

Hello MI-AIMH endorsed professionals!

MI-AIMH is now accepting annual Endorsement[®] renewals online via the Endorsement Application System (EASy)! As a reminder, MI-AIMH's annual Endorsement[®] renewal requirements are as follows:

MI-AIMH requires all practitioners who are endorsed to:

1. Maintain membership in MI-AIMH (or another IMH association)
2. Participate in a minimum of 15 clock hours per year of relationship-based education and training, pertaining to the promotion of social-emotional development and/or the practice of IMH (**NOTE:** This does NOT have to be a MI-AIMH training)
3. Participate in a minimum of 12 hours of reflective supervision/consultation (RSC) each year (IFS, IMHS & IMHM only). In order to count towards Endorsement[®] renewal, the (minimum) 12 hours of RSC should be over the course of at least 6-months, but not more than 12-months
4. Pay a \$30 Endorsement Renewal Fee Each January

Join us during “Endorsement and Membership Renewal Support Week January 3-7” at the following virtual Office Hours to complete your entire renewal process easily with support!

January 3, 4th, 5th, and 6th 2022 from: 9:00-10:30 am and 1:00-2:30 pm each day!

Zoom: Meeting ID: 845 8115 4090 **Passcode: Renew**

OR Complete the Following Steps to Renew:

To use EASy for annual Membership and Endorsement renewal, please follow these steps:

1. Login to EASy by visiting: <https://mi-aimh.myeasy.org>
 - a. **Note:** Your username is a full email address.
2. Click on the top right “Profile”.
 - a. **This is where you have the option to add demographic information. This information is NOT available to application reviewers. The purpose of us gathering this data is so MI-AIMH can make concrete goals to grow diversity in applicants (race/language/gender/region/area of practice etc.). Completing this information helps MI-AIMH have accurate data for goal setting! We look forward to sharing our progress with you annually.**
 - b. Under “Profile”, you can also create a permanent password, if you haven’t already. The first time you log into EASy, it is using a temporary password. Note: You can always request another temporary password on the EASy homepage.
 - c. **Under Profile, select to purchase a one- or two-year Membership.** This is a great time to purchase the **IMH Journal** because MI-AIMH members get a very large discount! The fee is typically \$171 and MI-AIMH members can purchase a one year subscription for \$55! **If your agency is paying on your behalf, you can note “mailing check”.** Go to your cart to check out using any debit or credit card!

Note: Membership Information carried over from my.miaimh.org. If you purchased a two-year membership last year, your membership will show it is current through 12/31/2022. **The renew membership button will be there even if your membership is current. Do not pay if you think**

your membership is current, unless you want to add on an extra year. Any questions? Please email tlower@mi-aimh.org and she can look up what you paid last year.

Endorsement® Renewal in EASy:

1. Go to your Dashboard (by going to Applications -> My Apps); you will select “Details” to update your demographic information, add your NEW membership expiration date, etc.; you will then select save (bottom right-hand corner). **You will be prompted to read and agree to the Code of Ethics Annually.**
2. Next, go to your Training tab. Once you get to the training tab, you will enter as many Training entries as needed to fulfill the 15-hour annual renewal requirement.
 - a. Note these do not have to be MI-AIMH Trainings and can be online trainings.
 - b. Bonus: you do NOT have to select competencies for renewal. The training must cover one competency, but you do not have to select one!
 - c. For those providing RS, you must enter 3 hours on the provision of RS
3. Then, if your endorsement category requires reflective supervision, you will go to the Supervision tab and enter ONE Supervision to fulfill the 12-hour annual renewal requirement, as long as you had one Reflective Supervisor throughout the year.
 - a. You can put the total sum of hours under one entry, they do not have to be separated out.
 - b. If you had two different Reflective Supervisors, you will want to click “Add Entry” to add a second Reflective Supervisor.
4. Upon entering the necessary number of training and supervision entries, you will go to the Status tab by selecting “**Status**”. Then, you will be prompted to select **Submit Endorsement for Renewal button** and you will be prompted to pay the Endorsement Renewal fee of \$30.
5. Your annual renewal will be submitted to the EASy Administrator. You will receive an automated email from EASy that confirms that your renewal has been submitted. Reminder: you must complete these steps by 1/31/2021. By March 31, 2022, the EASy Administrator will review your renewal submission, in addition to checking to ensure that your IMH association membership is up-to-date, and that the renewal fee was received. The EASy Administrator will contact you if they have any questions about your renewal. If you successfully completed your renewal, the EASy Administrator will change the status of your application to “Endorsed”. You will receive an automated email from EASy that notifies you that your Endorsement® was renewed.

Important Note for those Endorsed in more than one category of endorsement:

You only need to add 15 hours of training, 12 hours of RS (if applicable) and pay the renewal fee **once**. Please enter these into the category with the most requirements if applicable. Please add a “comment” on the training tab of your other application(s): “Renewal Hours for Endorsement was documented in my XXX Application”.

Important Note for those who earned Endorsement® in 2021:

If you submitted your Endorsement Application in 2021, you do NOT need to submit training or RS hours (Or pay the \$30 Endorsement Renewal Fee). You only need to keep your membership current.

Note for all endorsed professionals: If you were unable to obtain the necessary renewal hours this year, please miaimh.easy.imhe@gmail.com so we can talk through your renewal options with you.