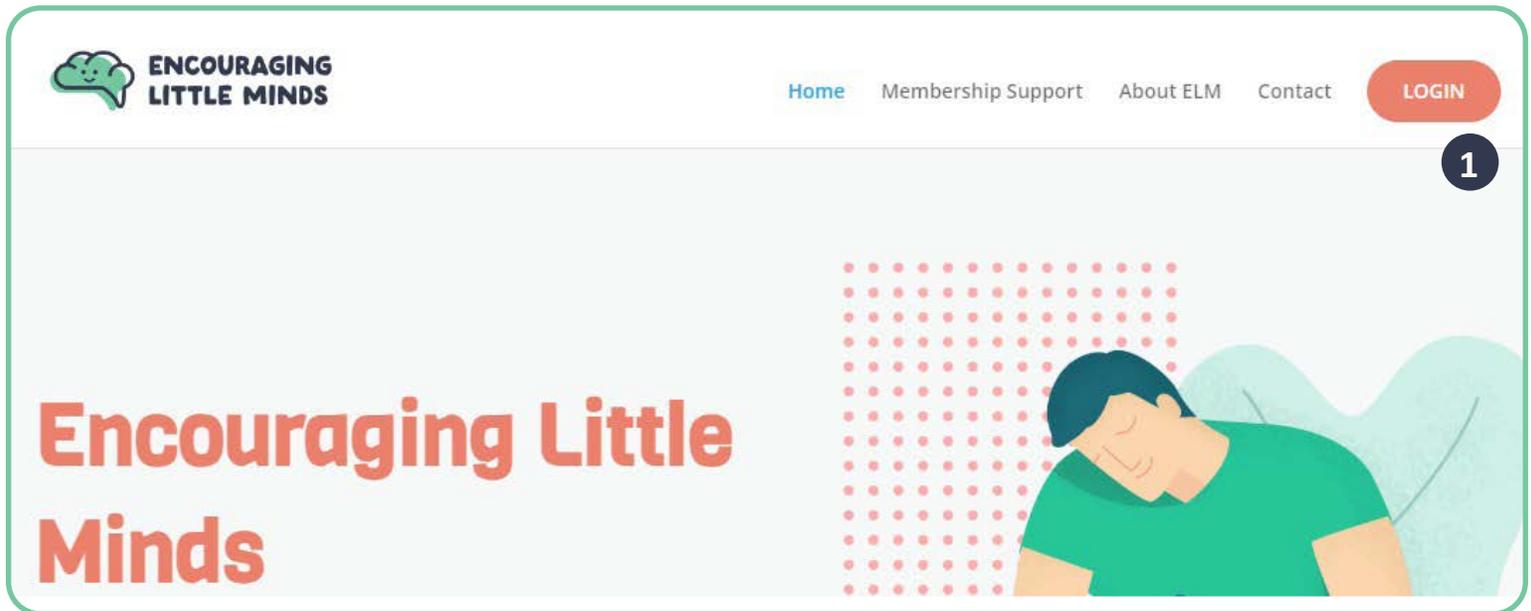


This resource will guide you through the steps to becoming an Infant Early Childhood Mental Health Consultant (IECMHC) Registry Member. An appendix at the end of this guide provide additional information.

