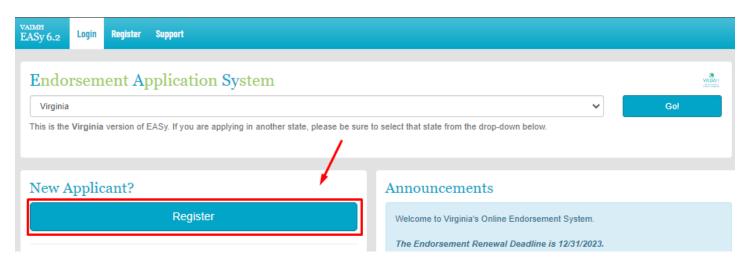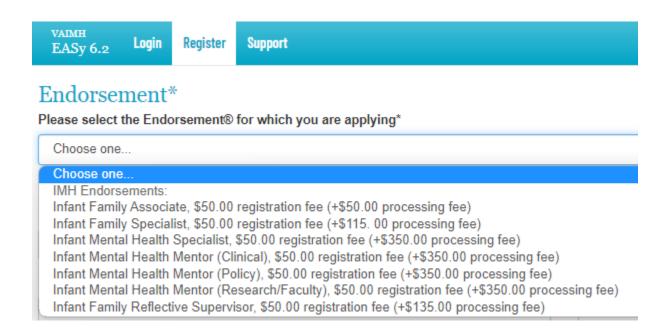# Steps to Register in EASy

Submit your application in the online **E**ndorsement **A**pplication **Sy**stem (EASy) by clicking on the EASy Website URL and then selecting *"Register".*

> **EASy Website**: https://vaimh.myeasy.org

Endorsement: This is where you will select the level you feel you qualify for after reviewing the *IMH Competency Guidelines*.

Personal Information*

First Name*

Last Name*

Daytime Telephone*

Evening Telephone

Email*

Please use a personal email address (yahoo, gmail, etc.) as many agency email servers block emails from EASy.

Address*

City*

State*

Virginia

Postal Code*

Primary Discipline*

Choose one...

Field employed*

Choose one...

End Date

End Date

Reflective supervision/consultation:

Provider

Start Date

End Date

Total hours (group and/or individual)

Provider Credentials

Choose one...

Additional:

Provider

Start Date

End Date

Total hours (group and/or individual)

Provider Credentials

Choose one...

Documentation

You may attach a résumé or curriculum vitae. This is recommended if you have more than 3 relevant paid work experiences.

Upload file

[Choose File] No file chosen

File should be in .PDF, .DOC, .DOCX or .RTF format

Membership

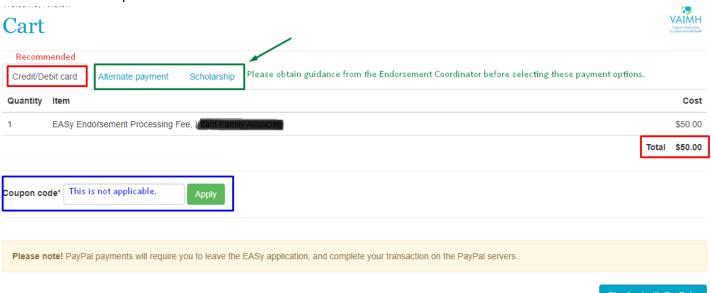**Your VAIMH Membership is current?***

Choose one...

Expires*

mm/dd/yyyy

You must join or renew membership to VAIMH (or another infant mental health association) when submitting this preliminary application.
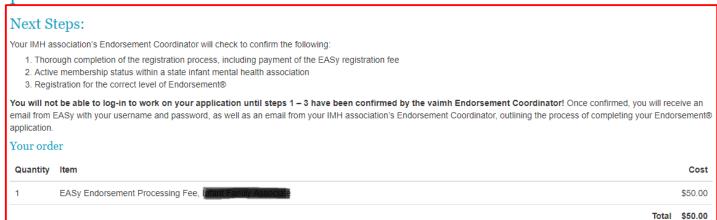
Documentation:

- **Resume:** A resume is not required unless you plan to apply coursework toward any of your Endorsement Competencies.

- **VAIMH Membership:** If you have not already submitted your VAIMH Membership Application and $60 Payment, please do so as soon as possible. If your organization will be paying your VAIMH Membership Fee and/or $50 Endorsement Registration Fee, you will select "Alternate Payment" and provide additional information as shown in the screenshot below. **You will still need to visit the VAIMH website to submit your VAIMH Membership Application.**

- **Note:** Each time you renew your VAIMH membership, you are responsible for updating your Membership Expiration Date in EASy. You will also receive a Membership Certificate to confirm your membership is current.

Cart

VAIMH
Virginia Association for Infant Mental Health

Recommended

| Credit/Debit card | Alternate payment | Scholarship | Please obtain guidance from the Endorsement Coordinator before selecting these payment options.

Quantity	Item	Cost
1	EASy Endorsement Processing Fee, Infant Family Associate	$50.00
		Total $50.00

Coupon code* | This is not applicable. | [Apply]

Please note! PayPal payments will require you to leave the EASy application, and complete your transaction on the PayPal servers.

[Checkout with PayPal »]

Thank you for your payment!

VAIMH

If you are registering on EASy to begin the process of applying for Endorsement® please note:

Next Steps:

Your IMH association's Endorsement Coordinator will check to confirm the following:

1. Thorough completion of the registration process, including payment of the EASy registration fee
2. Active membership status within a state infant mental health association
3. Registration for the correct level of Endorsement®

You will not be able to log-in to work on your application until steps 1 – 3 have been confirmed by the vaimh Endorsement Coordinator! Once confirmed, you will receive an email from EASy with your username and password, as well as an email from your IMH association's Endorsement Coordinator, outlining the process of completing your Endorsement® application.

Your order

Quantity	Item	Cost
1	EASy Endorsement Processing Fee, Infant Family Associate	$50.00
	Total	**$50.00**

Completion:

You will receive a confirmation email from EASy notifying you that your application has been received. If you do not receive this notification within one day of clicking the "Submit" button, please contact the Virginia Infant and Early Childhood Mental Health Endorsement Coordinator (khstahr@vcu.edu).

NOTE: You will not be able to log-in to work on your application until it has been reviewed by the VAIMH Endorsement Coordinator and Accepted EASy. Please refer to the Application Status Flowchart on the VAIMH Website for more information.

https://vaimh.org/endorsement-overview#application-status-flowchart

In order for your Endorsement application to be considered complete and eligible for an Endorsement slot, the following are required:

- VAIMH Membership Application and Annual Fee ($60); and,
- Payment for the Endorsement Registration Fee ($50).