

## **FAIMH Endorsement® Policies & Procedures**

### **Endorsement Application System (EASy)**

The Endorsement Application System (EASy), is a secure web-based software for compiling Endorsement® Applications. It is a streamlined data management tracking system developed specifically for the endorsement process purpose. This system was developed and is maintained by the Alliance for the Advancement of Infant Mental Health; it is used by over 30 states IMHs for the Endorsement Process®. EASy stores all information required for an applicant's submission including signed agreement, educational information, educational transcripts, work experience, training documentation, reference rating, competency achievement, and reflective supervision. Applicants enter or download their materials directly and outside materials (e.g., transcripts) are also entered electronically directly into the system. EASy also documents the ongoing electronic communications among the Applicant, Endorsement Coordinator, Applicant Advisor, and Application Reviewer (with appropriate privacy filters). Many of these elements are time-limited (e.g., reference ratings, reflective supervision hours) and may require updates if the application process extends beyond the regular time frame and with Endorsement® Renewals.

### **Endorsement EASy Application Completion Time Frame:**

Those applying for Endorsement® shall have three months to complete their Endorsement® Application within EASy. If an applicant cannot complete their Endorsement® Application by the deadline, the applicant should email the Endorsement Coordinator at [endorsement@faimh.org](mailto:endorsement@faimh.org) to request an extension. The time and terms of the accommodations will be established by FAIMH on a case-by-case basis.

### **Endorsement Application Status Categories:**

#### **Active Endorsement® Application:**

“Active” is an application status when the applicant is completing their Endorsement® Application within the allotted three-month time frame or during an approved extension.

#### **On Hold Endorsement® Application:**

The Endorsement Coordinator will change the status from “Active” to “On Hold” when either a) The applicant has expressed to the Endorsement Coordinator that they are going to take a break from pursuing Endorsement®, b) The applicant has not made any progress on their application in eight weeks, or c) The applicant has not completed their Endorsement® Application or maintained communication with the Endorsement Coordinator or their assigned advisor.

An applicant can request that their application be placed to “On Hold” by emailing the Endorsement Coordinator at [endorsement@faimh.org](mailto:endorsement@faimh.org). The Endorsement Coordinator

will place the application on hold for up to three months. The applicant is responsible for emailing the Endorsement Coordinator at [endorsement@faimh.org](mailto:endorsement@faimh.org) when they would like to resume working on their application. Many of the application elements are time limited (e.g., reference ratings, reflective supervision hours) and may require updates when the application process extends beyond the regular time frame. If a year has passed since the applicant initially began their application, and would like to continue pursuing Endorsement®, they will be asked to start a new application.

#### Submitted Endorsement® Application:

An Applicant may submit their application once it is entirely complete (including all references and transcripts received). The applicant will pay their processing fees per category at this time. Once the applicant selects “Submit” and pays their processing fee, EASy changes the status to “Submitted”.

#### Note: Submission of an Incomplete Application:

If FAIMH needs to ask the applicant to add or revise material more than two times after an application has been submitted and/or if the applicant submits the application before the application is completed (i.e.: Incomplete transcripts, references, RSC) the application is incomplete and may not be reviewed in the current reviewing period. Status in EASy will be changed from “Submitted” to “In Progress”. If the applicant completes the missing pieces by the next deadline, they will hit “Submit” again. Because of the time required to coordinate and conduct reviews each time someone re-submits, a “Resubmission Fee” of \$25 will be added for the resubmission. The purpose of the fee is to ensure that the application is fully completed prior to review.

#### Emeritus Status

The Emeritus Status is an option for recognized regional, state or national leaders in the IECMH field with a documented contribution to professional development in their state/region. Emeritus status is considered when an Endorsed® Professional:

- Has been Endorsed® in any category of Endorsement® for a minimum of 5 years
- Has documented leadership and contribution to the IECMH field and Endorsement® (i.e., training, RSC, research, teaching, Endorsement® support such as advising and reviewing, etc.)
- Is approved for Emeritus status by a majority vote by the FAIMH’s Board of Directors and/or Endorsement® Leadership.

Once offered the Emeritus status, the Endorsed® Professional is still required to maintain active membership in the FAIMH.

#### Inactive Endorsement® Status

FAIMH maintains an Inactive Endorsement® Registry for those who have earned Endorsement® but have extenuating circumstances and are unable to meet annual renewal requirements.

Inactive Status is when an Endorsed® Professional continues with on-going requirements for FAIMH Membership and 5 hours of specialized in-service training annually but is unable to fulfill the full training requirement of 15 hours and/or is unable to receive 12 hours of reflective supervision/consultation (RSC). All categories of Endorsement® are eligible for Inactive Status.

