



Endorsement[®] Checklist

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

Initial:

- o Purchase MassAIMH membership ([click here](#)), if you are not already a member
- o Complete & submit registration on the Endorsement Application System (EASy) (<https://massaimh.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**

Upon Receiving EASy Login:

- o Login to EASy using your EASy issued username & password
- o Go to Edit Profile to change password, select alert preferences, and complete Healthy Families America (HFA) fields, if applicable
- o Review the competencies and requirements for your desired category of Endorsement[®] outlined in the *Competency Guidelines[®]*
- o Utilize your EASy application as a self-study by going to the Competencies tab; this will help you assess your experiences and determine which additional specialized training might be necessary to meet the competencies and earn Endorsement[®]
- o Order official transcripts from any college/university where a degree was earned **at least 4-weeks** before you plan to submit your application. Have all transcripts sent directly to MassAIMH. All your transcripts must be uploaded directly into your application prior to submission. The Endorsement Coordinator will upload these to your application
- o Complete each tab of your EASy application, including, work, education, specialized in-service training, supervision, and references (*print & review the EASy Applicant Instructions & Getting Started Guide to assist you in this process*)
- o Most applicants spend an average of 6-12 months completing their Endorsement[®] application

Prior to “Submitting” your Application:

- o Check to see your transcripts have been uploaded to the Education tab of your application
- o Check to see that all of your references have completed their rating forms
- o Check to see that you have entered enough relationship-based training hours as necessary to document that competency (as specified in *Competency Guidelines[®]*) has been met

Upon “Submitting” your Application:

- o Pay Endorsement Processing Fee

Keep in mind:

- o 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[®]
- o After you Submit, the Endorsement Coordinator will reach out to you if you need to log back in to edit or revise your application
- o To learn when applications are due and how to begin the process of endorsement, contact massaimh.endorsement@gmail.com

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