

FAIMH Endorsement® Policies and Procedures

Approved by the Board of Directors October 25, 2023 - Effective January 1, 2024

1. Endorsement Eligibility

For All: To be eligible to apply for Endorsement, one must (1) be a current FAIMH Member, and (2) have met all requirements for the category of Endorsement they will be applying to, which must be confirmed by FAIMH.

For Public Endorsement Cohorts: To be eligible for a Public Cohort, one must (1) be a current FAIMH Member, and (2) have attended an Office Hour or an individual meeting with FAIMH's Endorsement Coordinator in which FAIMH confirmed your best-fit Endorsement category within the last 12 months.

2. Earning Endorsement in the 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 35 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, 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. Each year, applicants are required to update their recent training and RSC experiences in EASy for their Endorsement® Renewal.

Endorsement Application Completion Time Frame

Those applying for Endorsement® must reserve their spot in an Endorsement cohort by registering on FAIMH's online event calendar and paying the corresponding fees in full by the cohort start date. On the cohort start date, applicants must register in EASy (the online Endorsement application system). Applicants must register in EASy no later than¹

14 calendar days after the cohort start date to continue with their application in that cohort. Failure to register by the deadline will result in cancellation of one's reserved spot. Once the reserved spot is cancelled, and the applicant still wishes to apply for Endorsement®, they must apply in a later cohort and pay all applicable fees.

Those applying for Endorsement® shall have three months to complete their Endorsement® Application within EASy. This tends to be ample time, as it generally takes Infant Family Associate and Infant Family Specialist applicants about 2-3 hours total to complete, and takes Infant Mental Health Specialist and Infant Mental Health Mentor applicants approximately 3-6 hours to complete.

Advising Active Applicants with Completing the Endorsement Application

Applicants are assigned to an Advisor, a highly trained specialist who is also an Endorsed Professional, who provides support and encouragement to complete the Endorsement application process. The Advisor will stay in touch with active applicants through the comment section in EASy and/or email or zoom. Each applicant will receive up to 2 hours advising through the three-month Endorsement Application timeframe, starting the day they register in EASy to the day they submit their application. Additionally, applicants will be provided the opportunity to join in monthly virtual office hours to receive live feedback and support.

Failure to Complete Endorsement Application

If an applicant cannot complete their Endorsement® Application by the deadline, the applicant should email the Endorsement Coordinator at endorsement@faimh.org to notify them and request an extension, if needed. Endorsement Coordinator (or FAIMH designee) shall respond to the request within three (3) business days. The terms of any extension or accommodation will be established by FAIMH on a case-by-case basis.

Reflective Supervision/Consultation (RSC) Requirement

Reflective supervision/consultation (RSC) is a relationship-based supervisory approach where an infant mental health professional explores their thoughts and feelings about their work with infants/very young children and family with a qualified RSC Supervisor. RSC is distinct from administrative supervision and clinical supervision due its focus on all of the relationships involved, including the relationships between professional and supervisor, between professional and parent, and between parent and infant/toddler.

RSC is required for the following Endorsement Categories: Infant Family Specialist, Infant Family Reflective Supervisor, Infant Mental Health Specialist, and Infant Mental Health Mentor-Clinical. FAIMH is committed to ensuring the quality of the professionals who provide RSC. Therefore, in order for an applicant's hours of RSC to be counted towards Endorsement, the **RSC must be provided by an Endorsed Reflective**

Supervisor/Consultant or a provider who has been verified by FAIMH through vetting.

Vetting is a formal review process that begins with RSC Providers submitting their qualifications for review by the FAIMH Reflective Supervision/Consultation Vetting Committee. After the provider's qualifications are reviewed, they must complete a telephone or Zoom interview with members of the FAIMH Reflective Supervision/Consultation Vetting Committee. This vetting process is meant to ensure that RSC providers are familiar with infant mental health competencies, and are providing RSC according to the Best Practice Guidelines for Reflective Supervision/Consultation, thereby allowing them to make an informed recommendation of the individual applying for Infant Mental Health Endorsement®.

