

# Endorsement Application Manual

July 2017



CALIFORNIA CENTER FOR INFANT-FAMILY AND EARLY CHILDHOOD  
MENTAL HEALTH  
AT WESTED CENTER FOR PREVENTION & EARLY INTERVENTION

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## Purpose of This Manual

The *Endorsement Application Manual* is a reference tool to assist practitioners in the infant-family early childhood mental health field understand the California Center for Infant-Family and Early Childhood Mental Health endorsement process and the required knowledge and experience needed to meet the criteria for endorsement by the California Center as a professional trained and experienced to provide early childhood mental health services to infants and young children and their families .

The manual identifies the types of endorsement one can pursue and the steps involved in applying for endorsement. A copy of the application form is provided as a reference.

Details of the knowledge and experience required for each endorsement can be found in the *California Compendium of Training Guidelines, Personnel Competencies, and Professional Endorsement Criteria for Infant-Family and Early Childhood Mental Health* at <http://cacenter-ecmh.org/professional-development/california-compendium-of-training-guidelines-personnel-competencies-and-professional-endorsement-criteria-for-infant-family-and-early-childhood-mental-health/>.

Individuals interested in endorsement are advised to read the *California Compendium of Training Guidelines, Personnel Competencies, and Professional Endorsement Criteria for Infant-Family and Early Childhood Mental Health* (2016) in its entirety to gain a comprehensive overview of the infant-family and early childhood mental health field and the skills, knowledge, and experience necessary to work successfully in the field.



# Professional Endorsement: Defining a Standard of Excellence

All professionals working with young children and their families need to be grounded in the core knowledge and training necessary to provide family-centered, diversity-informed, and developmentally appropriate services across the continuum of infant-family and early childhood mental health. Mentors and trainers may use the *Endorsement Application Manual* to support service providers during their endorsement application process. Mentors and trainers should refer to the *California Compendium of Training Guidelines, Personnel Competencies, and Professional Endorsement Criteria for Infant-Family and Early Childhood Mental Health (Compendium)* when providing training and reflective practice facilitation mentoring. Endorsement applicants should also refer to the *Compendium* to determine their eligibility to meet the endorsement category requirements.

A provider can seek the following endorsements, depending upon her or his current training, experience, and professional goals:

## **Transdisciplinary Infant-Family and Early Childhood Mental Health Practitioners**

(Transdisciplinary IFECMH Practitioners) include individuals with a bachelor's degree or higher who provide direct services in their specialty to pregnant women, infants, toddlers, preschoolers, and their families — infusing infant-family and early childhood mental health principles and practices within their scope of practice and professional ethics. Age categories for endorsement include: (0-3) IF-TMHP, (3-5) EC-TMHP, (0-5) IFEC-TMHP.

## **Advanced Transdisciplinary Infant-Family and Early Childhood Mental Health Practitioners**

are individuals with a master's degree or higher in a relevant field who have met the criteria for the Transdisciplinary IFECMH Practitioner. Advanced Transdisciplinary IFECMH Practitioners have a minimum of eight years' experience. Age categories for endorsement include: (0-3) IF-ATMHP, (3-5) EC-ATMHP, (0-5) IFEC-ATMHP.

## **Infant-Family and Early Childhood Mental Health Specialists (IFECMH Specialists)**

include providers with a master's degree or higher who are from relevant professional practice discipline. They provide prenatal, infant-family, and/or early childhood mental health services within their scope of practice and professional ethics. Individuals also have a professional license or credential from a state regulatory agency. Age categories include: (0-3) IF-MHS, (3-5) EC-MHS, (0-5) IFEC-MHS.

**Reflective Practice Facilitators I and II (RPF I and II)** are individuals who support the reflective practice of providers working with infants, toddlers, young children, and their families and who have completed an additional set of trainings and competencies focusing on the reflective practice facilitation process as outlined in the *Compendium*. Reflective Practice Facilitator I must first be endorsed as a TMHP or ATMHP. Reflective Practice Facilitator II must currently be endorsed as a MHS. An RPF I can provide reflective practice facilitation for Transdisciplinary IFECMH Practitioners or Advanced IFECMH Practitioners. An RPF II can provide reflective practice facilitation for either Transdisciplinary IFECMH (and Advanced Practitioners) or Mental Health Specialists, depending on their cross-discipline experience.

