professionals who work with or on behalf of infants, toddlers, and their families. This process uses a nationally recognized set of competencies that helps define best practice and guides professional growth.

### ***Who can apply?***

All professionals who have experience working with or on behalf of infants, toddlers, parents, and/or other caregivers and meet the educational, work, training, and reflective supervision/consultation (RSC) requirements as specified for each Endorsement®.

### ***Why apply for the MI-AIMH Endorsement®?***

1. To grow and develop as a professional in the rapidly expanding infant and family service field.
2. To be recognized by employers and peers for having attained a level of competency in culturally sensitive, relationship-focused practice that promotes infant mental health.
3. To better support the infants, toddlers, families, students, agencies, and institutions in the promotion of infant mental health.

### ***Five steps to MI-AIMH Endorsement®:***

1. **Register on EASy**, MI-AIMH's web-based system for compiling applications for Endorsement®. Visit EASy at <https://easy.mi-aimh.org/> The first time you visit EASy, click "Register" under "New Applicant"
2. To register, EASy requires you to provide a brief description of your work, education, and RSC experiences. **Complete and submit**, including payment of the EASy Registration Fee and up-to-date MI-AIMH membership
3. Log into EASy using the username and password issued to you by EASy and prepare application (minimum 4-weeks to complete). Once completed, submit **application** along with payment of the EASy Processing Fee
4. **Documentation of competencies**, including a two-person review of the application and, for Infant Mental Health Specialist & Infant Mental Health Mentor applicants, successful completion of written exam
5. **Endorsement®**

### ***The application includes:***

1. Specialized education, work, in-service training, and RSC experiences
2. Official transcripts from every college/university attended; transcripts can be requested electronically and be sent to [miaimh.imhe.easy@gmail.com](mailto:miaimh.imhe.easy@gmail.com)
3. Three reference rating forms; completed electronically via EASy
4. Code of Ethics, signed electronically via EASy
5. Endorsement® Agreement, signed electronically via EASy
6. Endorsement® Processing Fee

### ***Continuing Endorsement® requirements:***

1. Ongoing membership in MI-AIMH (or another IMH association)
2. Annual participation in a minimum of 15 clock hours per year of relationship-based education and training, pertaining to the promotion of social-emotional development and the principles and practice of infant mental health
3. Annual participation in a minimum of 12 hours of RSC. *Does not apply to Infant Family Associate applicants*

<b>MI-AIMH ENDORSEMENT (IMH-E®) PATHWAYS<sup>1</sup></b>				
	<b>Infant Family Associate (IFA) (PROMOTION)</b>	<b>Infant Family Specialist (IFS) (PREVENTION)</b>	<b>Infant Mental Health Specialist (IMHS) (INTERVENTION)</b>	<b>Infant Mental Health Mentor (IMHM) (MACRO)</b>
<b>Education</b>	Any academic <sup>2</sup> degree	Masters or Bachelors degree	Masters or post-graduate degree	Masters or post-graduate degree
<b>Work Experience</b>	<b>OR</b> Minimum 2 years infant/early childhood-related work or volunteer experience in an applicable role <sup>3</sup>	Minimum 2 years of prevention and/or intervention service to 0-36 mo. old & their families; served a minimum of 10 families	Minimum 2 years, post-masters, IMH practice working on behalf of the caregiver-infant relationship (example: infant parent psychotherapy)	Minimum 3 years as an IMH practice leader (policy, research/faculty, and/or clinical) and provider of RSC for 3+years <sup>4</sup>
<b>In-service Training</b>	Minimum 30 hours, average 40 hours	Minimum 30 hours, average 50 hours	Minimum 30 hours, average 75 hours	Minimum 30 hours, average 90 hours <i>A minimum of 15-hours must be didactic training about the provision RSC<sup>5</sup></i>
<b>Membership in MI-AIMH or other IMH association</b>	Yes	Yes	Yes	Yes
<b>Code of Ethics</b>	Signed	Signed	Signed	Signed
<b>Endorsement® Agreement</b>	Signed	Signed	Signed	Signed
<b>Reflective Supervision or Consultation (RSC)</b>	N/A	Minimum 24 clock hours within a one to two year time period while working with infants, toddlers, & families	Minimum 50 clock hours within a one to two year time period while working with infants, toddlers, & families	Clinical only: Minimum 50 clock hours within a one to two year time period while working with infants, toddlers, & families. A minimum of 25-hours of the RSC received should be about the RSC that the applicant provides to others
<b>Reference Ratings</b>	Three (from current program supervisor, teacher, trainer, consultant, or parent/service recipient)	Three 1. Current program supervisor, teacher, trainer or consultant. 2. Person providing RSC 3. Another supervisor, teacher, trainer or consultant; or a colleague	Three 1. Current program supervisor, teacher, trainer or consultant. 2. Person providing RSC 3. Another supervisor, teacher, trainer or consultant; colleague; or supervisee (if applicant is a supervisor)	Three (Please see IMHM requirements for specific guidelines for who should complete reference rating forms for Clinical, Policy, and Research/Faculty applicants).
<b>Written Exam</b>	No	No	Yes	Yes
<b>Application</b>	Applicant will submit an application that demonstrates that he/she has met both the requirements and the competencies specified for the Endorsement® for which he/she is applying. Details about competencies can be found in within the <i>Competency Guidelines</i> ®.			