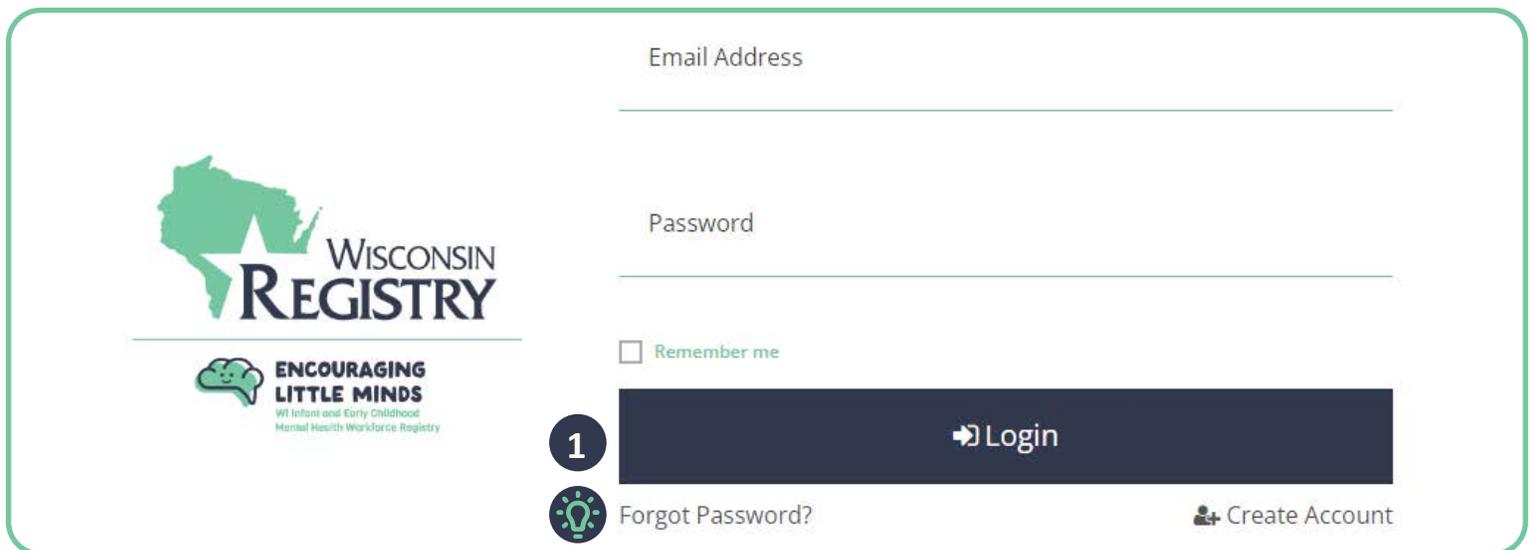
You will need a Registry account before you can apply for membership. If you have not already created an account, please download our [Creating a Registry Account support guide](#) to get started.

STEP 1: Go to encouraginglittleminds.org



1. Go to encouraginglittleminds.org and click on **LOGIN**.

STEP 2: Logging in



1. Enter your email address and password, then click **LOGIN**.
 Click **FORGOT PASSWORD?** if you need to reset your password. If you are experiencing other issues logging in, download our [Logging in Tips](#) support guide.

STEP 3: Become an IECMHC Member

Summary
Personal
Education
Employment
Training
Professional
Reports

Welcome, Jake Wisconsin

You have signed in but not submitted an application.

1	<input type="checkbox"/> Become a Registry Member	?	\$0.00
	<input type="checkbox"/> Add a Trainer Endorsement	?	\$15.00
	<input type="checkbox"/> Add a Technical Assistance Professional Endorsement	?	\$15.00
	<input type="checkbox"/> Join the Infant Early Child Mental Health Consultant Registry	?	\$0.00
Total Fee:			\$0.00

2
Apply

1. Check the box next to 'Join the Infant Early Childhood Mental Health Consultant Registry'
2. Next, click the **APPLY** button

STEP 4: Starting the Membership Application

My Personal Profile

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. IECMH Consultant Information
4. Submit Application

1
Start

1. Click on the **START** button to begin. This will start the membership application. You will need to complete and review the information listed for the following parts:
 - » Personal Information
 - » Education
 - » IECMH Consultant Information
 - » IECMH Consultant Application
 - » Submit Application

STEP 5: Membership Application - Personal Information

Registry ID **149711**

First Name *

Jane

Middle Name

Last Name *

Wisconsin

I want to provide my previous name.

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address *

regtest70@gmail.com

1

Mailing Address

This is a business Address

Street Address *

2908 MARKETPLACE DR

Apt/Suite #

STE 103

Zip

53719-5318

City*

FITCHBURG

State*

WI

County*

Dane

Country*

United States

Communication Preferences

The Registry sends occasional newsletters, updates and special offers. If you do not wish to receive these, select Unsubscribe.

Unsubscribe

You will continue to receive emails regarding your account.

Subscribe

You will receive informational emails from The Registry in addition to emails regarding your account.

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)

2

1. Verify all personal information is correct. This includes mailing address, home address (if different from mailing address), last five digits of social security number, birth date, ethnicity, language, and communication preferences.
2. Click **SAVE & CONTINUE**.