**Reflective Practice Mentors** (RP Mentors) have attained endorsement as a Reflective Practice Facilitator I or II and have also met the requirements to be able to train, support, and facilitate the learning of others undertaking the work of reflective practice facilitation. Activities of a mentor include but are not limited to program development, evaluation, supervision, training, staff development, policy development, research, and work within and across systems of care serving young children and families. Endorsement for the Reflective Practice Mentor requires additional criteria focused specifically on developing reflective facilitation skills.



# The Application Process

The process to apply for endorsement has three stages:

- Prepare
- Gather supporting documents
- Complete and submit the online application

## PREPARE

As an applicant, familiarize yourself with the California Compendium of Training Guidelines, Personnel Competencies, and Professional Endorsement Criteria for Infant-Family and Early Childhood Mental Health, including the endorsement categories and resource example materials, in order to select your appropriate category of endorsement.

After you have selected the appropriate endorsement including the age group with which you are qualified to work, review the endorsement criteria for knowledge areas (Domain 1) and direct service experience supported by reflective practice facilitation (Domain 2). Determine if you meet the criteria by reviewing your own training documents, experience and receipt of reflective practice facilitation.

## GATHER SUPPORTING DOCUMENTS

Gather materials required for submission including those that document your learning experience in the eight knowledge areas and verify your hours of direct services to children and families supported by reflective practice facilitation. Letters of recommendation and personal statements should include the endorsement category for which you are applying and the age group with which you want to work. Focus submission materials exclusively on your experience in infant and early childhood mental health and refer to samples on the website and application.

### ***For Endorsement as a Transdisciplinary IFECMH Practitioner (or Advanced) or IFECMH Specialist***

All applicants for the Transdisciplinary IFECMH Practitioner, Advanced Transdisciplinary IFECMH Practitioner, and IFECMH Specialist endorsements are required to submit:

1. Materials that document your learning experience in the knowledge areas such as:
  - Transcripts of relevant college coursework.
  - Certificates of attendance for community workshops, training conferences, or reflective facilitation practice groups.
  - Publications or training materials you have developed if counting knowledge area hours you have provided as a presenter or trainer.
  - An IFECMH training program certificate that lists the hours in each knowledge area and is signed by the program director.
2. A brief narrative of learning for Domains 1 and 2:
  - Provide the hours of training you received specific to the population for which you are seeking endorsement (birth to age 5, birth to age 3, or age 3 to 5) from classes, workshops, conferences, and specialized training courses according to the eight knowledge domains.

- If you completed an IFECMH training program, you must still submit the learning narrative for both Domains 1 and 2. You may reference the certificate for knowledge areas A through H, but the certificate must list the training hours in each knowledge area.
  - Include any additional training hours beyond the criteria requirements.
  - Include in Domain 2 the agency, years, and number of direct service hours supported by reflective practice facilitation and the name of the supervisor/reflective practice facilitator.
  - Verify the hours that are required to meet the endorsement category criteria of reflective practice facilitation/supervision.
3. A brief personal statement:
    - In no more than 500 words, describe your background and any other important information about you related to the area of infant-family and/or early childhood mental health and your interest in seeking endorsement.
  4. A letter of recommendation from someone\* who has provided reflective facilitation to you around your direct service/clinical work with children birth to age 5 and their families/caregivers as documented on your resume that includes:
    - A statement about your competence in working with children birth to age 5 and their families.
    - A statement about their own experience with children birth to age 5 and their training in reflective facilitation/supervision. Specify the reflective facilitator's role and confirm that the reflective facilitation provided was in general aligned with the *Compendium* related to reflective practice facilitation as outlined on [www.cacenter-ecmh.org](http://www.cacenter-ecmh.org).
    - The endorsement category and age group for which they are recommending you.
  5. A current resume.

\*Please note that all hours counted for reflective practice facilitation after 2017 must be through an endorsed reflective practice facilitator. All previous hours can still be counted.