If an applicant's RSC provider is not currently Endorsed AND they plan to apply for Endorsement® as an Infant Family Specialist, Infant Family Reflective Supervisor, Infant Mental Health Specialist, or Infant Mental Health Mentor-Clinical, then their RSC provider must successfully pass the vetting process for those hours to count towards Endorsement®.

Vetting is a temporary status that an RSC provider may earn that, once expired, may not be renewed. RSC Providers who have been successfully vetted are expected to earn Endorsement before their vetting expires so that they can continue to provide qualified RSC to Endorsement applicants beyond the temporary vetting timeframe. The opportunity to be vetted is a time-limited opportunity; it is expected that FAIMH will require all qualified RSC hours to be provided by Endorsed Professionals in the future.

3. 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:

An applicant's application status will change from “Active” to “On Hold” when either a) the applicant has requested in writing to Endorsement Team (i.e. Endorsement Coordinator or advisor) that they need to take a temporary break from pursuing Endorsement®, b) the applicant has not made any progress on their application in eight (8) 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 contacting their Advisor and/or Endorsement Coordinator. The terms of any accommodation will be established by FAIMH on a case-by-case basis. An application may be placed on hold for up to three months. The applicant is responsible for emailing the Endorsement Coordinator at endorsement@faimh.org when the application is completed and submitted.

Many 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 more than six months has passed since the applicant initially began their application, and they would like to continue pursuing Endorsement®, they must join a new Endorsement cohort, pay all applicable fees and start a new application.

Submitted Endorsement® Application:

An Applicant may submit their application once it is entirely complete (including all references and transcripts received). Once the applicant selects “Submit,” 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 extended deadline, they will hit “Submit” again once completed. Because of the time required to coordinate and conduct reviews each time someone re-submits, a “Resubmission Fee” of \$40 will be added for the resubmission.

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.), and
- Is approved for Emeritus status by a majority vote by the FAIMH’s Endorsement Leadership (Endorsement Committee Chairs, Executive Director and Endorsement Coordinator).

Once offered the Emeritus status, the Endorsed Professional is still required to maintain active FAIMH membership, but does not need to engage in training or RSC typically required for Endorsement renewal. Failure to renew FAIMH membership will result in loss of Emeritus status. Once FAIMH membership is renewed, Emeritus status will be reinstated.

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 may be granted when an Endorsed Professional continues with on-going requirements of FAIMH Membership and at least 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. Contact FAIMH's Endorsement Coordinator to request an Inactive Application at endorsement@faimh.org.

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 Endorsed® or as an Endorsed Reflective Supervisor/Consultant. Hours of RSC provided by a professional in Inactive Status will not count as qualified RSC hours for any other applicant applying to earn Endorsement unless or until one returns to Active status.

Inactive Endorsement® Status Returning to Active Endorsement® Status:

When the practitioner is ready to return to Active status, they must complete and submit their renewal documentation in EASy and pay the \$100 Reactivation Fee. The newly submitted EASy application will be reviewed within 4 weeks of submission and receipt of payment. For those who have been sanctioned by a licensing board, an application will only be reviewed after sanctions have been lifted and the applicant must include documentation of such from the licensing board.

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 the returning applicant with the number of hours needed to submit for reactivation.

Once the application is reviewed and approved, the Endorsed Professional's Name will be moved from the Inactive section of the Endorsement® Registry. If the application is not approved, the practitioner will be removed from the Inactive Endorsement® Registry and will be considered lapsed.

4. Annual Renewal of Endorsement®

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

1. Renew membership in FAIMH at members.faimh.org/join.
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 Infant Mental Health.

*If you are an **RSC supervisor (endorsed as an IMH Specialist or IMH Mentor-Clinical)**, you are required to complete 12 clock hours of relationship-based education and training, AND you must attend 3 hours of training on the provision of RSC (a total of 15 clock hours).*

3. Participate in a minimum of 12 hours of reflective supervision/consultation (*if you are endorsed as an Infant Family Specialist, IMH Specialist & IMH Mentor-Clinical only*).
4. Pay \$25 Annual Endorsement® Annual Renewal Fee.