STEP 6: Membership Application - Education

The Education page is where you list your high school, college, IMH endorsement, IECMH certificates, IECMH licensure information. Use the drop-down menus within each category to self-report the education you have completed. [See Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

My Personal Profile

Personal Information	Education	IECMH Consultant	Submit Application
High School 1 <input type="button" value="Edit"/>			
<input type="text" value="Click the Add Item button to update your information"/>			
Higher Education 2 -- Add New --			
<input type="text" value="Click the Add Item button to update your information"/>			
Infant Mental Health Endorsement -- Add New --			
<input type="text" value="Click the Add Item button to update your information"/>			
IECMH Certificates -- Add New --			
<input type="text" value="Click the Add Item button to update your information"/>			
IECMH Licensure -- Add New --			
<input type="text" value="Click the Add Item button to update your information"/>			
<input type="button" value="Return to My Profile"/>		<input type="button" value="Save and Continue >"/> 3	

1. Click on **EDIT** under High School to self-report the status of your high school graduation.
 - » A window will display. Use the drop-down menu to select if you have a high school diploma or GED.
2. Use the drop-down menus within each category to self-report the education you have completed. If you do not have information to self-report in a category, skip that category. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
3. Click **SAVE AND CONTINUE** when finished on the Education page.

STEP 7: Membership Application - Select Consultant Level

The next six steps are adding information that will be used in populating the IECMH Consultant Directory.

Personal Information Education **IECMH Consultant** Submit Application

1 Select IECMH Consultant Level

Select the IECMH Consultant Level you best qualify for.
You must select a IECMH Consultant level before entering other IECMH information.

Type

- Mentor Consultant
- Select Consultant Level
- Unapproved
- Infant Early Child Specialist
- License-Eligible Clinician
- Clinician In-Training**
- Licensed Clinician
- Experienced Consultant
- Mentor Consultant

Jane Wisconsin Edit

IECMH Consultant Directory Profile Edit

1. Select which IECMH Consultant level you best qualify for. Depending on which IECMH Consultant level you select, your application may vary from the examples below. If you are unsure of which IECMH Consultant level best describes you, review the [IECMH Consultant Level Requirements Chart](#).
 - a. Note: This selection will change what is needed in the Requirements step below.



