



AAIMH

West Australian Branch

EASy Tip Sheet for applicants

General information to know before you begin

- AAIMH WA requires that AAIMH WA Endorsement[®] applicants begin a minimum of four weeks* before an intended submission date. This ensures enough time for receipt and upload of transcripts, completion of references, and thorough entries related to applicant's specialised work, in-service training, and RS/C experiences
(*An application does not NEED to be completed within 4 weeks; the process just needs to begin at least 4 weeks before an applicant submits)
- EASy stands for Endorsement Application System and is a web-based tool for applicants to create a (paperless) professional application for the AAIMH WA Endorsement[®].
- Information about the AAIMH WA Endorsement[®], including requirements for each category, can be found at aaimhi.org/branches/wa/endorsement
- Answers to frequently asked questions regarding Endorsement can be found at: [FAQ pdf](#)
- When you are asked for email addresses on EASy (for yourself and for those who will complete your reference forms), please use a personal email address. Many employer email servers block messages from the EASy system.

Register as a new applicant

- Go to [\[link to AAIMH WA EASy\]](#) and click on Register
- Complete required fields about education, work, and reflective supervision/consultation history as relevant to the level at which you are applying
- You have the option to upload your resume or CV. This is not required, however, if you are applying as an Infant Mental Health Mentor, it is recommended.
- You will be asked for the expiration date of your AAIMH WA membership. Membership in AAIMH WA is required to begin the Endorsement process. If you are not yet a member, or need to renew, you can do so at www.aaimhi.org/membership/membership/
- If you are not sure if your membership is current, you can check by clicking www.aaimhi.org/members-area/
- After you select the category for which you wish to earn AAIMH WA Endorsement[®], you will click Submit
- You will be directed to a payment page. Please note that PayPal accepts both credit cards and debit cards.
- If you leave the site before selecting a payment option, you will need to register on EASy again.

Next steps

- Once you click Submit, you will receive an auto-message from EASy indicating that your registration was received and is being processed
- AAIMH WA will look over your preliminary information to ensure you have selected the category that is appropriate for your specialised experiences, confirm your membership status, and confirm payment of the registration fee
- Once those 3 items are confirmed, your EASy status is updated to Accepted. You can expect an email from EASy with a username and password. You can also expect an email from the AAIMH WA Endorsement Coordinator with some instructions about how to proceed
- The AAIMH Competency Guidelines are available for you to download from aaimhi.org/branches/wa/endorsement. Carefully read the section about the category for which you are applying. You will find details regarding the requirements and the definitions of the competency areas

Logging in and asking for help

- Using your EASy-issued username and password, you may now log in to EASy and begin to enter details about your specialised education, work, in-service training, and reflective supervision/consultation experiences. Infant Mental Health Mentor applicants will also enter practice leader experiences.
- Once logged in, click on Edit Profile (upper right corner). From here, you can change your password, if you choose. We strongly recommend that you also check the boxes to receive email alerts when a Comment has been made in your application, when transcripts are uploaded, and when references are completed
- You may log in to access your EASy application from any computer with an internet connection. Your application will be stored securely on the server indefinitely unless you ask us to delete it
- Comments windows can be found in each section beginning with Education. Use this window to ask a question of the Endorsement Coordinator or to add some additional information or clarification about the information you have entered in this section
- For more time-sensitive help requests, click on Help in the upper right corner. Give the details of your question and select whether this is a technical issue or a question about the Endorsement process so the message is directed to the appropriate helper. But do keep in mind that EASy is not staffed every day. It may take up to 4 business days to receive a response
- For assistance you can call or text Endorsement Coordinator Anne Lowagie at 0415 866 421 or email endorsementwa@aaimhi.org
- **EASy is built in with security features including a time limit. If you have been inactive for several minutes, you may be asked to log back in again. However, the request to log back in may not occur until after you have entered more data, so if you do not save often, it is possible to lose work**
- **PLEASE SAVE EARLY AND OFTEN USING THE SAVE BUTTON FOUND NEAR THE BOTTOM OF EACH SECTION**
- **SAVE ONE SECTION BEFORE MOVING TO THE NEXT**
- **SAVE YOUR WORK BEFORE USING HELP OR COMMENTS**

