

## NMAIMH Making a Difference

Promoting & supporting healthy development and nurturing relationships for all infants and young children in New Mexico.



### NEW MEXICO ASSOCIATION FOR INFANT MENTAL HEALTH ENDORSEMENT FOR CULTURALLY SENSITIVE, RELATIONSHIP-BASED PRACTICE PROMOTING INFANT MENTAL HEALTH

#### AN OVERVIEW

Endorsement by the New Mexico Association for Infant Mental Health (NMAIMH) verifies that an applicant has attained a level of education as specified, participated in specialized in-service trainings, worked with guidance from mentors or supervisors, and acquired knowledge to promote the delivery of high quality, culturally sensitive, relationship-based services to infants/toddlers and their parents, other caregivers, and families.

The NMAIMH Endorsement provides information which may be of benefit to employers, referral sources, and those seeking expert witnesses related to the social and emotional development of infants and young children and their families. NMAIMH endorses professionals from many disciplines at the following levels: Infant Family Associate, Infant Family Specialist, Infant Mental Health Specialist, and Infant Mental Health Mentor. Each Level recognizes knowledge, training and criteria for best practice standards. Of additional importance, the NMAIMH Endorsement offers individuals in the infant and family field a professional development plan that focuses on cultural sensitivity, early emotional development, and relationship.

The complete endorsement packet includes:

- Preparing Your Endorsement Portfolio (instructions)
- Endorsement Portfolio form
- Professional Reference Forms
- Code of Ethics
- Agreement and Candidate's Waiver

NMAIMH's mission is to promote and support healthy development and nurturing relationships for all infants and young children in New Mexico. NMAIMH was incorporated in 2004 to provide a forum for interdisciplinary collaboration by advocating for the application of infant mental health principles in services for infants, young children and caregivers. NMAIMH works to implement a *Strategic Plan for Infant Mental Health in New Mexico (2003)*. One important aspect of the *Strategic Plan* is to strengthen and value a competent infant and family workforce. The NMAIMH Endorsement for culturally sensitive, relationship-based practice supports the mission, supports infant and family service providers/professionals, and, most importantly, supports infants and their families.

NMAIMH gratefully acknowledges support from the W. K. Kellogg Foundation to MI-AIMH toward the creation of the Endorsement materials as well as the support of MI-AIMH as NMAIMH implements our endorsement system.

NMAIMH Endorsement decisions are not made on the basis of race, sex, age, religion, color, national origin, marital status, physical handicap, sexual orientation or any other basis prohibited by state or federal law.

**For information or questions contact NMAIMH:** Call (505) 331-7138, or e-mail [info@nmaimh.org](mailto:info@nmaimh.org) or go to <http://www.nmaimh.org>

**Send Mail to:** NMAIMH, c/o CDD/ECN  
2300 Menaul Blvd. NE,  
Albuquerque, NM 87107  
**Attention:** Harrie Freedman

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## **Prerequisites for Application**

1. Membership in NMAIMH or membership in another infant mental health association; and
2. Training/Education reflective of the NMAIMH competencies; and
3. Work experience with infants, toddlers, parents, other caregivers and families that provides opportunities for the professional to demonstrate the competencies.

## **Steps to Endorsement**

There are four steps to the NMAIMH Endorsement Process:

1. Inquiry
2. Preliminary Application
3. Preparation of a Portfolio
4. Documentation of Competencies: Portfolio Review and Written Exam (Levels 3 & 4 only)
5. Endorsement

Each step is summarized and described in detail for each of four Levels.

## **Continuing Endorsement**

NMAIMH requires professionals who have successfully completed the NMAIMH Endorsement at Level 1, 2,3, or 4 to continue membership in an infant mental health association and to participate annually in 15 hours of culturally sensitive, relationship-based training experiences, approved by the organization, that promote infant mental health practice.

## **STEPS TO ENDORSEMENT**

### **Step 1. Inquiry**

Individuals may go to [www.nmaimh.org](http://www.nmaimh.org), download and complete a Preliminary Application form. The completed form must be printed and mailed to NMAIMH with the required dues and fees. Alternatively, an individual could direct their inquiries about Endorsement to NMAIMH by calling and leaving a message at (505) 331-7138 or e-mailing [info@nmaimh.org](mailto:info@nmaimh.org). NMAIMH will e-mail a Preliminary Application form and suggest that the applicant use the website to review the description of Levels of Endorsement, the Competency Guidelines and Requirements for each level and a list of materials needed to complete the NMAIMH Endorsement Process.

