

NMAIMH Making a Difference

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



Preparing Your Endorsement Portfolio

Through the NMAIMH Endorsement process, professionals demonstrate their competencies related to the specialized field of practice referred to as “infant mental health”. NMAIMH uses a portfolio system to support the candidate to describe fully how he/she demonstrates the appropriate competencies through work experiences, coursework, in-service training, reflective supervision/consultation and professional references. All sections of the portfolio should help portfolio reviewers understand how each of the competencies are demonstrated by the candidate.

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:

1. **Paid work experience(s) with/related to infants/ toddlers and their caregivers/families.** Below is an example of how this section will look on the Endorsement Portfolio form:

Place of Work:	Job Title:	Supervisor:	Dates/years employed:
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Describe the NMAIMH Competencies you demonstrate when performing your professional responsibilities:

2. The candidate will also be asked, if appropriate, to **list specialized-internship training/placement** in culturally sensitive, relationship-based practice promoting infant mental health:

Program Name:	College/University:	Date of Completion:
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3. And, if appropriate, to list **specialized-Graduate Certificate Program** completed in Infant Mental Health:

Program Name:	College/University:	Date of Completion:
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4. 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 inservice training (provide details requested). Each work experience, course and inservice may be used to demonstrate multiple competencies.

Note: You may include **specialized conference(s)** that you have attended specific to the social and emotional development of infants, toddlers and their families and culturally sensitive, relationship-based practice promoting infant mental health. Conferences enrich our understanding. **However, only 1 conference may be included in the 30 required in-service hours.** Following is an example of what is asked for on this section of the portfolio form.

Theoretical Foundations	Education Course #	Work # p. 1	In-service training(s)
pregnancy and early parenthood (L1, 2, 3, & 4)	MCH 406	#1, #2	Title of Training: Psychological aspects pf Pregnancy Sponsor: Child & Family Counseling Services Trainer: Lorraine O'Donnell Date: Nov. 17, 2006 Location: Las Cruces, NM # Contact : 6 Conference? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no

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You are asked to **total all hours** of inservice training included in your portfolio:

__ Total Hours at Conference + __ Total Non-Conference Hours = __ Total Hours.

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.

- 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 guide your completion of this section.

Name of Supervisor/Consultant:	Agency or Office where Supervision/ Consultation took place:	Frequency of Meetings:
Years/Dates:	Total # Hours:	Individual Supervision: <input type="checkbox"/> Group Supervision: <input type="checkbox"/>

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.

- 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.
- Next, the Endorsement Portfolio form will provide a section for you to list training(s) and/or college courses specific to the NMAIMH competences that **you provided/taught** to practitioners working with infants/ toddlers and their caregivers/families:

Title:	Location:	Training sponsor:	Training date(s):
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- 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 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.

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Additional Materials Included in Your Endorsement Portfolio will also include:

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**

It is important that you and your advisor review together (in person, by telephone, or e-mail) the Endorsement Portfolio form as you work to complete it. You should send the form by e-mail to your advisor periodically for feedback. Your advisor can offer guidance about completing your portfolio in a way that allows the reviewers to clearly understand your competencies. Once you and your advisor feel that your portfolio is complete, submit all of the materials required for the complete portfolio and 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

Please use the Portfolio Prep Checklist to make sure that all components of your portfolio are complete and included in the mailing.

Mail the Portfolio Materials to:

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

Attention: H. Freedman
Endorsement Materials Enclosed

Our 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. If you have questions about the status of your portfolio please contact the Endorsement Chairperson at info@nmaimh.org or leave a message at (505) 331-7138 and the Chairperson will return your call.

Thank you for your commitment to making a difference by promoting & supporting healthy development and nurturing relationships for all infants and young children in New Mexico!