<sup>1</sup> This is just a summary; for the full description of the requirements by Endorsement® category, please visit: [mi-aimh.org/endorsement/requirements/](http://mi-aimh.org/endorsement/requirements/)

<sup>2</sup> IFA applicants need to meet the Education OR the Work requirement they do not need to meet both.

<sup>3</sup> For IFA applicants, volunteer experience may meet the work criterion if it was a) supervised experience with women during pregnancy or with infants, toddlers & families AND b) included specialized training. Examples include CASA, Doula, or Child Life Specialist.

<sup>4</sup> Only IMHM-Clinical applicants need to fulfill the requirement of being a provider for 3+ years.

<sup>5</sup> Only IMHM-Clinical applicants need to fulfill the requirement of attending didactic training about the provision of RSC.

<b>Endorsement® Fee Schedule</b>				
	Infant Family Associate	Infant Family Specialist	Infant Mental Health Specialist	Infant Mental Health Mentor
<b>Registration Fee</b>	\$15	\$20	\$25	\$25
<b>Processing Fee</b>	\$25	\$100	\$200	\$300
<b>Total</b>	\$40	\$115	\$225	\$325

## Getting Started Form

This form is an optional (but strongly recommended) self-study to help assess your experiences and determine what additional specialized training might be necessary to meet the competencies and earn MI-AIMH Endorsement®.

1. **Read the Competency Guidelines®**, paying special attention to the specifics of the requirements for the Endorsement® for which you are applying
2. **Review** your resume/vita, a copy (unofficial is ok) of your transcripts, and gather your in-service training records
3. **Look at what you have done**, using the self-study grid below, and ask yourself if you have had a college/university course, an in-service training, a work experience or a reflective supervision/consultation experience that has contributed to your knowledge or skill in a particular area. For now, place a check mark in the appropriate box. Consider where your strengths lie and what you need to do to “fill in the gaps” to develop greater competency as an Infant Family Associate (IFA), Infant Family Specialist (IFS), Infant Mental Health Specialist (IMHS) or Infant Mental Health Mentor (IMHM)
4. **Keep in mind** that during a formal application review, a minimum of two trained reviewers will comprehensively examine your materials and come to agreement about whether or not you have met the requirements and the competencies. All of the knowledge and skill areas are required (as specified for each category of Endorsement®), but application reviewers will be paying close attention to those listed under *Theoretical Foundations* and *Direct Service Skills*. In general, when considering whether or not a knowledge/skill area has been “met,” the most weight is given to college courses, then to intensive or series in-services, then to shorter in-services, then conferences, then reference ratings, then work experience
5. **Identify gaps** i.e., competency areas where you feel you have not yet had enough specialized education or in-service training
6. **Find in-service training opportunities** to help you fill in any identified gaps in the knowledge/skill areas. Information about relevant training opportunities can be found at <http://mi-aimh.org/events/>. MI-AIMH members may find that their local chapter can be a resource for local, low or no cost training as well. Chapter information can be found at: <http://mi-aimh.org/for-imh-professionals/membership/chapters/>