### **Step 2. Preliminary Application**

An individual who wishes to make a formal application completes the Preliminary Application form, encloses the application fee (and NMAIMH membership dues if needed), and returns them to NMAIMH. Upon receipt of the fee and review of the preliminary application, the material will be forwarded to the NMAIMH Endorsement Committee Chairperson. A full application packet will also be sent to the candidate with necessary application and reference forms, as well as specific information about the portfolio and documentation of competencies that are required for full endorsement. At this time, the NMAIMH Endorsement Committee Chairperson will assign a NMAIMH Endorsement Advisor to answer questions that the candidate might have and assist the candidate throughout the application process.

### **Step 3. Preparation of a Portfolio**

The candidate prepares a portfolio to document educational level attained, coursework or degree(s) earned (as appropriate to the endorsement level), in-service training experiences, reflective supervision/consultation experiences (Levels 2, 3, and 4), work experiences, and professional reference ratings. These materials reflect the candidate's competencies within the infant and family field as identified for each level of endorsement in the guidelines. Each candidate also commits by signature to the NMAIMH Code of Ethics, as well as the Agreement and Candidate's Waiver. The completed portfolio must include:

The **Endorsement Portfolio form** is completed by the candidate to document his or her competencies specific to the Level at which he or she is applying. When completed, the Endorsement Portfolio form will document the following:

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- a. **Paid work experience(s) with/related to infants/ toddlers and their caregivers/families** describing the NMAIMH Competencies demonstrated when performing professional responsibilities.
- b. The candidate will also be asked, if appropriate, to list a **specialized-internship training/ placement** in culturally sensitive, relationship-based practice promoting infant mental health.
- c. And, if appropriate, to list the **specialized-Graduate Certificate Program** completed in Infant Mental Health.
- d. The Endorsement Portfolio form includes a section listing **competency areas from the NMAIMH Competencies for Culturally Sensitive, Relationship-based Practice Promoting Infant Mental Health** and asks you to refer to the Competency Details for each Level for fuller descriptions related to the competency areas. For each competency area, you are asked to indicate if your competency is demonstrated through your description of work experiences (as described above) and/or your formal education (indicate course number from transcript), and/or in-service training (provide details requested). Each work experience, course and in-service may be used to demonstrate multiple competencies. You are asked to **total all hours** of in-service training included in your portfolio. A minimum of 30 hours are required for endorsement. You may document more than 30 hours if needed to provide a portfolio that demonstrates all appropriate competencies.
- e. The Endorsement Portfolio form includes a section where you are asked to list **reflective supervision/consultation experiences you have received** specific to culturally sensitive, relationship-based practice promoting infant mental health. Use the NMAIMH document titled "Reflective Supervision/Consultation Defined" to assess your supervision experiences. Following this section, you are asked to carefully review the NMAIMH document titled "Reflective Supervision/Consultation Defined" with your Endorsement Advisor then describe how the experiences you list in this section are representative of the NMAIMH definition.
- f. Level 3 & 4 candidates are also asked to list and describe **reflective supervision/consultation they have provided** using the same format as described above. Some Level 2 candidates may also have experience providing reflective supervision and may also choose to complete this section of the Endorsement Portfolio.
- g. Next, the Endorsement Portfolio form will provide a section for you to list training(s) and/or college courses specific to the NMAIMH competencies that **you provided/taught** to practitioners working with infants/toddlers and their families.
- h. Finally the Endorsement Portfolio form provides a section for you to document **publications, research projects, and policy responsibilities** if any. This section is required for candidates at level 4 unless the candidate is preparing a Level 4 Clinical portfolio.

## Additional Materials Included in Your Endorsement Portfolio will include:

**Official transcript(s)** from all educational institutions attended documenting education, coursework taken, degree(s) and/or certificate(s) earned. Official transcripts should remain unopened in the envelope from the college or university. The candidate will mail the sealed official transcripts to NMAIMH with all of the other required endorsement portfolio materials.

Each Level 1 applicant must submit a copy of high school diploma or General Equivalency Diploma (GED). This is not required for Levels 2, 3, or 4.

**Three professional reference forms must be completed in your portfolio.** These will include ratings of your competencies as well as comments and examples. Each level of endorsement has specific requirements regarding who can serve as professional references. Three references are required for each level. The Professional Reference forms should be returned to the candidate and remain in a sealed envelope with signature of the rater across the seal. The candidate will mail the envelopes in with the other endorsement materials.

A signed **NMAIMH Code of Ethics; Agreement and Candidate's Waiver** form

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**It is important that candidates work closely with their assigned endorsement advisor.** Together they will review the Endorsement Portfolio form as the applicant it is being completed by the candidate. The form can be sent by e-mail to the advisor periodically for feedback. The advisor can offer guidance about completing the portfolio in a way that allows the reviewers to clearly understand the candidate's competencies. Once the candidate and the advisor feel that the portfolio is complete, it is submitted with the endorsement fee to NMAIMH. The fee is payable to NMAIMH.