STEP 8: Membership Application - Consultant Information

 Jake Wisconsin

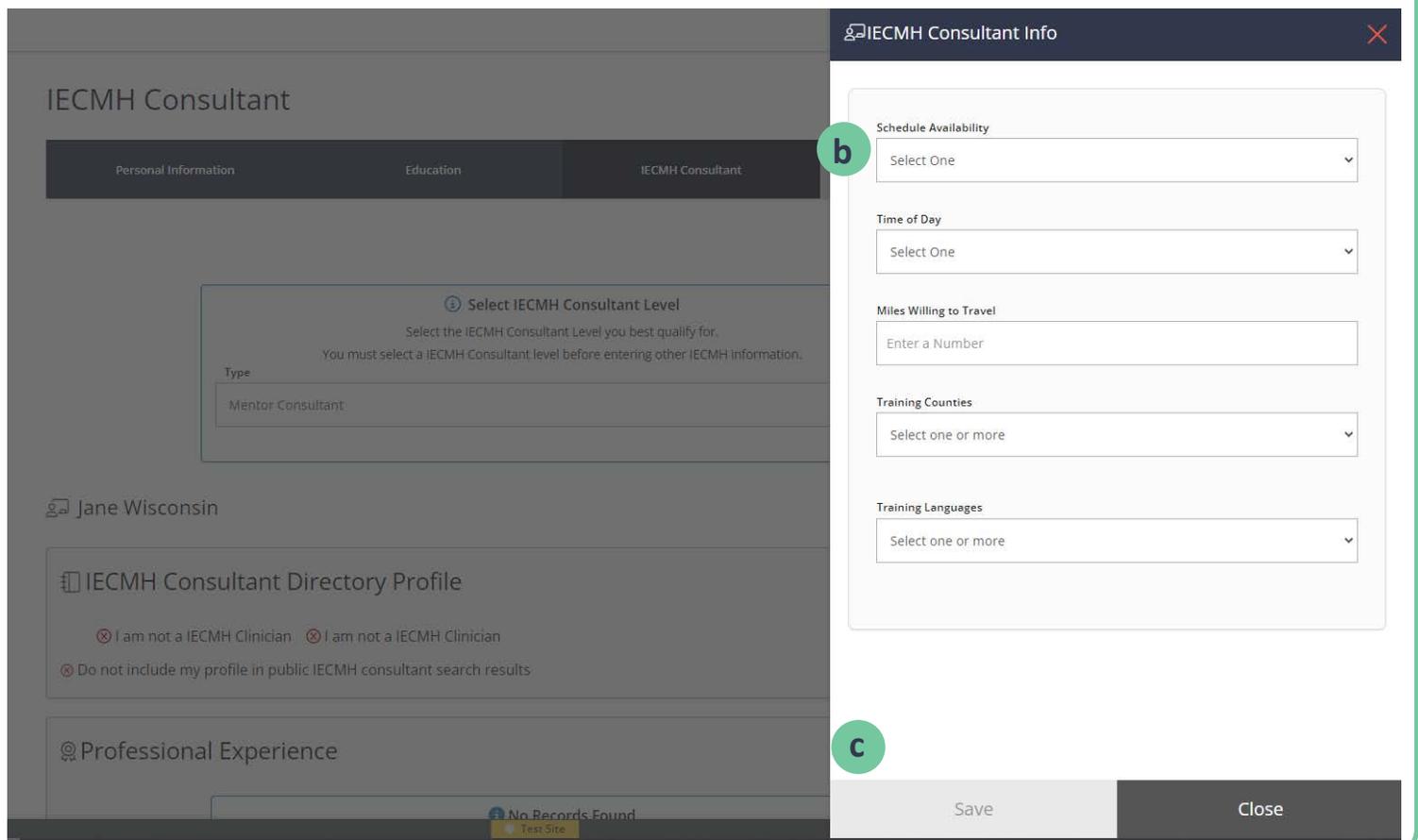
1

 No IECMH Consultant Information

Click "Edit" to update schedule, location, and language options

a

Edit



IECMH Consultant

Personal Information Education IECMH Consultant

Select IECMH Consultant Level
Select the IECMH Consultant Level you best qualify for.
You must select a IECMH Consultant level before entering other IECMH information.

Type
Mentor Consultant

Jane Wisconsin

IECMH Consultant Directory Profile

I am not a IECMH Clinician I am not a IECMH Clinician
 Do not include my profile in public IECMH consultant search results

