



CONNECTICUT ASSOCIATION
FOR INFANT MENTAL HEALTH

Connecticut Association for Infant Mental Health, Inc.
Concerned with the Healthy Social Emotional Development
of Infants and Young Children

Frequently Asked Questions (FAQs)

The Professional Portfolio

Q. What is required for the Professional Portfolio?

A. Requirements depend on the endorsement level for which you are applying. The following documents are required for all levels:

- Official transcripts in a sealed envelope from all colleges/universities attended
- E-form template with lists of specialized in-service trainings related to culturally sensitive, relationship-based practice promoting infant mental health that reflect competencies, paid work experiences with or related to infants, toddlers, and their families, and (for Levels II, III & IV) reflective supervision/consultation experiences while working with infants, toddlers and their families
- Three reference ratings in sealed envelopes with rater signature across the seal
- Signed Code of Ethics
- Signed Endorsement Agreement
- Proof of membership in CT-AIMH or other infant mental health association
- Endorsement Fee in a check made out to CT-AIMH

Graduates from a college or university program or post-graduate certificate program in infant mental health must submit documentation of completion of the program, such as a copy of diploma or certificate.

Continue

CT Association for Infant Mental Health, Inc.
230 So. Frontage Rd. New Haven, CT 06519

Phone: 203-737-6422 Fax: 203-785-7926

Email: ctaimh@yale.edu

Website: <http://www.CT-AIMH.org>



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Q. When do portfolio materials have to be submitted?

A. Level I & II candidates may submit finished portfolio materials with the endorsement fee to the CT-AIMH Central Office at any time during the year. Portfolios are reviewed quarterly, usually in Feb, May, August and December. Each candidate is advised to review the portfolio materials with the assigned endorsement advisor before final submission to the CT-AIMH Central Office. Conversation with the assigned endorsement advisor offers the candidate assurance that all information has been included as requested and alerts the applicant to missing pieces or gaps. Much of the portfolio information may be reviewed by sending a draft of the E-form template as an e-mail attachment.

Level III & IV candidates must submit finished portfolio materials with the endorsement fee to the CT-AIMH Central Office no later than six weeks prior to the exam date in order to assure adequate time for review, approval and test scheduling. Each candidate must review the portfolio materials with the assigned endorsement advisor before final submission to the CT-AIMH Central Office. As described above, conversation with the assigned endorsement advisor offers reassurance that all information has been included as requested and alerts the applicant to missing pieces, or gaps. Much of the portfolio information may be reviewed by sending a draft of the E-form template as an e-mail attachment.

Q. What happens after I submit my professional portfolio?

A. All portfolios are carefully reviewed by two volunteer members who have earned endorsement and/or are members of the Endorsement Committee. Reviews are conducted using an eight-page checklist that includes all the knowledge and skill areas, including reflective supervision or consultation experiences, under the broader competency categories. After examining your official transcripts, the reference rating forms, and your lists of specialized work, in-service training, and reflective supervision/consultation experiences, each reviewer will make recommendations about whether to endorse (Level I and II) or to approve you to sit for the exam (Level III and IV) or may suggest that you pursue further training and/or reflective supervision and then be re-reviewed after a period of time.

Please contact Endorsement Coordinator, Anne Giordano, at 203-737-6433, or ctaimh@yale.edu for additional information and more specific dates and timelines.

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