

## **TROUBLESHOOTING TIPS FOR THE ENDORSEMENT APPLICATION PROCESS**

### **General:**

- The EASy system will automatically log you out somewhat quickly if you are not active on the system, so click SAVE frequently, especially when finishing one section before moving to the next.
- To enter competencies met when required, click on Edit Competencies to open the list of competencies. You will then have to click on the + symbol to open the drop-down menu of all competencies in a particular area.
- Competencies are met throughout your entire professional portfolio (i.e. education, work experience, trainings, reference ratings, and supervision). As such, you do not need to document that all competencies have been met through one of these areas alone. Instead, you will document a comprehensive record of competencies gained through all of these avenues of professional development.
- If you have determined that there are gaps in your portfolio where you might need additional specialized education, in-service training, and/or supervision, you might need to place a hold on your portfolio in order to fill these gaps. This can be done by contacting the Endorsement Coordinator and requesting that your application be put on hold (a.k.a. 'in progress' status). You will be able to complete your application once all gaps have been filled without having to register again.

### **Education:**

- We need to see all relevant education included in this section (CDA, BA, MA, Ph.D., IMH certificate programs), and we require official transcripts for every institution that you list under the Education tab. These will be uploaded in the Transcripts section of EASy.
- *Many people ask whether an IMH Certificate program should be considered Education or Trainings. We consider an IMH Certification program that takes place at an institution of higher education as Education, and all others as Trainings.* If you do use an IMH Certificate program as Education, you will still need to document 30 hours of in-service training in the Trainings tab.

### **Transcripts:**

- Once your transcripts are received by NJ-AIMH, we will scan and upload them to your application. As stated above, we will consider this section complete when we receive all transcripts for each institution that you have included in Education.
- We do accept electronic transcripts from institutions, but please alert us at [endorsement@nj-aimh.org](mailto:endorsement@nj-aimh.org) that we should be on the lookout for an emailed transcript. We don't want to miss it, or dismiss it as spam!
- For IMH Certificate programs which are not listed on a transcript, please mail/email a completion certificate with supporting documentation of the content of the program (syllabi, objectives, etc.).

### **Work:**

- The documented work experience has to reflect work with infants and toddlers (ages 0-36 months) and/or with families with infants and toddlers.
- A primary focus of the work must be around social/emotional development on behalf of the relationship between infant/toddler and their caregiver(s).
- The work needs to be paid experience, except for Level III and Level IV-Clinical, where one year of unpaid internship experience is accepted.

**Trainings:**

- You will need to document 30 hours of in-service training in the broad area of infant mental health. This is not meant to be an exhaustive list of all the trainings that you have provided or attended, regardless of relevance.
- Remember that one hour of training counts towards one competency.
- You can include trainings that you are provided, but the reviewers will look for a balance between trainings provided and trainings received.
- You do not need to show that your training history meets all of the competencies of Endorsement. Again, this is demonstrated over the entirety of your application. Instead, focus on including trainings that meet the theoretical foundations and direct service requirements.

**Reflective Supervision:**

- Although recommended, documentation of reflective supervision is not required for Level I, Level IV-R/F, and Level IV-Policy
- If you are applying for Level-IV Clinical, please note that you will need to document BOTH supervision that you have received AND supervision that you have provided. Please remember to include both on the Supervision tab by clicking the correct bubble (“received” or “provided”).

**Reference Ratings:**

- As stated above, many agencies, organizations and University email systems DO NOT accept emails from the EASy server. For this reason, we recommend using personal email addresses for your reference raters.
- You will add their personal email addresses into the EASy system under the Supervision tab and the system will send them the link to the rating form.
- Please let your raters know to look for an email from the EASy system. We do not accept paper recommendations.

**Review process:**

- During the formal portfolio review, a minimum of two 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 at each level), but portfolio 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.
- After the reviewers have both completed their review, the NJ-AIMH will inform you of the decision on your application. For candidates at Levels I and II, the NJ-AIMH will send Endorsement decisions through email and mail approximately 6 weeks after application due date. For candidates at III and IV, reviewers will determine whether candidates are recommended to sit for the Endorsement exam, and inform candidates of this within 4 weeks of application due date. Final decisions on Endorsement will be made after completing and passing the exam.