Professional Experience

No Records Found
Test Site

IECMH Consultant Info

Schedule Availability
Select One

Time of Day
Select One

Miles Willing to Travel
Enter a Number

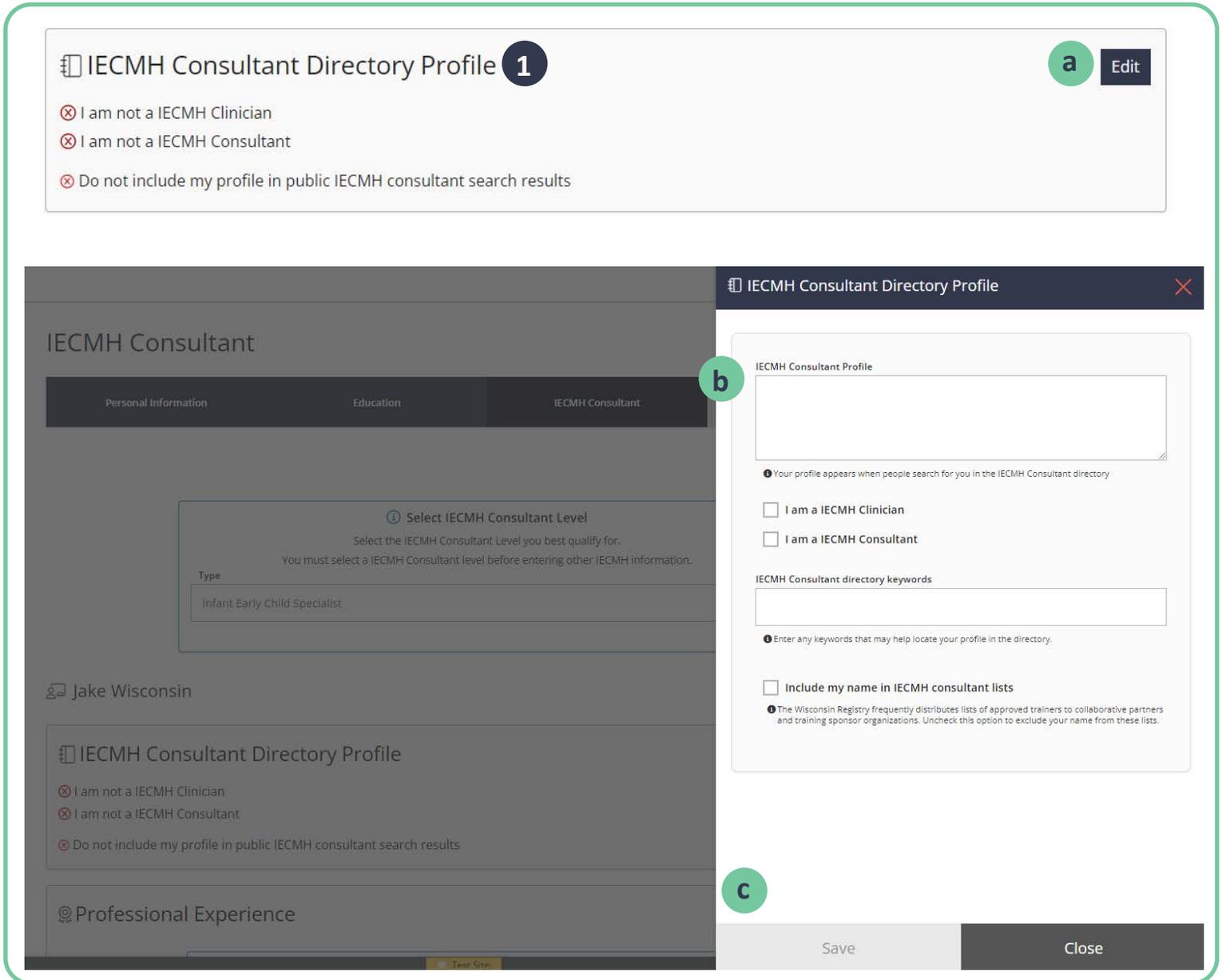
Training Counties
Select one or more

Training Languages
Select one or more

Save Close

1. Update your availability for scheduling, location, and language fluency.
 - a. Click EDIT to update Consultation Information
 - b. Select the best option for you in each section of the right hand slide out section
 - c. Click SAVE to save all updates and close right hand slide out.

STEP 9: Membership Application - Consultant Directory Profile



1 IECMH Consultant Directory Profile **a** Edit

- I am not a IECMH Clinician
- I am not a IECMH Consultant
- Do not include my profile in public IECMH consultant search results

b

IECMH Consultant Profile

Your profile appears when people search for you in the IECMH Consultant directory

- I am a IECMH Clinician
- I am a IECMH Consultant

IECMH Consultant directory keywords

Enter any keywords that may help locate your profile in the directory.

- Include my name in IECMH consultant lists

The Wisconsin Registry frequently distributes lists of approved trainers to collaborative partners and training sponsor organizations. Uncheck this option to exclude your name from these lists.

c

Save Close

1. Update your IECMH Consultant Directory Profile
 - a. Click EDIT to the right of the section
 - b. Fill out your profile information to help providers determine if you could be the right fit for them. The IECMH Consultant Profile can be a bio or philosophy statement for your Consulting approach. Additionally, you can type keywords in the keywords box to help providers find you. Finally, check the box to include your name in consultant lists to be published on the public Directory.
 - c. Click SAVE to save all updates and close right hand slide out.

STEP 10: Membership Application - Professional Experience

Professional Experience **1**

a [Edit](#)

i No Records Found

Click "Edit" to start adding professional experience.

IECMH Consultant

Personal Information | Education | IECMH Consultant

Select IECMH Consultant Level
Select the IECMH Consultant Level you best qualify for.
You must select a IECMH Consultant level before entering other IECMH information.

Type
Select Consultant Level

Jake Wisconsin

IECMH Consultant Directory Profile

- I am not a IECMH Clinician
- I am not a IECMH Consultant
- Do not include my profile in public IECMH consultant search results

Professional Experience

Professional Experience [Close]

b

Direct Mental Health Work Experience
Select One [Required]

Parent-Child Clinical Mental Health
Select One [Required]

Infant Early Childhood Mental Health Consultation
Select One [Required]

Reflective Supervision/Consultation Received
Select One [Required]

Reflective Supervision/Consultation Provided - Individual
Select One [Required]