Endorsed® Professionals who move to Inactive Status will be removed from the Endorsement® Registry and are no longer able to use the IMH-E® credential after their name or promote themselves as actively Endorsed® or as a provider of reflective supervision/consultation. A Reactivation Application, along with a \$25 reactivation fee, can be submitted at any time to return to the Endorsement® Registry. For those who have been sanctioned by a licensing board, the Reactivation Application can be submitted only after sanctions have been lifted along with documentation of such from the licensing board. Contact FAIMH's Endorsement Coordinator for the Inactive Application at [endorsement@faimh.org](mailto:endorsement@faimh.org)

#### FAIMH Endorsement® Registry Opt Out Option

Our Endorsement® Registry is a directory on FAIMH Website of the professionals throughout Florida who have earned the Florida Infant Mental Health Endorsement®. This Registry can be used to identify Florida's Endorsed Professionals quickly and easily. If you would like your name to be removed from our registry for any reason, please contact FAIMH's Endorsement Coordinator at [endorsement@faimh.org](mailto:endorsement@faimh.org)

#### **Annual Renewal of Endorsement®**

To renew your current Endorsement® Status, Endorsed® Professionals must submit renewal by January 31 of each year. In order to renew Endorsement® annually, the following is required:

1. Maintain membership in FAIMH
2. Participate in a minimum of 15 clock hours per year of relationship-based education and training pertaining to the promotion of social-emotional development and/or the practice of IMH.

*If you are an **RSC supervisor (IMHS or IMHM-C)** you will be required to complete 12 clock hours of relationship-based education and training. Additionally, you will need to attend 3 hours of training on the provision of RSC.*

3. Participate in a minimum of 12 hours of reflective supervision/consultation (*IFS, IMHS & IMHM-C only*).
4. Pay \$25 Annual Endorsement® Annual Renewal Fee

To renew FAIMH membership and Endorsement®, log into your FAIMH profile directly using [this link](#) or the Member Log In button on our homepage at [www.faimh.org](http://www.faimh.org).

## **Endorsement® Lapses or Changes**

### **Reinstatement if Endorsement® Lapses**

If a practitioner fails to update FAIMH Membership and/or annual Endorsement® renewal by January 31st of any year, the practitioner will receive email notifications during the month of February. If the practitioner fails to update their status, they will be removed from the Endorsement® Registry.

If removed from the Endorsement® Registry, a practitioner is required to complete the following steps:

- Maintain Membership with FAIMH
- Register on EASy
- Add education, work, in-service training, and reflective supervision consultation (RS/C) experiences that have been accrued since removal from the registry
- Get three updated reference ratings (via EASy)
- Pay Full Endorsement Processing Fee per Category

### **Changing Your Endorsement® Status**

For IFS, IMHS and IMHM Endorsed® Professionals who are no longer working in the IMH field and no longer receiving RSC, but who wish to continue to remain on the Endorsement® Registry, they will be offered the option to apply for IFA Endorsement® (through a new IFA Application in EASy). These professionals will not need to complete the entire Application, as they previously demonstrated fulfillment of the competencies and requirements through their previous Application for Endorsement®. Upon applying for and receiving IFA Endorsement®, these Endorsed® Professionals will be required to follow the ongoing annual Endorsement® renewal requirements of 15-hours of in-service training and maintain of membership with FAIMH.

### **Inactive Endorsement® Status: Returning to Active Endorsement® Status:**

When the practitioner is ready to return to active status, they will complete and submit an Application for Reactivation to Active Endorsement® Registry and a check for \$25 for the Reactivation Fee to FAIMH to:

FAIMH Endorsement  
PO BOX 1182  
Riverview FL, 33568

Applications for activation will be reviewed monthly. Please email the Endorsement Coordinator at [endorsement@faimh.org](mailto:endorsement@faimh.org) for upcoming review dates.

Once the application is reviewed and approved, the Endorsed Professional's Name will be moved from the Inactive Endorsement® Registry. The number of training hours expected for annual Endorsement® renewal will be prorated depending on the date that the application to reactivate is received. The Endorsement Coordinator will email you with the number of hours you will be expected to submit.

### **Endorsement® Fees**

#### Endorsement® Fees are Nonrefundable:

Endorsement® Fees (e.g., EASy Registration Fees, Application Processing Fees, and Renewals) are nonrefundable. Additionally, Endorsement® Fees only partially covers the FAIMH expenses related to supporting applicants through the process, facilitating application reviews, compiling feedback letters to each applicant, creating and mailing the Endorsement® Certificate, and maintaining the Endorsement® Registry. **This policy applies if the application is deferred, the applicant submits an incomplete application, the applicant does not pass the exam or accepts Endorsement® at another category for any reason.**

#### Policy on Replacement Certificates

FAIMH is happy to send a replacement Endorsement® Certificate, but please note that we charge \$10 for replacements to cover time, materials, shipping & handling. If an employer or anyone needs to confirm your Endorsement®, please refer to the Endorsement® Registry or contact the Endorsement Coordinator at [endorsement@faimh.org](mailto:endorsement@faimh.org).

To request a new Endorsement® Certificate, please email the Endorsement Coordinator and mail a check for \$10, made out to:

Florida Association for Infant Mental Health  
PO BOX 1182  
Riverview FL, 33568