



## AAIMH WA Endorsement<sup>®</sup> Checklist

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

### Initial:

- Apply for AAIMH membership (<https://www.aaimh.org/membership/join-aimh/>) if you are not already a member
- Complete & submit registration on the Endorsement Application System (EASy <https://easy.mihh.org/aimhwa/>), including payment of EASy Registration Fee  
*\*You will receive your EASy username & password when 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<sup>®</sup> outlined in the *AAIMH Competency Guidelines<sup>®</sup>*
- 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 specialised 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 Endorsement ([endorsementwa@aimh.org.au](mailto:endorsementwa@aimh.org.au)). 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 (Print and review the *EASy Applicant Instructions and Getting Started Guide* to assist you in this process)
- Most applicants spend an **average of 6-12 month** completing their Endorsement application

### 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 referees 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 AAIMH Competency Guidelines<sup>®</sup>) has been met

### Upon Submitting your Application:

- Pay Endorsement Processing Fee

### Keep in mind:

- Your application will be reviewed by at least one trained, endorsed application reviewer who will determine if you meet the requirements, including demonstration of competency, for the Endorsement category for which you have applied
- After you Submit, you will be notified by the Endorsement Coordinator if you need to log back in to edit or revise your application
- Information about deadlines can be found at <https://www.aaimh.org.au/branches/wa/endorsement/register-and-apply-for-endorsement/>.

**Congratulations! You are joining an international community of practice of professionals who have chosen to earn the IMH Endorsement<sup>®</sup> credential as a way to demonstrate specialisation in the infant mental health field.**