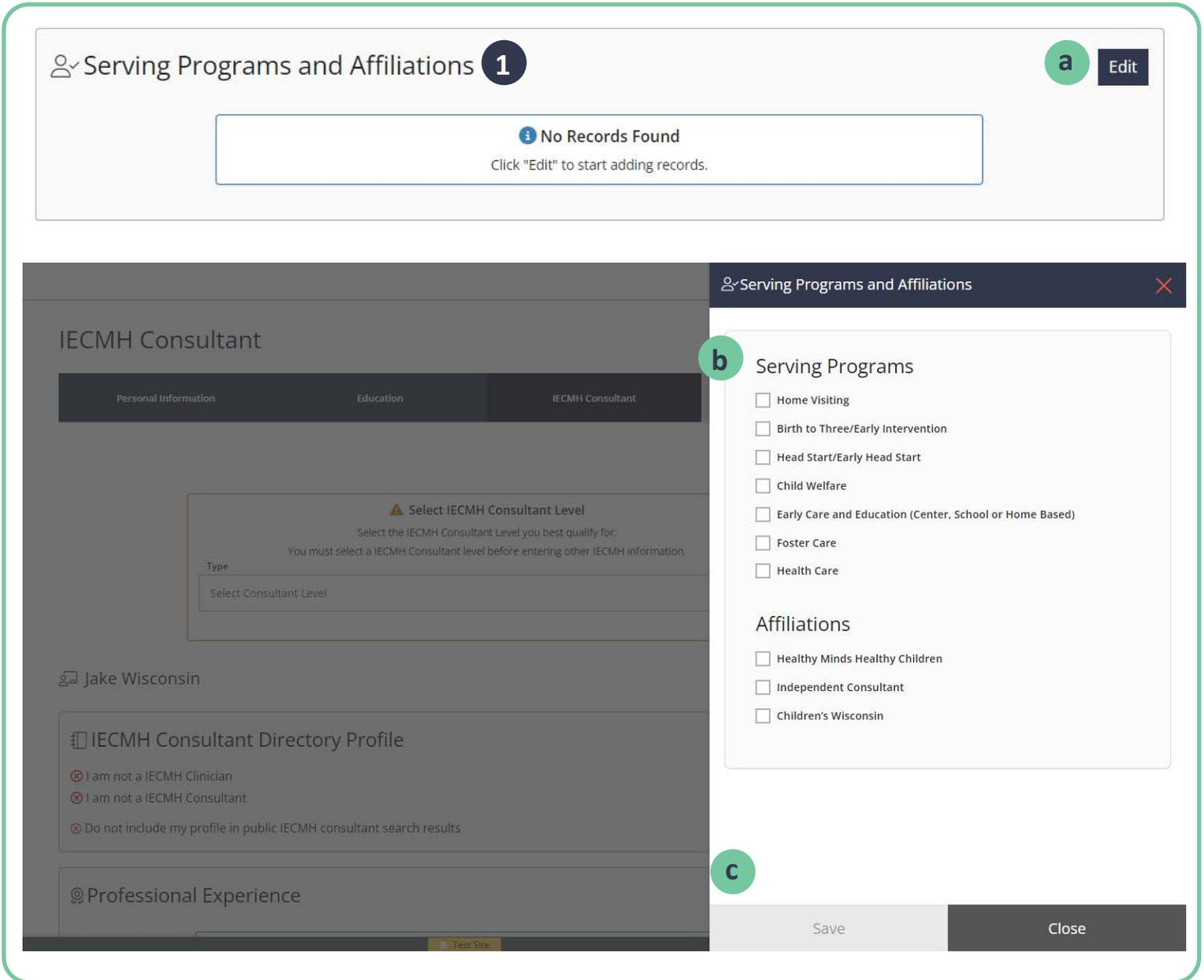
Reflective Supervision/Consultation Provided - Group
Select One [Required]

c

Save | Close

1. Summarize your Professional Experience
 - a. Click EDIT to the right of the section
 - b. Select the time range appropriate for each Professional Experience category based on your experience today.
 - c. Click SAVE to save all updates and close right hand slide out.

STEP 11: Membership Application - Program Types Served & Affiliations



1 Serving Programs and Affiliations **a** Edit

b No Records Found
Click "Edit" to start adding records.

b Serving Programs and Affiliations

b Serving Programs

- Home Visiting
- Birth to Three/Early Intervention
- Head Start/Early Head Start
- Child Welfare
- Early Care and Education (Center, School or Home Based)
- Foster Care
- Health Care

Affiliations

- Healthy Minds Healthy Children
- Independent Consultant
- Children's Wisconsin

c Save Close

1. Indicate the Program Types you have expertise or interest in serving and your current affiliations
 - a. Click EDIT to the right of the section
 - b. Check the boxes to indicate the program types you serve and your affiliations
 - c. Click SAVE to save all updates and close right hand slide out.