### ***For Endorsement as a Reflective Practice Facilitator***

Reflective Practice Facilitators I and II applicants are required to submit:

1. A short personal statement of how you have met the competencies, including training, readings, DVD viewing, and hours mentored.
2. At least one letter of recommendation from a person who provided you with reflective practice facilitation support/mentorship. (The RPF letter of recommendation should be from a different person than the one who wrote the letter of recommendation for the Mental Health Specialist or Transdisciplinary IFECMH Practitioner endorsement.)
3. The names and contact information of three people who have received reflective practice facilitation from you. The California Center will contact these references via email to verify the length of time and quality of the reflective practice facilitation.

### ***For Endorsement as a Reflective Practice Mentor***

Applicants for Reflective Practice Mentor must previously have met criteria for RPF I or II endorsement and submit the following documentation:

1. A short personal statement regarding your qualifications as a mentor.

2. The names and contact information of three Reflective Practice Facilitators you mentored who will be contacted via email to verify the length of time and quality of the reflective practice mentoring.
3. At least one letter of recommendation from a professional who provided mentorship to the applicant as they became a mentor.
4. A 20-minute video of your reflective practice facilitation mentoring session and a reflective narrative.

## **COMPLETE AND SUBMIT THE ONLINE APPLICATION**

Scan copies of documentation and submit online at the website. Receipt of your application fee via check or purchase order\*\* (payable to WestEd) is required prior to endorsement panel review and should be submitted to:

California Center Endorsement Committee  
WestEd Center for Prevention & Early Intervention  
1000 G Street, 5th Floor  
Sacramento, CA 95814

\*\*Contact the California Center to request an invoice for agency purchase requests if necessary. Request that your agency include your name in the check submission so we can reference your application.

Once we receive your online application, we will notify you that your application is complete or request that you submit missing materials. Within two weeks of final verification of endorsement, we will send you a certificate noting the details of your endorsement and a press release you can send to the local media announcing your endorsement and its significance.

The average time to complete the panel review is six weeks after the receipt of the the application fee and the required documents in the appropriate format.

## **OTHER CONSIDERATIONS**

- A Transdisciplinary IFECMH Practitioner can be considered for an Advanced Transdisciplinary IFECMH endorsement if the applicant has a minimum of eight years of direct experience with infants and young children, prenatal up to age 5 and a master's degree or higher in a relevant field.
- All documents must be in PDF format.
- Multiple training documents should be scanned together to meet application size limits.
- Recommendation letters are typically from supervisors familiar with your direct service practice, who have provided reflective practice facilitation. If you used other resources for reflective practice facilitation support, we do accept additional letters.
- All recommendation letters must be on the letterhead of the person recommending the applicant and signed.

## SUPPLEMENTAL ENDORSEMENT APPLICATION

The *supplemental endorsement application* is for use by a previously endorsed Transdisciplinary IFECMH Practitioner, IFECMH Specialist or RPF I or II seeking an additional endorsement or change of current endorsement.

## USING ENDORSEMENT CREDENTIALS IN YOUR SIGNATURE

Endorseees are encouraged to add their endorsement to their professional title and signature using the appropriate endorsement language from your certificate or the following standard acronyms based on age categories.

**Example:** Ellen Clark, MA, MFT, has been endorsed by the California Center for Infant Family and Early Childhood Mental Health as an Early Childhood Mental Health Specialist and Reflective Practice Facilitator II

**Alternative Example:** Ellen Clark, MA, MFT, EC-MHS. RPF II

### ***Transdisciplinary Mental Health Practitioner***

Birth to age 3: IF-TMHP

Ages 3 to 5: EC-TMHP

Birth to age 5: IFEC-TMHP

### ***Advanced Transdisciplinary Mental Health Practitioner***

Birth to age 3: IF-ATMHP

Ages 3 to 5: EC-ATMHP

Birth to age 5: IFEC-ATMHP

### ***Mental Health Specialist***

Birth to age 3: IF-MHS

Ages 3 to 5: EC-MHS

Birth to age 5: IFEC-MHS

### ***Reflective Practice Facilitator I***

RPF I

### ***Reflective Practice Facilitator II***

RPF II

### ***Reflective Practice Mentor***

RPM

**Please note:** The California Center logo may not be used on training materials or websites by IFECMH endorseees unless they are representing their direct association with California Center-sponsored trainings, serving as a member of the leadership team, or performing California Center-directed services.

