

# Application Status Flowchart

Endorsement Application System (EASy)

## [New] \$

Preliminary information has been submitted in EASy.

\*No work can be done in the application until "Accepted"

## Accepted

The Endorsement Coordinator has confirmed:

- \$50 Application Fee Rec'd
- Current VAIMH Membership
- Applied at correct category

## [In Progress]

Your application has been approved and you have full access to your Application.

## [Submitted] \$

Your application has been completed and submitted for Endorsement consideration.

## [Review 1 Assigned]

Your application has been assigned for a formal review by a trained, endorsed Application Reviewer.

## [Review 1 Complete]

The Application Reviewer has concluded their review. They have made a recommendation to: a) Endorse, b) sit for the exam (MHS/MHM), c) Defer

## [Exam Waiting] \$

MHS & MHM applicants will receive exam instructions and resources.

## [Endorsed]

Application is approved and/or both parts of the exam are successfully passed.

## [Submitted for Renewal] \$

Upon annual submission of training hours & RSC (if applicable), the status temporarily changes from "Endorsed" to "Submitted for Renewal".

## Endorsed (Renewed)

The application reviewer changes your status back to "Endorsed" if all renewal requirements have been met.