

EASy Applicant Instructions
Infant and Early Childhood Mental Health Endorsement®

General Information

- Access the EASy home page [PA-AIMH | EASy \(myeasy.org\)](https://www.pa-aimh.org/easy) . Here you can
 - to view “Announcements” which include submission deadlines, virtual support hours and any other important updates.
 - It’s recommended that you give yourself a minimum of 4 weeks, prior to the submission deadline to begin your application.
 - There will be multiple submission deadline options each year.
 - Application completion can be done over an extended time. You can log in and out, saving additions until your application is ready to submit.
 - If you do not have a membership profile, click on REGISTER, and complete all required steps. During this process you can register your application for Endorsement AND purchase your PA-AIMH Membership.
 - It is best to use a personal email in EASy to avoid spam filters that your organizational email server may have.

Logging In

- Log in at: [PA-AIMH | EASy \(myeasy.org\)](https://www.pa-aimh.org/easy) using your email/username and the temporary password provided to you by EASy after registration is completed. (Check your junk mail for missing EASy communications.)
- Upon first log in, go to “Edit Profile” (upper right corner) to:
 - Update your password. (The temporary password will only work one time.)
 - Set your alerts. (We recommend you receive all email alerts.)
 - If applicable, indicate Healthy Families America (HFA) affiliation. Once you earn Endorsement, you will appear on the national Registry of Endorsed HFA Providers. (<https://www.allianceaimh.org/healthy-families-america-registry/>)

Orientation to EASy

- Comment boxes: Within each requirement tab of the application, you can leave a comment to communicate with the Endorsement Coordinator for support. The Endorsement Coordinator will also leave tips and comments for you in this section.
- For additional support view the “Support” tab for:
 - FAQs
 - To submit a support ticket (great for addressing issues with the EASy system)
- If EASy does not sense activity for 5-minutes, you will receive a warning that your session will close soon. Navigating away from the warning does not save your work; after you receive the warning, select “Save” in the bottom right-hand corner.
- **Save frequently.**

- When you log in, you will land on your Dashboard where you will see each tab of your application that needs to be completed: Agreement, Ethics, Education, Work, Leadership (Family Reflective Supervisor & Mentor only), Trainings, Supervision, and References.
- Requirements for each section are listed at the top of the page for each tab. *(You must meet all the listed requirements before submitting.)*

Completing Your Application Tips for Each Tab

Requirements in detail are listed at the top of each tab in EASy. Pay close attention to that section to make sure you are meeting all requirements for your category of Endorsement.

Early Childhood Mental Health Endorsement tips/focus is highlighted

Details Tab

- Keep all contact information up to date to receive updates from EASy through the application process and for annual renewal thereafter. Email, address, phone number, membership expiration, etc... should be kept up to date.

Competencies Tab

This tab shows you the competencies you have already selected within the training and education tabs. It also shows you your total hours of trainings and reflective supervision/consultation (RSC) entered.

- This section automatically updates as you work on your application (you don't make any selections here).
- Refer to this section when you are considering what additional trainings to add/obtain to demonstrate both that you meet the minimum hour requirements and to demonstrate your developed competencies.

Agreement Tab

- Review and electronically agree.

Ethics Tab

- Review each part, initial, and then electronically agree.

Education Tab

Not every category has an education requirement. For all categories, whether required or not, this section offers an opportunity to demonstrate infant and early childhood mental health (IECMH) competencies developed through any education experience you have, if applicable and if desired. You will also capture competencies in the training section. It is not required that you have competencies in the education section met.

- If the category you are applying for has a degree requirement you must add an entry for that minimum requirement (example: if a master's degree is required, you must add an entry for at least your master's degree and can add any additional degrees that you desire).

- You may have a CDA certificate or a graduate certificate in IECMH uploaded in this section either in place of or in addition to transcripts.
- If you earned 2+ degrees at the same institution and your transcripts are combined into one document, you can add an entry for each degree earned.

Adding Competencies

- You only need to upload transcripts for educational experiences where you would like to select competencies.
- Applicants can upload their own transcripts when they “add entry” or they can have transcripts sent directly to the endorsement coordinator from the institution (instructions at the top of the tab).
- To add competencies to an education entry, select “edit competencies” (right of each entry). This will open a pop-up window showing a grid with the 8 competency domains and several competencies under each domain that can be selected.
- Use the Competency Guidelines to find definitions for each competency area.
- Select competencies you feel were strongly developed through your coursework.
- You can select up to 12 competencies for each degree earned (with uploaded transcripts) but you may have less, depending on the courses and the connection to IECMH competencies. (A degree earned in biology may not include coursework that fits with the competencies. That’s okay, you will also track competencies in the training section.)