## Application Form Sample

The following pages are a sample of the application form that you will find online. The sample lets you know what information you will need to complete the application. It is for informational purposes and viewing only. Please complete the actual form online; you will find a link to the application at

<http://cacenter-ecmh.org/wp/professional-development/endorsement-process/submit/application/>.



Form Login Account (optional) New Users / Returning Users [CLICK HERE](#) to setup an account or return to your incomplete form. Creating an account enables you to return to an incomplete form, so use an easy password to remember.

STOP! If you currently hold an endorsement as a TMHP, MHS, RPF I or RPF II and wish to add an additional endorsement please use a SUPPLEMENTAL application form.

## California Infant–Family and Early Childhood Mental Health Endorsement Application Information

Materials needed for the Transdisciplinary Mental Health Practitioner (TMHP) or Mental Health Specialist (MHS) and the Reflective Practice Facilitator (RPF I, II, Mentor) endorsements include:

1. Brief Personal Statement regarding professional background and endorsement interest. [View statement sample.](#)
2. Current resume or CV. [View sample that illustrates information that you must include.](#)
3. Signed letter of recommendation on official letterhead from a past or current supervisor stating the endorsement title (TMHP or MHS) and age category they are recommending you for.  
[View TMHP / ATMHP sample.](#)                      [View Mental Health Specialist sample.](#)
4. Brief narrative of your knowledge organized according to the eight knowledge areas (Domain 1) and summary of your work experience supported by reflective practice facilitation (Domain 2).

**Direct Service Hours and RPF Support accumulated prior to January 1, 2017 may still be used to meet the Domain 2 criteria total. Hours accumulated after that date must be supported by endorsed RP Facilitators**

[View TMHP narrative example](#)

[View MHS narrative example](#)

Please save all documents into .doc or .pdf format prior to uploading.

Mental Health Training program certificates may not be substituted for the learning narrative document but can be referenced and submitted as a support document.

\*You may not count the same training hours in more than one training knowledge area.\* Indicate the number of hours in the course work that applied to the 0–5 age group.

5. Materials that document training in knowledge areas. These will vary according to where you have received your training. For example, they might include a certificate from a specialized infant mental health training program, certificates of attendance from conferences and community training courses, or transcripts that show coursework that covers knowledge domains.

**Reflective Practice Facilitator I or II need the following in addition to the TMHP or MHS items listed above. You cannot apply for Reflective Practice without a TMHP or MHS endorsement.**

1. The letter of recommendation signed and on official letterhead stating the endorsement category (Reflective Practice Facilitator). This needs to be a different person from the one for MHS/TMHP and usually the person who provided training and mentorship to become a RPF.

[View sample.](#)

2. Reflective practice facilitators will need the names and email contact information for three people to whom you provided reflective practice facilitation. California Center staff will send a request for verification via email.

**You cannot apply for RP Mentor without TMHP/MHS and RPF endorsement.**

**Reflective Practice Mentor** requires completion of all of the RPF criteria along with additional RP Mentor criteria as listed in the Compendium (2016).

1. Letter from your mentor documenting the reflective practice facilitation you received that is related to the work you have done to help others become reflective practice facilitators. Your mentor must state that she/he is recommending you as a mentor to trainees providing RPF to others. If you are applying for Mentor endorsement without previously holding the RPF endorsement, you must supply a letter in each application specifying what they are recommending you for. Do not use the same letter for both as the endorsements are for different activities. View Sample.

2. Reflective Practice Mentor applicants will need the names and email contact information for three people that you mentored to become RP facilitators. California Center staff will send email requests for verification.

These are people to whom you provided mentorship to become RP Facilitators, not colleagues who were trained with you to become RPF.

3. A 20-minute video and written reflection of your own RPF session.

**I am applying for one: (Upon completion of the TMHP and MHS application page, you may choose to apply for additional reflective practice facilitator endorsement: RPF I, RPF II and RP Mentor)\***

- Transdisciplinary Mental Health Practitioner (TMHP)
- Mental Health Specialist (MHS) (possess a master's degree and a professional license or credential from a state regulatory agency)



## Transdisciplinary Mental Health Practitioner (TMHP) Endorsement Application

**I. Demographic Data** (Use the name that you want on the endorsement certificate and the address to be used for mailing of the certificate to you via UPS. No PO box address allowed.)