<b>Theoretical Foundations</b>	Education	Work	In-service training(s)
pregnancy and early parenthood <i>(IFA, IFS, IMHS, IMHM)</i>			
infant/young child development and behavior <i>(IFA, IFS, IMHS, IMHM)</i>			
infant/young child & family-centered practice <i>(IFA, IFS, IMHS, IMHM)</i>			
relationship-based, therapeutic practice <i>(IFA, IFS, IMHS, IMHM)</i>			
family relationships & dynamics <i>(IFA, IFS, IMHS, IMHM)</i>			
attachment, separation, trauma & loss <i>(IFA, IFS, IMHS, IMHM)</i>			
psychotherapeutic & behavioral theories of change <i>(IMHS &amp; IMHM)</i>			
disorders of infancy/early childhood <i>(IFS, IMHS, IMHM)</i>			
mental & behavioral disorders-adults <i>(IMHS &amp; IMHM)</i>			
cultural competence <i>(IFA, IFS, IMHS, IMHM)</i>			
adult learning theory & practice <i>(IMHM)</i>			
statistics <i>(IMHM)</i>			
research & evaluation <i>(IMHM)</i>			

<b>Law, Regulation &amp; Policy</b>	Education	Work	In-service training(s)
ethical practice <i>(IFA, IFS, IMHS, IMHM)</i>			
government, law & regulation <i>(IFA, IFS, IMHS, IMHM)</i>			
agency policy <i>(IFA, IFS, IMHS, IMHM)</i>			

<b>Systems Expertise</b>	Education	Work	In-service training(s)
service delivery systems <i>(IFA, IFS, IMHS, IMHM)</i>			
community resources <i>(IFA, IFS, IMHS, IMHM)</i>			

<b>Direct Service Skills</b>	Education	Work	In-service training(s)
observation & listening <i>(IFA, IFS, IMHS, IMHM)</i>			
screening & assessment <i>(IFA, IFS, IMHS, IMHM)</i>			
responding with empathy <i>(IFA, IFS, IMHS, IMHM)</i>			
intervention/treatment planning <i>(IMHS &amp; IMHM)</i>			
developmental guidance <i>(IMHS &amp; IMHM)</i>			
supportive counseling <i>(IMHS &amp; IMHM)</i>			
parent-infant/very young child relationship-based therapies & practices <i>(IMHS &amp; IMHM)</i>			
Advocacy <i>(IFA, IFS, IMHS, IMHM)</i>			



life skills (IFA, IFS, IMHS, IMHM)			
safety (IFA, IFS, IMHS, IMHM)			
reflective clinical supervision (IMHM - clinical)			

<b>Working with Others</b>	Education	Work	In-service training(s)	Reflective supervision/consultation
building & maintaining relationships (IFA, IFS, IMHS, IMHM)				
supporting others (IFA, IFS, IMHS, IMHM)				
mentoring (IFS, IMHS, IMHM)				
coaching & mentoring (IMHM)				
collaborating (IFA, IFS, IMHS, IMHM)				
resolving conflict (IFA, IFS, IMHS, IMHM)				
crisis management (IMHM)				
empathy & compassion (IFA, IFS, IMHS, IMHM)				
consulting (IMHM)				

<b>Communicating</b>	Education	Work	In-service training(s)	Reflective supervision/consultation
listening <i>(IFA, IFS, IMHS, IMHM)</i>				
speaking <i>(IFA, IFS, IMHS, IMHM)</i>				
writing <i>(IFA, IFS, IMHS, IMHM)</i>				
group process <i>(IMHM)</i>				

<b>Thinking</b>	Education	Work	In-service training(s)	Reflective supervision/consultation
analyzing information <i>(IFA, IFS, IMHS, IMHM)</i>				
solving problems <i>(IFA, IFS, IMHS, IMHM)</i>				
exercising sound judgment <i>(IFA, IFS, IMHS, IMHM)</i>				
maintaining perspective <i>(IFA, IFS, IMHS, IMHM)</i>				
planning & organizing <i>(IFA, IFS, IMHS, IMHM)</i>				

<b>Reflection</b>	Education	Work	In-service training(s)	Reflective supervision/consultation
contemplation <i>(IFA, IFS, IMHS, IMHM)</i>				
self awareness <i>(IFA, IFS, IMHS, IMHM)</i>				
curiosity <i>(IFA, IFS, IMHS, IMHM)</i>				
professional/personal development <i>(IFA, IFS, IMHS, IMHM)</i>				
emotional response <i>(IFA, IFS, IMHS, IMHM)</i>				
parallel process <i>(IMHS &amp; IMHM)</i>				

Infant Mental Health Mentor only:

<b>Leading People</b>	Education	Work	In-service training(s)
motivating <i>(IMHM)</i>			
advocacy <i>(IMHM)</i>			
developing talent <i>(IMHM)</i>			

