Go to the “New Applicant” section of the EASy log-in page. Be sure it says Virginia in the drop down menu.

Click “Register”. Here is what it looks like in EASy:

Registration Section: Fill in requested information. Here is what it looks like in EASy:

1. Fill in your contact information in this section.

2. Use personal email and phone number. Employer email security walls typically stop EASy emails from entering your work email inbox. Please provide a personal email and phone number for this reason. Also, if you change employers, we have a way to communicate any updates etc.
Education Section: Fill in requested information. Click on the appropriate degree as applicable & type in year highest degree earned and institution.

<table>
<thead>
<tr>
<th>EDUCATION KEY:</th>
<th>BSW=Bachelor of Social Work</th>
<th>PhD=Doctor of Philosophy</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS=High School</td>
<td>MSW=Master of Social Work</td>
<td>MD=Medical Doctor</td>
</tr>
<tr>
<td>GED=General Education Diploma</td>
<td>MA=Master of Arts</td>
<td>PsyD=Doctor of Psychology</td>
</tr>
<tr>
<td>CDA=Child Development Associate</td>
<td>MS=Master of Science</td>
<td>JD=Juris Doctor (Law)</td>
</tr>
<tr>
<td>AD=Associates Degree</td>
<td>MSN=Master of Nursing</td>
<td>IMH=Infant Mental Health</td>
</tr>
<tr>
<td>BA=Bachelor of Art</td>
<td>MEd=Master of Education</td>
<td></td>
</tr>
<tr>
<td>BS=Bachelor of Science</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Experience Section: Fill in requested information.
Here is what it looks like in EASy:
Reflective Supervision Section: We will assign you a Reflective Supervisor that meets Endorsement requirements. If you have received Reflective Supervision in the past, please fill out the requested information and contact the Endorsement Administrator to verify if it will count toward meeting some or all of the Endorsement requirements.

Documentation, Membership & Category Sections:

A resume is required in Virginia. We cannot move forward with your application without a resume.

For how to join VAIMH instructions, please refer to page 2 in “Endorsement Steps to Apply.”

For how to identify correct category, please refer to pages 1-2 in “Endorsement Steps to Apply.”

For payment instructions, please refer to page 6 in “Endorsement Steps to Apply.”

Click Here in EASy To Submit
PLEASE NOTE

1. You should receive an email from EASy verifying you have registered/applied in EASy. If you do not receive this within one day of clicking the submit button in EASy, please send an email to Bonnie Grifa, Virginia Endorsement Administrator at bgrifa@vcu.edu

2. Payment to apply for the Endorsement is needed at the time you register/apply in EASy in order for your Endorsement application to be considered complete and eligible for an Endorsement slot. It is recommended that you send one check covering the cost of both the VAIMH membership fee ($40) and the Endorsement application fee ($50) to the VAIMH Treasurer (name and address can be found on the VAIMH membership application form).

Please fill in the memo section of the check to say: VAIMH membership and Endorsement application fees.