First Name \*

Middle Name or Initial (optional)

Last Name \*

Street Address (no PO Box) \*

Address Line 2

City \*

State \*

Zip Code \*

Preferred Email Address \*

Work Phone

Home/Cell Phone

Choose from this county list for the  
endorsee post on our website. \*

**Direct services and supporting reflective practice:**

- I have completed at least 60 hours of direct service work with children birth – 35 months (under 3) and their families. This work was supported by at least 12 hours of reflective facilitation.
- I have completed at least 60 hours of direct service work with children 36 – 60 months (3–5 years) of age and their families. This work was supported by at least 12 hours of reflective facilitation.

**Choose age group: \***

- Birth – 35 months (0–3)

- 36 months – 60 months (3–5 years)
- Birth – 5 years (0–5 – must be able to check both criteria above)

**II. EDUCATION: I have earned a \***

- Bachelors degree (e.g. B.A. or B.S.)
- Masters degree (e.g. M.A., M.S.W.)
- Doctorate (e.g. Ph.D, Ed.D., PsychD, M.D.)
- Experience waiver request

Major or Specialty (e.g. Physical Therapy, R.N., OT, etc) \*

Please describe other credentials you hold:

0/200 characters

**Note for attaching files: If you need to attach more than one file, use the second and third attachment boxes below. Each attachment box will upload only one file but you may scan multiple documents into one pdf file.**

**III. Personal Statement:**

Please provide a personal statement (500 words maximum) describing your background related to the area of infant-family and/or early childhood family mental health and your interest in seeking endorsement. Include your name, endorsement(s) sought and information regarding receipt of reflective practice supervision experience.

**Upload Personal Statement \***

**TMHPs may be considered for an advanced endorsement by the panel if they possess an additional 8 years of work experience in the infant early childhood field supported by reflective practice facilitation, a Master's degree or higher and additional mental health education. Upload a short statement here that specifies your additional education in the mental health related field and experience. Your letter of recommendation should be from a person who recommends you for the ATMHP endorsement.**

- I am interested in being considered for an Advanced Transdisciplinary Mental Health Practitioner endorsement at this time.

**Upload Personal Statement for Advanced TMHP endorsement**

#### IV. Resume or Curriculum Vita

Review the sample resume to make sure your resume has included the necessary information about your work experience and the reflective facilitation you have received.

##### Upload Resume or Curriculum Vita \*

#### V. Learning Narrative for Knowledge Areas (Domain1) and Direct Services w/ RPF support (Domain2)

Create a brief statement indicating how you have met the requirements for the knowledge (domain 1) & experience with RP support (domain 2). ([Refer to the sample](#)). This training might include certificates from specialized programs, workshops, conferences, various continuing education or other community-based training courses, or college transcripts.

##### Upload Learning Experiences Narrative Statement \*

##### Training Documents or Certificates (Certificate of Attendance) \*

##### Additional Attachments (optional)

#### VI. Letter of Recommendation for TMHP:

Upload one letter of recommendation from someone who has provided reflective facilitation to you around your direct service/clinical work with children and their families/caregivers as documented on your resume. This letter should state the endorsement category, designate age group, be signed on letterhead and attest to:

1. The work you are counting toward your endorsement.
2. Your possession of the competencies relevant to the clinical work around which they provided reflective facilitation.
3. The reflective facilitator's role/position and own experience.
4. Alignment with the Compendium guidelines related to reflective practice facilitation.

(Please note that after January 1, 2017 candidates for endorsement must have received reflective facilitation provided by endorsed reflective practice facilitators. Although, you may count hours prior to this date in the total.)

##### Letter of Recommendation \*

**Letter of Recommendation 2**

Browse... No file selected.

Upload Delete

**Letter of Recommendation 3**

Browse... No file selected.

Upload Delete

**VII. Scope of Practice**

\*

If endorsed I agree to practice only within the limits of my scope of practice

**Choose One \***

Request for TMHP only - submit now.

I want to apply for RPF I now. (Mentor application available after completion of the RPF I.)

<< Previous | Next >>

Sample Only Online  
Complete Form





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# CALIFORNIA CENTER

for Infant-Family and Early Childhood Mental Health  
at WestEd Center for Prevention & Early Intervention

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