



GETTING STARTED ON YOUR ENDORSEMENT APPLICATION

Congratulations for registering for the NJ-AIMH Endorsement! You have made the first step in the important professional journey of having your work as an infant mental health specialist recognized and appreciated. This document will help you prepare your portfolio, organize your information your experiences and education, and determine what (if any) additional specialized training might be necessary to meet the competencies and earn NJ-AIMH Endorsement (IMH-E®).

To help you get started with your application, we recommend the following:

1. **Read through the *Competency Guidelines*** that were emailed to you, paying special attention to the specifics of the requirements for the level at which you have applied. Ensure that you have applied at the correct level. If you choose to change your level after this review, please contact the Endorsement Coordinator at endorsement@nj-aimh.org to help you with this.
2. **Identify three raters to provide recommendations** for you. You will need one from your current program supervisor/teacher/consultant, one from a person who has provided you reflective supervision/consultation, and one from another teacher/supervisor/consultant/trainer/colleague. You will add email addresses of these raters to your portfolio on the EASy system. Please note that some company, agency and University systems do not accept emails from EASy. We find it is better to use personal emails for this reason. The raters should look for an email from the EASy system, click on the link, and complete the reference rating on the EASy system. They do not need to write a separate letter.
3. **Request official transcripts** from all institutions of higher education or certifications and send them to NJ-AIMH at the following address:
P.O. Box 43662
Upper Montclair, NJ 07043
4. **Gather any information you have from in-service trainings, local conferences, national conferences, seminars, etc.** which will count towards the required 30 hours of in-service training. You do not need to submit the evidence of these training hours, but will need to document training information such as the location and objectives of the training. Use this information to complete the Training section of the portfolio to verify competencies gained. Remember one hour of training can count towards one competency.
5. **If required, determine if you are received the minimum required reflective supervision hours**, and document from whom these hours were received. If you provide reflective supervision, please remember to click the bubble that asks whether the supervision was received or given.
6. **You will be contacted by your advisor very soon after your Endorsement registration.** Your advisor is available to field questions during the process of uploading your portfolio, and will contact you if anything is missing in your application before the official review.

If you have other questions about your portfolio, or do not hear from your advisor, please contact us at endorsement@nj-aimh.org