- Level 1 candidates are required to pay a fee of \$25
- Level 2 candidates are required to pay a fee for \$50
- Level 3 candidates are required to pay a fee of \$200.00.
- Level 4 candidates are required to pay a fee of \$300.00

**Applicants are provided a Portfolio Prep Checklist to make sure that all components of the portfolio are complete and included in the mailing.**

## **Portfolio Materials are mailed to:**

NMAIMH  
c/o CDD/ECN  
2300 Menaul Blvd. NE  
Albuquerque, NM 87107

Attention: H. Freedman  
***Endorsement Materials Enclosed***

## **Step 4. Documentation of Competencies**

### Portfolio Review

NMAIMH Endorsement Portfolio Review Teams are volunteers who themselves are endorsed and trained to review endorsement portfolios using the Competency Guidelines and Requirements for Endorsement to assess each portfolio. Our goal is to complete a two-level review and provide feedback to candidates within 4-6 weeks from the time the completed portfolio is submitted. Questions about the status of the portfolio can be directed to the Endorsement Chairperson at [info@nmaimh.org](mailto:info@nmaimh.org) or leave a message at (505) 331-7138 and the Chair will return the call.

### Written Examination for candidates applying at Levels 3 and 4

The NMAIMH President and the NMAIMH Endorsement Committee Chairperson have appointed a 3-member panel to administer and score a written examination designed and field-tested by the Michigan Association for Infant Mental Health to document competencies specific to culturally sensitive, relationship-based infant mental health practice at Levels 3 and 4. NMAIMH will schedule this examination, a quantitative (multiple choice) and qualitative (short essay) written test, twice a year. The results of this examination will be considered as documentation of competencies in addition to the application, official transcript, course work, graduate degree(s) earned, university certificate(s), specialized in-service training, work experiences, reflective supervision/consultation experiences, professional reference ratings, and signed Code of Ethics, Agreement and Candidate's Waiver.

## **Step 5. Endorsement**

The Portfolio Review Team (and Exam Reviewers as appropriate) appointed by the NMAIMH President and the NMAIMH Endorsement Committee Chairperson reviews each candidate's application, portfolio, and documentation of competencies as specified at each level. The Review Team makes recommendations to the Endorsement Committee regarding the candidate's endorsement and suggests feedback to be provided to the candidate. The Endorsement Committee then:

- a. Notifies the candidate of successful completion of the process and recommends Endorsement (or, if Level 3 or 4 candidate the Review Team recommends that the candidate be approved to take the written exam); or

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- b. Notifies the candidate of additional requirements that must be fulfilled within a mutually agreed upon designated time frame in order to earn the Endorsement; or
- c. Notifies the candidate that she/he does not meet the requirements for Endorsement.

**Please note that NMAIMH will attempt to be of assistance to candidates throughout the Endorsement Process. A NMAIMH Endorsement Advisor will be assigned at the beginning of the process and careful attention will be provided throughout the process.**

Each candidate who meets the criteria for NMAIMH Endorsement will receive written acknowledgement as well as a certificate from the Association. Award of NMAIMH Endorsement will be included in the NMAIMH Registry of Endorsed Professionals at [www.nmaimh.org](http://www.nmaimh.org). Applications that are deferred will be kept on file for a minimum of ten years for review upon the candidate’s successful completion of requirements or reapplication.

**Endorsement Fee Schedule:**

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Application Fee	\$ 15.00	\$ 15.00	\$ 25.00	\$ 25.00
Endorsement Fee	\$ 25.00	\$ 50.00	\$200.00	\$300.00
<b>TOTAL FEE</b>	<b>\$ 40.00</b>	<b>\$ 65.00</b>	<b>\$225.00</b>	<b>\$325.00</b>

## NMAIMH REQUIREMENTS FOR CONTINUING ENDORSEMENT

The New Mexico Association for Infant Mental Health requires continuing membership in NMAIMH or membership in another infant mental health association and a minimum of 15 hours annually of culturally sensitive, relationship-based training, approved by the organization, promoting infant mental health. Documentation of education and specialized in-service trainings related to work experiences with or on behalf of infants, toddlers, parents, other caregivers, and families must be submitted annually with renewal of NMAIMH membership. Continuing professional development is meaningful for employers, encourages the growth of individuals, and assures high quality services for children birth to three and their families.

NMAIMH maintains a Registry of Endorsed Professionals ([www.nmaimh.org](http://www.nmaimh.org)) listing all members who earn endorsement. Continuing Endorsement requirement (see p. 2) documentation must be received by NMAIMH by January 15 of each year in order to continue to be listed on the Registry and to receive acknowledgement of continuing endorsement.



NMAIMH thanks the New Mexico Children, Youth and Families Department for their generous support of the endorsement system.