Steps to Register in EASy

Submit your application in the online Endorsement Application System (EASy) by clicking on the EASy Website URL and then selecting “Register”.

EASy Website: [https://vaimh.myeasy.org](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

Address

City

State

Postal Code

Primary Discipline

Field employed

End Date

End Date

Reflective supervision/consultation:

Provider

Start Date

End Date

Total hours (group and/or individual)

Provider Credentials

Additional:

Provider

Start Date

End Date

Total hours (group and/or individual)

Provider Credentials

Choose one...

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASy Endorsement Processing Fee</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Please note! PayPal payments will require you to leave the EASy application, and complete your transaction on the PayPal servers.
If you are registering on EASy to begin the process of applying for Endorsement®, please note:

Next Steps:
Your IIMH 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 IIMH association's Endorsement Coordinator, outlining the process of completing your Endorsement® application.

Your order

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EASy Endorsement Processing Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$50.00</strong></td>
</tr>
</tbody>
</table>

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).