

Instructions for Renewing NJ-AIMH Endorsement® via the Endorsement® Application System (EASy)

NJ-AIMH is now processing Endorsement® renewals via EASy.

As a reminder, NJ-AIMHs annual Endorsement® renewal requirements are as follows:

1. Maintain membership in NJ-AIMH;
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 infant mental health; and
3. (For IFS, IMHS & IMHM clinical only) Participate in a minimum of 12 hours of reflective supervision/consultation (RSC) each year.

To use EASy for your annual Endorsement® renewal, please follow these steps:

1. Login to EASy at <https://easy.mi-aimh.org/njaimh>
2. Go to your Dashboard (by going to Applications -> My Apps); you will select “Details” to update your demographic information, membership expiration date, etc.; you will then select and save (bottom right-hand corner)
 - a. As a reminder, you cannot renew your NJ-AIMH membership via EASy; you will need to go to <http://nj-aimh.org/get-involved/join-now/>
3. Next, go to your Training tab.
4. There you will enter as many training entries as needed to fulfill the 15 clock hours annual renewal requirement.
 - a. Once you save an entry, you will notice a small, blue exclamation badge to the left of the entry. This will mark it as a new entry for renewal.
5. Next, go to the Supervision tab and enter as many Supervision entries as needed to fulfill the 12-hour annual requirement ((For IFS, IMHS & IMHM clinical only).
6. Next, go to the Status tab & click.
7. You will be prompted to read and agree to the Code of Ethics.
8. Then, you will be prompted to select the Submit Endorsement® Renewal Button.
9. Then, you will be prompted to pay the Endorsement® Renewal fee.
10. Your annual renewal will be submitted to the EASy Administrator.
11. You will receive an automated email from EASy that confirms your renewal has been submitted. The email reads: *“Thank you for submitting your*

Annual Endorsement® Renewal through EASy. As next steps, your IMH association Endorsement® Coordinator will check to confirm the following:

- *Thorough completion of your renewal*
- *Active membership status within an IMH association*

Your IMH association Endorsement® Coordinator will contact you if there are any questions about your renewal; otherwise, you will receive notice that your renewal has been approved by the date set by NJAIMH.

12. The EASy Administrator will review your renewal submission, in addition to checking to ensure that your NJ-AIMH membership is up-to-date and that the renewal fee was received.
13. The EASy Administrator will contact you if there are any questions about your renewal.
14. If you have successfully completed your renewal, the EASy Administrator will change the status of your application to “Endorsed.”
15. You will receive an automated email from EASy that notifies you that your Endorsement® was renewed.