



AAIMH

West Australian Branch

AAIMH WA Endorsement[®] - Checklist

Please use this checklist to ensure you have completed each step of the application process.

Initial:

- Apply for AAIMH WA membership (<https://www.aaimhi.org/membership/join-aaimhi/>) if you are not already a member
- Complete & submit registration on the Endorsement Application System (EASy) ([\[link to AAIMH WA EASy\]](#)), including payment of EASy Registration Fee

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

Upon Receiving EASy Login:

- Login to EASy using your EASy issued username & password
- Go to Edit Profile to change password and select alert preferences.
- Review the competencies and requirements for your desired category of Endorsement[®] outlined in the *AAIMH Competency Guidelines*[®]
- Utilise your EASy application as a self-study by going to the Competencies tab; this will help you assess your experiences and determine which additional specialized training might be necessary to meet the competencies and earn Endorsement[®]
- Order official transcripts from any TAFE/university where a degree was earned **at least 4-weeks** before you plan to submit your application. Your transcripts must be uploaded directly into your application prior to submission. *Have all transcripts sent directly to AAIMH WA. The Endorsement Coordinator will upload these to your application*
- Complete each tab of your EASy application, including, work, education, specialised in-service training, supervision, and references see (the *EASy Applicant Tip Sheet* to assist you in this process)

Prior to “Submitting” your Application:

- Check to see your transcripts have been uploaded to the Education tab of your application
- Check to see that all of your references have completed their rating forms
- Check to see that you have entered enough relationship-based training hours as necessary to document that competency (as specified in *Competency Guidelines*) has been met

Upon “Submitting” your Application:

- Pay Endorsement Processing Fee

Keep in mind:

- Your application will be reviewed by at least two trained, endorsed application reviewers who will determine if you meet the requirements, including demonstration of competency, for the Endorsement category for which you have applied
- After you Submit, please know that if you need to log back in to edit or revise your application, you will be notified by the Endorsement Coordinator
- Information about deadlines can be found at [\[link to information\]](#)

You are joining an international group of professionals who have chosen to earn the Endorsement[®] credential as a way to demonstrate specialisation in the infant-early childhood mental health field.