<b>Administration</b>	Education	Work	In-service training(s)
program management <i>(IMHM - policy)</i>			
program development <i>(IMHM - policy)</i>			
program evaluation <i>(IMHM - policy)</i>			
program funding <i>(IMHM - policy)</i>			

<b>Research &amp; Evaluation</b>	Education	Work	In-service training(s)
study of infant relationships & attachment <i>(IMHM – research/faculty)</i>			
study of infant development & behavior <i>(IMHM – research/faculty)</i>			
study of families <i>(IMHM – research/faculty)</i>			

## Infant Mental Health Mentor: Getting Started

Infant Mental Health Mentor (IMHM), applicants are expected to demonstrate leadership in the promotion and practice of infant mental health (IMH). The examples below are for Clinical, Policy or Research/Faculty. This list is not all-inclusive and applicants do not need to engage in all of the activities in order to earn Endorsement<sup>®</sup> as an IMHM.

- Organize/facilitate reflective practice groups and/or IMH study groups
- Participate in system of care planning initiatives
- Participate in planning for regional, statewide, and/or national IMH-specific conferences
- Represent IMH interests in planning for National Early Childhood, Social Service, Child Welfare, Behavioral Health and Public Health conferences
- Work to increase the preference for endorsed personnel in contracts for services, child care rating schemes
- Work to address reimbursement issues for IMH services
- Leadership in local/state IMH association
- Provide leadership in graduate certificate IMH programs
- Participate in inter-departmental efforts to integrate IMH competencies into appropriate syllabi
- Participate as a member of doctoral candidate's committee when IMH-related topics are proposed
- Publish (Zero to Three, Infant Mental Health Journal, Infant Crier, Child Development, etc.) on topics related to the promotion or practice of infant mental health
- Provide feedback to state agencies on current & proposed policies that promote IMH practices
- Provide presentations on IMH, its importance, and its role in all early childhood disciplines/systems
- Participate in planning groups promoting IMH within early childhood systems
- Participate in regional, state, and national-level policy making groups, representing IMH principles
- Publish Policy Briefs, White Papers, or Position Statements addressing IMH
- Provide analysis of the impact of proposed legislation or policy on the populations served through IMH service delivery systems
- Assist in MI-AIMH Endorsement<sup>®</sup> exam development by writing vignettes or multiple choice questions or by field-testing vignettes/multiple choice questions
- Assist with the Endorsement<sup>®</sup> process by being an EASy Application reviewer

If you are interested in presenting a training related to IMH, please contact Joni Zieldorff, Workforce Development Specialist, [zieldorff@mi-aimh.org](mailto:zieldorff@mi-aimh.org) or your local MI-AIMH Chapter Rep (<http://mi-aimh.org/for-imh-professionals/membership/chapters/>) if you are interested in publishing an article in the Infant Crier, please email [infantcrier@gmail.com](mailto:infantcrier@gmail.com) for more details. For general questions, please email [miaimh.easy.imhe@gmail.com](mailto:miaimh.easy.imhe@gmail.com).

## 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](http://mi-aimh.org) or [my.mi-aimh.org](http://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](mailto: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*<sup>®</sup>) 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*<sup>®</sup> booklet to find definitions for each knowledge/skill area at the Endorsement<sup>®</sup> 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 or DC: 0-5 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](mailto: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

## Troubleshooting for Logging into EASy or My MI-AIMH

Please use a personal email address (yahoo, gmail, etc.) as many agency email servers block emails from EASy and My MI-AIMH! This could save you much grief down the road.

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If you are having login issues, please make sure you are logging into the correct system!

- Endorsement Application System (EASy) is for anyone who is preparing an Endorsement® application
    - <https://easy.mi-aimh.org>
  - My MI-AIMH is for anyone who is renewing his/her MI-AIMH membership and/or submitting his/her annual renewal hours for Endorsement®
    - <https://my.mi-aimh.org>
- 

Due to recent browser updates (specifically to Firefox, Internet Explorer, and Safari) EASy & My MI-AIMH now require your browser to accept cookies from this server, in order to ensure secure connections while accessing your personal data. If you are still having issues logging in, after verifying you are logging into the correct site, please verify that your browser is accepting cookies from this server.

If you are using Internet Explorer please go here and follow these instructions: <https://www.technipages.com/ie-enable-disable-cookies>. That's a walk-through of how to access the settings, and the key is to check "Always allow session cookies" - this has resolved cases we've had.