Building your application

- Your application is broken into sections:
 - Endorsement[®] Agreement
 - Code of Ethics
 - Education
 - Work
 - Training
 - Reflective Supervision/Consultation
 - References, and
 - Transcripts.
- When you log in, you will land on your Dashboard. Sections in green indicate you have entered the minimum required. Sections in yellow indicate they have not yet been completed. Please note that green does not necessarily indicate completed.
For example, 1 specialised work experience is the minimum required, however, you may have 2, 3, or more relevant work experiences to list
- You are asked to electronically agree to the Endorsement[®] Agreement and Code of Ethics. This is legally the same as a manual signature
- The requirements for Education, Work, Training, Supervision, and References can be found at the top of each section; please read the requirements thoroughly as the reviewers of your application will be checking to ensure the information you input into your application matches the requirements for the Level at which you are applying
- The more information you add to each section, the better the reviewers will understand your experience. This is especially important for the work and supervision sections.
- You will notice that information you entered when registering has been pre-filled in the relevant sections; you are free to edit that initial information in each section, as necessary
- Training
- The training section is for all specialised in-service trainings and/or continuing education which you have attended and that are relevant to one or more competencies in your category
- PLEASE NOTE: while 30-hours is the minimum, most applicants find they need 45- 75 hours to fully cover the breadth and depth of the competencies, UNLESS their coursework was specific to IMH principles & practices (e.g., graduate certificate or Masters in IMH)
- You can include conferences in this section, but keep in mind that only one conference can be counted toward the 30-hour minimum
- Conferences, meaning a day or more of keynote speeches and workshops of 90-120 minutes each, provide opportunities to gain knowledge and skill over a range of topics. Applications should include a balance of broader experiences, like conferences, with more intensive trainings that spend 6 or more hours going in depth on one topic
- After details about each session are entered, you need to click on the Edit Competencies icon. This will open a pop-up window showing a grid with the 8 competency domains
- You are asked to indicate which competencies were covered for each training. Click on the domain name (e.g., Theoretical Foundations) for a drop-down menu of the knowledge/skill areas (e.g., pregnancy & early parenthood; attachment, separation, trauma, & loss; cultural competence)
- Use the Competency Guidelines to find definitions for each knowledge/skill area in your category:
 - When checking to ensure that you have covered a majority of the competency areas with your in-service training experiences, keep in mind that application Reviewers will be focusing mostly on the areas of Theoretical Foundations and Direct Service Skills
 - DC: 0-3R training covers a large portion of the disorders of infancy and early childhood competency; if you have not attended this training, it is important that you have

- attended other trainings that cover this competency area in great detail (for example: trainings on atypical development, fetal alcohol spectrum disorder, autism spectrum disorder, sensory integration disorders, etc.) and/or that you have coursework listed within your transcripts that covers this competency.
- In order to demonstrate that competency has been met for screening and assessment, applicants need to attend trainings that are specific to tools for 0 – 36 months lds, including, but not limited to Ax, ASQ, MCHAT, EPNDS, PASS, Anc Risk Q
- Please limit your selection of knowledge/skill areas to 1 for each hour of training, i.e., 3 areas for a 3-hour training, 6 areas for a 6-hr training, etc.
 - BE SURE TO SCROLL DOWN TO HIT Save BEFORE CLOSING THE POP UP WINDOW Transcripts
 - Instructions for ordering transcripts are at the top of the Transcript section. Please order your transcripts at least 4 weeks before you plan to submit your application as your transcripts must be uploaded within your application prior to submission
 - Please note that you are required to order official transcripts from each college or university attended, even if you did not earn a degree there
 - When checking to ensure that you have covered a majority of the competency areas with your coursework experiences, keep in mind that application reviewers will be focusing mostly on the areas of Theoretical Foundations and Direct Service Skills; reviewers will examine your courses to document your competency
 - Please be sure to add each institution from which you are ordering transcripts. Doing so creates a “space” for the Endorsement Coordinator to upload the documents when they arrive at the AAIMH WA office
 - If you have had coursework that was specific to infant mental health, please use the Comments window in the Transcript section to make a note of those classes Submitting the application
 - Once you are satisfied that you have entered all your relevant experience, all three of your references have been completed, and all of your transcripts have been uploaded (by AAIMH WA), click the Submit button on your Dashboard; the Submit button will not appear until the EASy system believes that your application is complete (e.g. all three references have been submitted, transcripts have been uploaded, etc.)
 - You will see “+View Payment Information” below the Submit Application button; you will select this to choose how you would like to pay
 - If you wish to pay by credit card, you will select “Checkout with Paypal”. You will then be navigated to the PayPal website. If you leave the site before paying, you will need to log onto EASy and press Submit again.
 - Please note that PayPal accepts both credit cards and debit cards.
 - If you are changing categories (e.g. previously earned Endorsement as an Infant Family Worker and are now applying for Endorsement as an Infant Mental Health Practitioner) please contact the endorsement coordinator at endorsementwa@aaimhi.org to make arrangements as you do not need to pay the full fee (However, there is not a way to change the fee within PayPal.)
 - Infant Family Worker & Infant Family Practitioner applicants receive an Endorsement decision after at least two application review committee members examine and approve the application
 - Infant Mental Health Practitioner & Infant Mental Health Mentor applicants move on to a written exam after at least two application review committee members examine and approve
 - AAIMH WA reviews applications twice a year.
 - Please go to aaimhi.org/branches/wa/endorsement for details related to application submission deadlines and exam dates