The Professional Portfolio

Q. What is required for the Professional Portfolio?

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

- Official transcripts in a sealed envelope from all colleges/universities attended
- 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
- Three reference ratings in sealed envelopes with rater signature across the seal
- Signed Code of Ethics
- Signed Endorsement Agreement
- Proof of membership in VAIMH
- 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 portfolio materials have to be submitted?

A. Level I & II candidates may submit finished portfolio materials at any time during the year. Each candidate is advised to review the portfolio 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.

Level III & IV candidates must submit their finished portfolio materials with the endorsement fee no later than six weeks prior to the exam date (By January 31st for March exam and by July 31st for September exam) in order to assure adequate time for review, approval and test scheduling. Each candidate must review the portfolio 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.