Another solution may be to go to "Compatibility Settings" by clicking the gear icon in the top right corner (if PC user) and in "Add this website" add <https://my.mi-aimh.org> and/or <https://easy.mi-aimh.org>.

After selecting, "Always allow session cookies" and/or adding the sites within your Compatibility Settings, you may need to reset your password. Please look in your junk/spam folder if you do not see the password reset email in your inbox. Once you reset your password, please let me know if you're able to log in with that (and make sure to re-set your permanent password as this one is only good once).

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Watch our Endorsement® Applicant Webinar videos! We provide step-by-step instructions on how to register, how to change your password, how to complete your whole application, and more! You can find them here:

<http://mi-aimh.org/endorsement/endorsement-training-webinars/applicant/>

## Tips for Applicants Applying for an Additional IMH Endorsement®

We are so pleased that you are interested in adding another category of Endorsement®! Keep the following tips in mind to help the process go as smoothly as possible.

- Be sure to give yourself and your references adequate time! MI-AIMH requires a 4-week minimum timeframe to create a new application in EASy to allow ample time for completion of reference ratings, uploading of official transcripts, etc. This pertains to all applicants.
- You do not need to repay the EASy Registration fee. You can disregard the payment screen or select “past Endorsement fees.”
- Your training and reflective supervision/consultation hours, if applicable, for annual Endorsement® renewal from My MI-AIMH can be synced with your new EASy application. Email [miaimh.easy.imhe@gmail.com](mailto:miaimh.easy.imhe@gmail.com) to begin this process!
- Although EASy allows you to transfer information from one EASy application to another, you still need to attend a minimum of 30-hours of in-service training that are specific to this Endorsement® application (see table) since your previous category of Endorsement® was earned.
- You do not need to re-request your transcripts. The Endorsement Coordinator will upload them to your new application once you have entered your college/university information. You will need to request transcripts for any new college credits/degrees earned, if applicable.
- You will need to request new references. The questions that make up the reference rating forms are specific to the category of Endorsement® for which you are applying. It is possible to ask some/all of the references from your previous application.
- You do not need to pay the full Endorsement Processing Fee when you are ready to submit your application. When changing categories, you are only required to pay the difference between the two (for example: if you paid \$100 for Infant Family Specialist, you would only need to pay \$200 for Infant Mental Health Specialist). The Endorsement Coordinator will update the fee amount within EASy once you register.
- **Time-frame guidelines for application**
  - IFA to IFS: Minimum of one year from the date of Infant Family Associate Endorsement®
  - IFS to IMHS: Minimum of one year from the date of Infant Family Specialist Endorsement®
  - IMHS to IMHM: Minimum of three years from the date of Infant Mental Health Specialist Endorsement®
  - Additional IMHM designation: Minimum six months from date of first Infant Mental Health Mentor Endorsement®

## Requirements

	<b>IFA to IFS</b>	<b>IFS to IMHS</b>	<b>IMHS to IMHM</b>	<b>Additional IMHM Designation</b>
In-Service Training	30 hours	30 hours	30 hours	15 hours
Reflective Supervision/Consultation (RSC)	24-hrs within a 2-yr time frame, following criteria as stated in guidelines	50-hrs within a 2-yr time frame, following criteria as stated in guidelines (24-hrs from IFS application may be counted toward this if the application is within 12 -18 months of IFS Endorsement®) <sup>6</sup>	<b>Clinical candidates:</b> 50-hrs within a 2-yr time frame, following criteria as stated in guidelines (24-hrs from IMHS application may be counted if application is within the 3-yr time frame)	<b>Clinical candidates:</b> 50-hrs within a 2-yr time frame, following criteria as stated in guidelines (24-hrs from IMHS application may be counted if application is within the 3-yr time frame). <b>Policy or Research/Faculty Candidates: None</b>
References	3 new references. 1 must be from the person providing RSC	3 new references. 1 must be from the person providing RSC. <i>If applicant has been a supervisor or trainer for at least one year, one must be from a supervisee or trainee</i>	3 new references. <b>Clinical applicants:</b> References must include a person who provided your RSC and a person who received RSC from you	3 new references specific to the designation
Endorsement® Exam	Not applicable.	Yes, required. Part 1 & Part 2.	Yes, required. Part 2 only, specific to designation.	Yes, required. Part 2 only, specific to designation.
Education	Update transcripts documenting degree/courses as required only if new courses competed or new degree earned. Otherwise, transcripts from original application will be used	Update transcripts documenting degree/courses as required only if new courses competed or new degree earned. Otherwise, transcripts from original application will be used	Update transcripts documenting degree/courses as required only if new courses competed or new degree earned. Otherwise, transcripts from original application will be used	Update transcripts documenting degree/courses as required only if new courses competed or new degree earned. Otherwise, transcripts from original application will be used

<sup>6</sup> Applicant can begin Application for IMHS within 12 months but not **submit** until at least 12 months have passed since earning IFS. To be able to count the 24 hours from IFS, the IMHS Application should be submitted within 12-18 months of earning IFS.

