

## The Professional Application

### Q. What is required for the Professional Application?

A. Requirements depend on the endorsement category for which you are applying. The following documents are required for all categories:

1. Official transcripts in a sealed envelope or electronic format sent directly from the college/university attended;
2. Documentation of specialized in-service trainings related to culturally sensitive, relationship-based practice promoting infant mental health that reflect competencies, paid work experiences with or related to infants, toddlers, and their families, and reflective supervision/consultation experiences while working with infants, toddlers, and their families;
3. Three reference ratings completed in a secure, online format;
4. Signed Code of Ethics;
5. Proof of membership in VAIMH; and
6. Graduates from a college or university program or post-graduate certificate program in infant mental health must submit documentation of completion of the program, such as a copy of diploma or certificate.

### Q. When do application materials have to be submitted?

A. Categories I & II candidates may submit finished application materials at any time during the year. Each candidate is advised to review the application materials with the assigned endorsement Advisor before final submission. Conversation with the assigned endorsement Advisor offers the candidate assurance that all information has been included as requested and alerts the applicant to missing pieces or gaps. Your Advisor has access to the information you provide in EASy, the online endorsement application system, and can review and advise you as needed.

Categories III & IV candidates must submit their finished application materials with the Application Review Fee no later than six weeks prior to the exam date (by January 31<sup>st</sup> for March exams, and by July 31<sup>st</sup> for September exams) in order to assure adequate time for review, approval, and test scheduling. Each candidate must review the application materials with the assigned endorsement Advisor before final submission. Your Advisor has access to the information you provide in EASy, the online endorsement application system, and can review and advise you as needed. As described above, conversation with the assigned endorsement Advisor offers reassurance that all information has been included as requested and alerts the applicant to missing pieces or gaps in required information.