Endorsement® Checklist

Please use this checklist to ensure you have completed each step of the Endorsement® Application process.

Initial:
- o Purchase CT-AIMH Membership (my.ct-aimh.org), if you are not already a member
- o Complete & submit Registration on EASy (easy.mi-aimh.org/ctaimh), including payment of EASy Registration Fee

You will not receive an EASy username & password until the registration fee is paid and membership is confirmed

Upon Receiving EASy Login & Password:
- o Login to EASy using your EASy issued username & password
- o Go to Edit Profile to change password and/or to elect to receive email notifications when references are completed, transcripts are uploaded, etc.
- o Review the *Competency Guidelines®* book that is mailed to you for details about requirements and competencies at your desired Endorsement®
- o Read the *Getting Started Guide* that is e-mailed to you to begin your self study; this will help you assess your experiences and determine what additional specialized training might be necessary to meet the competencies and earn Endorsement®
- o Order transcripts from every university/college attended **at least 4-weeks** before you plan to submit your application as your transcripts must be uploaded within your application prior to submission. Have all transcripts sent directly to MI-AIMH; Endorsement support team will update to the Education tab of your application.
- o Complete each tab of the EASy application, including, work, education, specialized in-service training, supervision, and references (print & review the *EASy Applicant Instructions* to assist you in this process)

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 competencies (as specified in *Competency Guidelines®*) have been met

Upon "Submitting" your Application:
- o Pay Endorsement® Processing Fee

Keep in mind:
- o Your application will be reviewed by at least two Endorsed professionals who will determine if you meet the requirements for the Endorsement® for which you have applied
- o After you Submit, you may receive notifications of comments being added. You can ignore those and know that if you need to log back in or edit or revise your application, you will be notified by Endorsement® staff
- o Applications are reviewed quarterly. Information about deadlines can be found at http://ct-aimh.org/events/