## Endorsement® Checklist

Please use this checklist to ensure you have completed each step of the Endorsement® Application process.

### **Initial:**

- Purchase MI-AIMH Membership ([my.mi-aimh.org](http://my.mi-aimh.org)), if you are not already a member
- Complete & submit Registration on EASy ([easy.mi-aimh.org](http://easy.mi-aimh.org)), including payment of EASy Registration Fee

*\*You will not receive an EASy username & password until the 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 at your desired Endorsement®
- Read the *Getting Started Guide* that is e-mailed to you to begin your self study; this will help you assess your experiences and determine what additional specialized training might be necessary to meet the competencies and earn Endorsement®
- 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. Have all transcripts sent directly to MI-AIMH; Endorsement support team will update to the Education tab of your application.
- Complete each tab of the EASy application, including, work, education, specialized in-service training, supervision, and references (print & review the *EASy Applicant Instructions* to assist you in this process)

### **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

### **Keep in mind:**

- Your application will be reviewed by at least two endorsed application reviewers who will determine if you meet the requirements for the Endorsement® for which you have applied

- After you 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 Endorsement® team
- Applications are reviewed quarterly. Information about deadlines can be found at <http://mi-aimh.org/events/>



## Endorsement® Application Checklist: CMH Program Supervisors

Please use this checklist to ensure that your CMH IMH staff have completed each step of the MI-AIMH Endorsement® application process:

### **Getting Started with Endorsement®**

Your staff will need to...

- Purchase MI-AIMH Membership ([www.My.Mi-aimh.org](http://www.My.Mi-aimh.org)), if they are not already a member (can pay via PayPal or request to be invoiced)
  - *MI-AIMH memberships run on a calendar year. Any 1-year membership purchased before October 1 will expire December 31 of the same year. Any 1-year membership purchased after October 1 will expire December 31 of the following year. For example, a 1-year membership purchased on August 1, 2017 will expire on December 31, 2017. A 1-year membership purchased on October 10, 2017 will expire on December 31, 2018. There are no exceptions that can be made to this rule.*
- Complete & submit Registration on EASy ([www.easy.mi-aimh.org](http://www.easy.mi-aimh.org)), including payment of EASy Registration Fee (can pay via PayPal or request to be invoiced)

*\*Staff person will not receive EASy username/password until registration fee is paid and membership is confirmed*

### **Waiver of Provider Qualifications (relevant for CMHSP staff only!)**

Your staff will need to...

- Print the registration email, “Your registration on EASy for MI-AIMH Endorsement® is Complete,” and include it with their *Waiver of Provider Qualifications* application. They will receive the registration email upon receiving their EASy login information
- Print the *Getting Started Guide* (included in the registration email) and complete it (recommended); this will help assess staff experiences and determine the additional specialized training that might be necessary to meet the competencies and earn MI-AIMH Endorsement® (this information can assist staff in completing the training plan portion of the *Waiver of Provider Qualifications* application)

### **Preparing the Endorsement® Application:**

Your staff member will need to...

- Review the *Competency Guidelines*® requirements included in the e-mail sent to them for details about requirements and competencies at their desired Endorsement®
- Order transcripts from every university/college attended **at least 4-weeks** before they plan to submit their application as transcripts must be uploaded within the application prior to submission
- Print the *EASy Applicant Instructions* (included in the registration email) and complete each tab of the EASy application, including, work, education, specialized in-service training, supervision, and references. The *EASy Applicant Instructions* includes detailed information about using the EASy system.

### **Prior to “Submitting” Endorsement® Application:**

Your staff member will need to...

