



Instructions for Applicants Applying for an Additional Endorsement Category

Welcome back to your Endorsement journey! We are pleased that you are interested in adding another category of Endorsement! You are part of an international group of professionals who have chosen to earn the Endorsement credential as a way to demonstrate specialization in the infant-early childhood mental health field. Endorsement was developed by MI-AIMH in 2002 and is now used by 33 state infant mental health associations and two international associations. Each of those associations is a member of the Alliance for the Advancement of Infant Mental Health. Through the Alliance, this means that your Endorsement in Kansas is recognized in each of those 35 associations!¹ We are excited to support you on your journey through this process.

When creating a NEW additional category of Endorsement application, you will create an application that is linked to your previous Endorsement application:

1. Login to EASy with your current username and password
2. From the dashboard, select the "My Apps" tab
3. Scroll to the bottom of the page and in the lower left-hand side, select "Create new application"
4. A pop-up screen will appear, and you will be prompted to do the following:
 - a. Select the new category for which you want to create an application for
 - b. Verify and/or add your demographic information
 - c. At the Transfer Application Data link, select the application you want EASy to pull information from (most often that is your last submitted application and will include the information you have entered as part of annual renewal, if applicable)
 - d. Then, you can choose to upload an updated Resume or CV (you can also do this later)
 - e. Next, verify that your IMH association membership is active and list the expiration date
5. Last, select "Create"

Your NEW additional category of Endorsement application has been completed! Your association's Endorsement Coordinator will receive notification that you created a new application and will review your registration. They will connect with you via email regarding next steps.

Although EASy allows you to transfer information from one EASy application to another, you will need to go through each tab of your NEW application (Work, Education, Leadership, etc.) and:

1. Add new experiences that you have gained since you submitted your last application
2. Review what you entered in your last application and edit as necessary, so that it is in line with the requirements for the NEW category (this is especially true for work & supervision experience)
3. Review that you have answered all required text fields; there is a good chance that text fields have been added or changed since you submitted last
4. Request three references. The reference rating questions are specific to the category of Endorsement for which you are applying. It is possible to ask some/all of the references from your previous application as long as they align with the requirements

¹ To learn more about the IMH associations who are using the Endorsement[®] credential, visit allianceaimh.org