STEP 12: Membership Application - Training Documentation

1 IECMH Consultant Documentation **a** Edit

Please indicate if you have completed training in the following and upload file(s):

Ages and Stages Questionnaire (ASQ)	DC: 0-5 training	Other (please describe)
Ages and Stages Questionnaire Social and Emotional (AS Q-SE)	Devereux Early Child Assessment (DECA)	Other (please describe)
Child Parent Psychotherapy (CPP)	Ethics and Boundaries training that meets requirements for clinical licensure	Parent Child Interaction Therapy (PCIT)
Circle of Security	Eye Movement Desensitization and Reprocessing (EMDR)	PIWI (Parents Interacting with Infants)
Climate of Healthy Interactions for Learning and Development (CHILD)	Mandated Reporter Training	Practitioner FAN
Consultant FAN	New Born Observation (NBO)	Supervisor FAN
		Trauma Focused-Cognitive Behavioral Therapy (TF-CBT)

b No documents have been added.

1. Upload documentation of training you have completed that is relevant to your Consultant work experience. This is a suggested list, you are not required to upload a document for each option.
 - a. Click EDIT to the right of the section
 - b. Click + FILE and select your training documentation from your device's file manager. Click SAVE to save all updates and close right hand slide out.
 - c. Select which training the uploaded file most closely matches. If the file includes multiple trainings saved to one PDF please use the description box to list all included training.
 - d. Repeat steps b and c until you have uploaded all relevant documentation.
 - e. Click SAVE to save all updates and close the right hand slide out

STEP 13: Membership Application - Consultant Requirements

The consultant requirements will be different depending on the Consultant Level selected. Please scroll down or click the appropriate link below to find the directions relevant to the Consultant Level you have selected.

- » [Infant Early Child Specialist](#)
- » [License-Eligible Clinician](#)
- » [Clinician In-Training](#)
- » [Licensed Clinician](#)
- » [Experienced Consultant](#)
- » [Mentor Consultant](#)

Infant Early Child Specialist

☑ IECMH Consultant Requirements

1
Edit

Resume

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist
License-Eligible Clinician
Clinician In-Training
Licensed Clinician
Experienced Consultant
Mentor Consultant

We require a resume, including a description of your IECMH Consultant specialty.

i No documents have been added.

Resume Verified

We require a resume, including a description of your IECMH Consultant specialty.

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist
License-Eligible Clinician
Clinician In-Training
Licensed Clinician
Experienced Consultant
Mentor Consultant

2
+ File

⚠ Documents are required.
 Please click the "+File" button to upload documents.

The following file types are accepted:
 .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

3

Save Requirements

Close

1. Click **EDIT** to the right of the section
2. Click **+ FILE** to upload your Resume detailing your work experience relevant to Infant and Early Child Mental Health Consulting. Choose the file from your device's file manager.
3. Click **SAVE** to save all updates and close the right hand slide out.
 - a. Move on to Step 14



Use the Blue boxes to note which levels carry this as a requirement.

License-Eligible Clinician

IECMH Consultant Requirements

1

Edit

Resume

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist

License-Eligible Clinician

Clinician In-Training

Licensed Clinician

Experienced Consultant

Mentor Consultant



We require a resume, including a description of your IECMH Consultant specialty.

i No documents have been added.

Resume

Verified

We require a resume, including a description of your IECMH Consultant specialty.

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist

License-Eligible Clinician

Clinician In-Training

Licensed Clinician

Experienced Consultant

Mentor Consultant

2

+File

⚠ Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

3

Save Requirements

Close

1. Click **EDIT** to the right of the section
2. Click **+ FILE** to upload your Resume detailing your work experience relevant to Infant and Early Child Mental Health Consulting. Choose the file from your device's file manager.
3. Click **SAVE** to save all updates and close the right hand slide out.
 - a. Move on to Step 14

 Use the Blue boxes to note which levels carry this as a requirement.

Clinician In-Training

IECMH Consultant Requirements

1

Edit

Resume

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist
License-Eligible Clinician
Clinician In-Training
Licensed Clinician
Experienced Consultant
Mentor Consultant

We require a resume, including a description of your IECMH Consultant specialty.

No documents have been added.

Clinician In-Training Status Certificate

This requirement applies to the following IECMH Consultant levels:

Clinician In-Training

Provide document confirming you are a Clinician in Training Status. Please share your licensing number to be verified.