- Check to see that transcripts have been uploaded within the Education tab

- Check to see that all of the references have completed their rating forms
- Check to see that they have included 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 early childhood, more specialized in-service training may be required to meet the breadth and depth of the competencies). *Minimum 30 clock hours required.* Typically, successful applications for Infant Family Specialist include 50 or more hours of specialized training unless the applicant has completed coursework specific to early childhood mental health competencies
- 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” the Endorsement® Application:**

Your staff will need to:

- Pay Endorsement® Processing Fee (can pay via PayPal or request to be invoiced)

### **Keep in mind:**

- All Endorsement® applications are reviewed by at least two endorsed application reviewers who will determine if the Endorsement® application meets the requirements for Endorsement®
- Applications are reviewed quarterly. Information about deadlines can be found at <http://mi-aimh.org/events/>

***Policy on Submission of an Incomplete Application:*** *If MI-AIMH needs to ask an applicant to add or revise material more than once and/or if applicant submits before the references are completed, hours of RSC completed, etc., the application is incomplete and will not be reviewed in the current quarter. Status in EASy will be changed from Submitted to In Progress. If applicant completes the missing pieces by the next deadline, he/she will hit Submit again (but can skip paying the Endorsement® Processing Fee if paid on first submission). MI-AIMH will review the following quarter. No additional fee charged for resubmission of an incomplete application. This policy is intended to cut down on all the back and forth communication between reviewers, coordinators, and applicants during the review period. This wouldn't be a “deferral” but simply categorized as “incomplete.”*

### **Resources:**

- All Endorsement® questions can be directed to MI-AIMH Endorsement support team at [miaimh.easy.imhe@gmail.com](mailto:miaimh.easy.imhe@gmail.com) or 734.785.7705 ext. 7547
- We host Endorsement® office hours 2 – 3 times per quarter; we keep you informed about these via email, Facebook & the MI-AIMH events calendar

We created webinars about the Endorsement® process for applicants and they can be found here: <http://mi-aimh.org/endorsement/endorsement-training-webinars/>

## What to know About the Endorsement® Exam

This document is intended to be used to explain the Endorsement® exam for Infant Mental Health Specialists and Infant Mental Health Mentors. The exam has two parts, both are based on the *Competency Guidelines*®. The competencies are divided into domains, referred to below. The *Competency Guidelines*® will be an important reference in preparing for the exam.

### Part One: Multiple Choice

- A majority of the multiple-choice questions will be focused on the competency areas found under the Theoretical Foundations and Direct Service Skills domains found within the *Competency Guidelines*®.
- **The Theoretical Foundations and Direct Service Skill domains address an exam respondent's IMH knowledge specific to work with infants (0-36 months) and their families.**
- Within Theoretical Foundations, there will be more questions from the areas of *infant/young child development & behavior; attachment, separation, trauma grief, & loss; and disorders of infancy/early childhood.*
- Within Direct Service Skills, there may be more from *screening & assessment and parent-infant/very young child relationship-based therapies & practices.*
- Most questions will be related to direct service, but there will be some questions related to reflective supervision/consultation, policy, and research.
- The multiple-choice section is the same for all exam respondents: Infant Mental Health Specialist (IMHS), Infant Mental Health Mentor-Clinical (IMHM-C), Infant Mental Health Mentor-Policy (IMHM-P), and Infant Mental Health Mentor-Research/Faculty (IMHM-R/F).
- Knowledge gained through course work, specialized in-service training, and self-study will be most useful in this section of the exam.

### Part Two: Vignettes/Scenarios

- **This section is intended to measure the applicant's capacity to apply his/her knowledge of IMH principles and concepts into practice and to demonstrate a reflective, relationship-based approach.**
- While all of the competency areas are important, the ones under the Reflection, Thinking, and Working with Others domains are important to the qualitative section for IMHS and IMHM-C exam respondents.
- Knowledge/skills gained through receiving reflective supervision/consultation (RSC) about direct service experiences (for IMHS and IMHM-C exam respondents) and about the RSC provided to others (for IMHM-C exam respondents) will be most useful in this section of the exam.
- The competencies found under Administration will be the primary focus of the IMHM-P exam
- The competencies found under Research & Evaluation will be the primary focus of the IMHM-R/F exam

### Preparation

*Please do not feel as though you need to wait to begin studying for the Endorsement® exam until you receive the results of your application review. We encourage people to begin studying as soon as they decide that they hope to sit for an upcoming exam.*

Self-assessment: Applicants can refer back to the *Getting Started Guide* and/or feedback received about the review of their applications to identify areas where additional study may be useful. When considering the specialized in-service trainings, it is important to note that training series that occur over time and include opportunities for reflective discussion offer better preparation for the qualitative section of the exam than “one and done” training sessions.

