

ENDORSEMENT CHECKLIST

Use this checklist to ensure you have completed each step of the application process.

Initial

- Obtain active membership with your association (if required)
- Complete and submit registration on the Endorsement Application System (EASy)
- Pay the registration fee

*You will not receive your EASy username & password until the registration fee is paid and membership (if required) is confirmed.

Create Application

- Log into EASy using the email entered during registration as your username and your EASy issued password
- Go to *Edit Profile* to change password, select alert preferences, enter demographic information
- Review the competencies and requirements of Endorsement outlined in the Competency Guidelines to determine which category you are applying for
- Complete each tab of your application, including work, education, training, leadership, supervision, and references
 - Go to the *Competencies* tab of your application; this grid will help you assess your experiences and determine which additional specialized training might be necessary to meet the competencies
 - If you earned a degree(s) and/or attended coursework that is relevant to your Endorsement and you want to document competencies developed, upload your unofficial transcripts within the *Education* tab
 - References expire after one year from completion of the reference; keep your submission goal in mind when requesting

Review your Application

- Check to see that your transcripts are uploaded to the Education tab of your application, if desired