FAIMH will send a minimum of three (3) emails with specific directions to know how and when to renew your Endorsement® before December 31st of each year. Contact FAIMH's Endorsement Coordinator at endorsement@faimh.org if you have questions regarding your Endorsement® Renewal.

5. When Endorsement® Lapses

If Endorsement® is Not Renewed

If an Endorsed Professional fails to renew FAIMH Membership and/or annual Endorsement® renewal by December 31st of any year, they will be removed from the Endorsement® Registry.

Reinstatement after Endorsement® Lapses

Once a practitioner fails to renew their Endorsement and is removed from the Endorsement® Registry, they will be required to complete the following steps in order for their Endorsement® to be reinstated:

- 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 all Endorsement fees in full

6. Changing Your Endorsement® Status upon Retirement

IFS, IMHS and IMHM Endorsed Professionals who are no longer working in the infant mental health field nor actively receiving RSC, but do wish to continue to remain on the Endorsement® Registry have the option to apply for Endorsement as an Infant Family Associate (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 Endorsement as an Infant Family Associate, these Endorsed Professionals will be required to follow the ongoing annual Endorsement® renewal requirements of active membership with FAIMH plus 15 hours of training.

7. Endorsement® Fees

All new Endorsement® applications consist of two fees: an EASy Registration Fee, and an Application Processing Fee. **All Endorsement® Fees must be paid before the first day of the application cohort opening.** Applicants from whom payment has not been received in full by the first day of the application cohort opening will not be allowed to begin the application until the payment is received. If payment is not received by the deadline to register in EASy, the applicant will not move forward with an application in that cohort.

The Endorsement® Fee Schedule is:

	IFA	IFS	IFS-ERS	IMHS	IMHS-ERS	IMHM
Initial	\$150	\$350	\$350	\$450	\$450	\$600
Transfer	\$50	\$300	\$300	\$400	\$400	\$500
Renewal	\$25	\$25	\$25	\$25	\$25	\$25

Note: These fees only apply to individuals applying to Endorsement and do not apply to groups. If an organization would like to request a proposal for a group to apply for Endorsement, please contact us at info@faimh.org

The Annual Renewal Endorsement® Fee is a one-time fee of \$25 due at time of submission of your renewal updates in EASy, on or before each December 31st.

All Endorsement® Fees (e.g., EASy Registration Fees, Application Processing Fees, and Renewals) are nonrefundable. At this time, Endorsement® Fees only partially cover the expense of supporting applicants through the Endorsement® process and maintaining Florida's Endorsement® Registry. As such, all fees are nonrefundable. This policy applies in all cases, including, but not limited to, those in which:

- the applicant does not register in EASy by the deadline during their application timeframe,
- the applicant submits an incomplete application,
- the application is denied,
- the applicant is not approved to sit for the exam, does not pass the exam, or is endorsed in a different category than the one to which they originally applied for any reason.

8. Replacement Certificates

FAIMH will send a replacement Endorsement Certificate, but please note there is a fee of \$20 for replacements to cover time, materials, shipping & handling. If an employer or anyone needs to confirm your Endorsement®, please refer to the Endorsement® Registry at www.faimh.org/registry or contact the Endorsement Coordinator at endorsement@faimh.org.

To request a replacement Endorsement® Certificate, please email the Endorsement Coordinator to request it and pay the \$20 fee. You may pay online by requesting the Endorsement Coordinator (endorsement@faimh.org) create an online invoice to be paid by credit or debit card, or you may mail a check for \$20, made out to:

Florida Association for Infant Mental Health
PO Box 558431
Miami, FL 33255

Expect the replacement certificate to arrive 4-6 weeks after receipt of payment.

Questions about any of these Endorsement® Policies and Procedures may be directed to the FAIMH Endorsement Coordinator at endorsement@faimh.org.