Checklist for AK-AIMH EASy Endorsement® Application Process

Please use this checklist to ensure you have completed each step of the AK-AIMH Endorsement® application process.

Register
- ✔ Pay AK-AIMH Membership fee (www.akaimh.org) , if you are not already an AK-AIMH Member
- ✔ Complete and submit registration information on EASY (https://easy.mi-aimh.org/akaimh)
- ✔ Pay EASy Registration Fee
- ✔ You will not receive a username and password until registration fee is paid and membership is confirmed

Upon Receiving EASy Login & Password:
- ✔ Login to EASy using your EASy issued username and password
- ✔ Go to Edit Profile to change password and/or to elect to receive email notifications when references are completed, transcripts uploaded, etc.
- ✔ Review Competency Guidelines book that is available at www.akaimh.org for details about requirements and competencies at your desired level
- ✔ Order official transcripts from every university/college attended at least 4 weeks prior to the application submission deadline.
- ✔ Complete each tab of the EASy application, including work, education, specialized in-service training, supervision, and references.
- ✔ Use the text boxes to expand on the data you enter. This is your chance to demonstrate that you meet competencies through that activity (whether it is a workshop, a college course, or a work or supervision experience).
- ✔ When listing Continuing Education, be sure to indicate which competency knowledge and skill areas were covered for each activity (1 area for each hour of training).
- ✔ When listing Higher Education, provide specific information about courses related to Infant Mental Health.

Prior to Submitting your Application:
- ✔ Check to see your transcripts have been uploaded
- ✔ Check to see that all of your references have completed their rating forms
- ✔ Check to see that you have at least 30 hours of specialized in-service training

Upon "Submitting" your Application:
- ✔ Pay Endorsement Processing Fee

Keep in mind:
- ✔ After you hit Submit, you may receive notifications of comments being added; typically this is conversation between reviewers and you can ignore this as you would be unable to see it in the EASy system.
- ✔ If you need to log back in to provide or clarify information, you will be notified by the AK-AIMH Endorsement Coordinator. If this must be done more than twice during the review, your application will be deferred, & the Endorsement Coordinator will contact you.