Crosswalks (if applicable): You may have coursework or training experiences that have been “crosswalked” with the competencies, meaning, the expected competencies developed from that experience have already been identified. You may “Add Entry” for a crosswalk and upload a crosswalk to this section if: 1. your coursework was crosswalked (used instead up a transcript), or 2. you are adding a training experience/curricula that was crosswalked.

- To add competencies to a crosswalk entry, select “edit competencies” (right of each entry). This will open a pop-up window showing a grid with the 8 competency domains and several competencies under each domain that can be selected.
- Use the Competency Guidelines to find definitions for each competency area.
- Select competencies that are referenced on the crosswalk.

Work Tab

Determining “scope of practice” can be one of the trickier pieces of Endorsement. Many professions in IECMH have shared expertise or skills. Pay close attention to the requirements at the top of the page to help determine that your primary role aligns with the category you are applying for. Reach out to the Endorsement Coordinator if you want to talk your experience through to find the right fit.

- Include your current work experience (one reference rating form needs to come from the person listed in the “reported to” section of this entry)
- Add as many work entries needed to demonstrate fulfillment of the requirements. Once the requirements have been met you can stop (no need to add your entire employment history)
- You can use multiple work entries to meet the time/duration requirement- each of those entries must also meet the scope of practice requirements
- If applicable: use the drop-down boxes to describe your work experience. If the options don’t apply, you can add your own description that aligns/meets the requirements.
- You do not need to describe your work experience as it is written on your resume. Focus your description on highlighting the requirements listed at the top of the page.

**All scopes of practice are essential to the healthy growth and development of our infant and early childhood population. A different category or different requirements are not indicative of “more” skill or value. Each category of Endorsement has a range of professional experience and expertise. Unless your scope of practice changes (for example you begin to provide reflective supervision to other professionals), you are not expected to change categories of Endorsement.*

Leadership Tab(Family Reflective Supervisor and Mentor only)

- Leadership experience should be directly related to the promotion and practice of IECMH and specific to 0-3 year olds for IMH-E® and 3-6 year olds for ECMH-E®
- Experience can be paid or unpaid.
- Feel free to include your resume (not required) if that helps to demonstrate your leadership experience and type “see resume” to direct reviewers to it.

Training Tab

This is the primary section where you will demonstrate your development of competencies.

- Training content should primarily include the promotion of social-emotional development and/or the principles of IECMH.
- While you must meet, at minimum, the requirements listed you may want to add additional training to:
 - Demonstrate the development of competencies
 - Highlight your unique expertise or specialization in IECMH
 - Demonstrate a well-rounded training record
 - Demonstrate a variety of trainings both in length of trainings and style (e.g., webinar, conference, certificate program, or workshop (1-2 hours long) vs. lengthier full day or multiple day long training)
 - For exam takers: note that reviewers use this section of your application to provide feedback to prepare you for the exam. The more you provide that accurately captures your experiences the better the quality of feedback you may get

Adding Competencies

- To add competencies to a training entry, select “edit competencies” (right of each entry). This will open a pop-up window showing a grid with the 8 competency domains and several competencies under each domain that can be selected.
- Use the Competency Guidelines to find definitions for each competency area.
- Select competencies you feel were strongly developed from that training.
- You can select 1 competency for every 1 training hour (e.g., for a three-hour training, you can select up to 3 competencies).
- You are not expected to have every competency covered through training but you will want to demonstrate competency developed from the majority of the listed competencies.
- The competency domains of *Theoretical Foundations*, *Direct service*, and *Reflection* are considered the core domains for Endorsement. You will need to have no less than half the competencies in each of these domains met before submitting your application.
- ECMH-E® Applicants are expected to demonstrate competence in areas related to 3-6 year olds as well as 0-3 year olds

Notes on Specific Trainings

- DC: 0-3R and/or DC: 0 – 5 training covers a large portion of the disorders of infancy and early childhood competency (not required Family Associate category); if you have not attended this training, it is important that you have attended other trainings that cover this competency area in great detail. **Highly encouraged for exam prep*