One’s disciplinary background may also provide guidance, i.e., applicants who come from a background that emphasizes development may find they require more studying related to mental health competencies like *mental and behavioral disorders in adults, supportive counseling, intervention/treatment planning*, etc. While those from a mental health background may need more studying in areas such as *infant/very young child development & behavior, developmental guidance*, typically developing *attachment*, etc. The indexed list of resources at [mi-aimh.org/endorsement/endorsement-exam/](https://mi-aimh.org/endorsement/endorsement-exam/) can be used to find readings specific to the knowledge/skill area where more study is needed.

Guidance from provider(s) of RSC for IMHS and IMHM-C: Applicants are encouraged to engage their provider of RSC in conversations about the applicant’s professional journey, capacity for reflection, and understanding of parallel process all in relation to readiness for the exam. The paper version of the reference rating form can be used to solicit feedback related to knowledge and skill areas of the competencies. The pdf lists of reference rating items can be found at [mi-aimh.org/endorsement/reflective-supervision-consultation/tips-regarding-reference-ratings/](https://mi-aimh.org/endorsement/reflective-supervision-consultation/tips-regarding-reference-ratings/). If gaps in knowledge are identified, the indexed list of resources at [mi-aimh.org/endorsement/endorsement-exam/](https://mi-aimh.org/endorsement/endorsement-exam/) can be used to identify readings. If the provider of RSC expresses reservations related to the capacity to apply IMH principles into practice, the applicant is encouraged to continue with RSC and the on-going assessment of skills in the areas of Reflection, Thinking, and Working with Others.

Study: In addition to the selection of readings from the list of resources (see link above), applicants are encouraged to review the notes, slides, and materials from the specialized in-service trainings in which they have participated.

Detailed breakdown of each type of Endorsement® exam:

### *Infant Mental Health Specialist*

Part One – 90 minutes to answer to 60 multiple-choice questions

- Paper & pencil; questions read from a printed document, answers marked onto a separate answer sheet
- 80% or better is required to pass (no more than 12 incorrect answers)

Part Two – 90 minutes to respond to two of three vignettes related to direct service

- Vignettes are available as a hard copy and on a flash drive as a Word document

- Flash drive is inserted into a computer and responses are typed directly into the Word document, saved, and printed

#### *Infant Mental Health Mentor – Clinical*

Part One – 90 minutes to answer to 60 multiple-choice questions

- Paper & pencil; questions read from a printed document, answers marked onto a separate answer sheet
- 80% or better is required to pass (no more than 12 incorrect answers)

Part Two – 90 minutes to respond to two of three vignettes

- One vignette is about the provision of reflective supervision/consultation and must be answered from the perspective of the supervisor/consultant
- One of two direct service vignettes must be answered from the perspective of the infant mental health specialist/practitioner
- Vignettes are available as a hard copy and on a flash drive as a Word document
- Flash drive is inserted into a computer and responses are typed directly into the Word document, saved, and printed

#### *Infant Mental Health Mentor – Policy*

Part One – 90 minutes to answer to 60 multiple-choice questions

- Paper & pencil; questions read from a printed document, answers marked onto a separate answer sheet
- 80% or better is required to pass (no more than 12 incorrect answers)

Part Two – 90 minutes to respond to one of two scenarios

- Scenarios will ask for a demonstration of leadership in the infant-family field ensuring the promotion and practice of infant mental health through knowledge of
  - Funding
  - Systems development
  - All that is required to promote change across systems
- Scenarios are available as a hard copy and on a flash drive as a Word document
- Flash drive is inserted into a computer and responses are typed directly into the Word document, saved, and printed

#### *Infant Mental Health Mentor – Research/Faculty*

Part One – 90 minutes to answer 60 multiple-choice questions

- Paper & pencil; questions read from a printed document, answers marked onto a separate answer sheet
- 80% or better is required to pass (no more than 12 incorrect answers)

Part Two – 90 minutes to respond to one of two scenarios

- One scenario will be related to the role of teaching
- The other scenario will be related to conducting research
- Topics may include the study of pregnancy, infancy, early childhood and early parenthood; attachment security and relationship needs; risk and resiliency in the early years; caregiving practices; early assessment and intervention strategies, and the mental health needs of infants & toddlers
- Scenarios are available as a hard copy and on a flash drive as a Word document

Flash drive is inserted into a computer and responses are typed directly into the Word document, saved, and printed