- In order to demonstrate that competency has been met for screening & assessment, applicants need to have attended trainings that are specific to tools for 0 – 3 year olds for IMH-E® and 3 up to 6 year for ECMH-E®.
- For Mental Health Specialist and Mental Health Mentor-Clinical applicants, training on an evidence-based intervention modality specific to 0-3 year olds or 3–6 year olds is highly recommended (and is often connected to greater success rates on the exam). These modalities/trainings will most often align the work requirements which state, “These therapies and practices are intended to explicitly address issues related to attachment, separation, trauma, and unresolved grief/loss as they affect the attachment relationship, development, behavior, and care of the infant/child.”
- *Note the additional training requirements for Family Reflective Supervisor and Mentor-Clinical: training on the provision on RSC must be specific to the provision vs. training on RSC more broadly.
- *Note the additional training requirements for Family Reflective Supervisor and Mentor: Training on diversity, equity and inclusion must be specific to IECMH.

Supervision Tab(as required)

This section is specific to your receipt of RSC from a “qualified” provider.

- If you are unsure if your supervision is considered reflective or if your provider is considered “qualified”, reach out to both your RSC provider and the Endorsement Coordinator to help make the determination.
- If you have not yet received RSC reach out to the Endorsement Coordinator for a list of qualified providers in your area.
- Add an entry for the RSC experience that meets the requirements, paying close attention to:
 - RSC experience aligning with the required work experience
 - The hour requirement being met within the duration requirement
- If the duration of RSC received is longer than the 1-2 year requirement on an entry (e.g., if you list 100 hours obtained in a 5 year period), you will need to clearly indicate when the hour requirement was met in a maximum 2-year time frame by (one of the following):
 - Adding a separate entry (one for the requirement and another for additional hours obtained by that provider)
 - Adding a comment that distinguishing that specific window
 - Adding clarification into the description section for that entry
- Applicants for Family Reflective Supervisor and Mentor-Clinical will also list people/groups for whom they have provided RSC. Provision of RSC should also be captured within the Work tab of your application.

References Tab

- Add an entry for each person you are requesting a reference rating form from.
- Use a personal email for each person, if possible (they are more likely to receive the reference form from EASy- work email addresses sometimes block emails from EASy).
- Once you “save” the entry, you must select “submit” for each one in order for the form to be sent.
- Inform your reference rater:
 - The purpose of the form (applying for Endorsement)
 - That they will receive the electronic form to complete via email from “EASy Server”
 - That the email may go to their junk (or not primary) email folder
- The rater you select should know you/your work well enough to complete the form.

- Give your reference rater enough time to complete the form (request it a minimum of 2-3 weeks before you hope to submit).
- Reference forms expire 1 year from when they are completed (request your references once you know the requirements are met and you have picked a submission deadline).
- Once the reference has been complete, you will see an indication that it has been received even though you cannot read the form itself.

Additional tips for completing your application

- On the Dashboard the sections/tabs 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.** (I.e., EASy recognizes once you have put in a single work entry (change to green), but it can't determine whether that work entry meets all the requirements. You will have to make sure you add enough information to meet the requirements for each tab.)
- For assistance, use the comments section in the application or email the Endorsement Coordinator.

Application Submission and Review

Steps for submitting your application:

1. **Select Submit** on your dashboard once you have completed the requirements from each tab. The Submit button will not appear until the EASy system recognizes that your application is complete. If you do not see the Submit button, scroll to the bottom of your Dashboard. You will see a list of what is missing.
2. **Submit Payment:** After submitting, you will be directed to your Shopping Cart. From there you will submit payment for the Endorsement Processing Fee. You will select whether you wish to pay by credit or debit card, alternate payment (check, purchase order, etc.) or scholarship.

Tips for Payment

- If you pay by credit or debit card, you will be directed to PayPal or Stripe to complete payment. (You do not need to have a PayPal or Stripe account for this option.)
- For other payments select "alternate payment", complete the corresponding fields and follow instructions for sending payment (include a note indicating the payment is for EASy Registration Fee).
- You can select scholarship, if applicable, and complete the corresponding fields.

Application Review

- You will receive a confirmation email from the Endorsement Coordinator which will include the expected timeline for your application review.
- Your application will be reviewed by an endorsed and trained reviewer to determine that you meet both the requirements and competencies (as specified in the Competency Guidelines) specific to the category of Endorsement for which you are applying
- Information from your application and review will be handled confidentially.
- The Endorsement Coordinator will relay any messages from the reviewer (this may include clarifying questions or a request to fill in a gap that is present in your application).

- The Endorsement Coordinator will inform you whether you are endorsed, or, for exam takers, whether you are approved to sit for the exam by the date communicated in your confirmation email.