No documents have been added.

Resume

We require a resume, including a description of your IECMH Consultant specialty.

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist
License-Eligible Clinician
Clinician In-Training
Licensed Clinician
Experienced Consultant
Mentor Consultant

Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
 .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

Verified

Clinician In-Training Status Certificate

Provide document confirming you are a Clinician in Training Status. Please share your licensing number to be verified.

This requirement applies to the following IECMH Consultant levels:

Clinician In-Training

Documents are required.
Please click the "+File" button to upload documents.

Verified

Documents are required.
Please click the "+File" button to upload documents.

Verified

4

Save Requirements

3

+File

2

+File

1

Edit

Save Requirements

Close

1. Click **EDIT** to the right of the section
2. Click **+ FILE** to upload your Resume detailing your work experience relevant to Infant and Early Child Mental Health Consulting. Choose the file from your device's file manager.
3. Click **+ FILE** to upload your Clinician In-Training Status Certificate. Alternatively, you can upload a document sharing your licensing number to be verified.
4. Click **SAVE** to save all updates and close the right hand slide out.
 - a. Move on to Step 14

Licensed Clinician

IECMH Consultant Requirements
1
✎ Edit

Resume

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist

License-Eligible Clinician

Clinician In-Training

Licensed Clinician

Experienced Consultant

Mentor Consultant

We require a resume, including a description of your IECMH Consultant specialty.

i No documents have been added.

Licensed Clinician Certificate

This requirement applies to the following IECMH Consultant levels:

Licensed Clinician

Experienced Consultant

Mentor Consultant

Provide document confirming you are a licensed clinician. Please share your licensing number to be verified.

i No documents have been added.

Resume
 Verified

We require a resume, including a description of your IECMH Consultant specialty.

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist

License-Eligible Clinician

Clinician In-Training

Licensed Clinician

Experienced Consultant

Mentor Consultant

⚠ Documents are required.
 Please click the "+File" button to upload documents.

The following file types are accepted:
 .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

Licensed Clinician Certificate
 Verified

Provide document confirming you are a licensed clinician. Please share your licensing number to be verified.

This requirement applies to the following IECMH Consultant levels:

Licensed Clinician

Experienced Consultant

Mentor Consultant

⚠ Documents are required.
 Please click the "+File" button to upload documents.

4

+ File

2

+ File

3

+ File

Save Requirements
Close

1. Click **EDIT** to the right of the section
2. Click **+ FILE** to upload your Resume detailing your work experience relevant to Infant and Early Child Mental Health Consulting. Choose the file from your device's file manager.
3. Click **+ FILE** to upload your Licensed Clinician Certificate. Alternatively, you can upload a document sharing your licensing number to be verified.
4. Click **SAVE** to save all updates and close the right hand slide out.
 - a. Move on to Step 14

Experienced Consultant

IECMH Consultant Requirements

1

 Edit

Resume

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist **License-Eligible Clinician** **Clinician In-Training** **Licensed Clinician** **Experienced Consultant** **Mentor Consultant**

We require a resume, including a description of your IECMH Consultant specialty.

 No documents have been added.

Licensed Clinician Certificate

This requirement applies to the following IECMH Consultant levels:

Licensed Clinician **Experienced Consultant** **Mentor Consultant**

Provide document confirming you are a licensed clinician. Please share your licensing number to be verified.

 No documents have been added.

Narrative of Relevant Infant and Mental Health Experience

This requirement applies to the following IECMH Consultant levels:

Experienced Consultant **Mentor Consultant**

Provide documentation showing your knowledge or comfort with specific consultant concepts

 No documents have been added.

1. Click **EDIT** to the right of the section
» See steps 2-5 for Experienced Consultants on the next page.

Resume Verified

We require a resume, including a description of your IECMH Consultant specialty.

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist License-Eligible Clinician Clinician In-Training Licensed Clinician Experienced Consultant Mentor Consultant

⚠ Documents are required.

Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

Licensed Clinician Certificate Verified

Provide document confirming you are a licensed clinician. Please share your licensing number to be verified.

This requirement applies to the following IECMH Consultant levels:

Licensed Clinician Experienced Consultant Mentor Consultant

⚠ Documents are required.

Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

2

+ File

Narrative of Relevant Infant and Mental Health Experience Verified

Provide documentation showing your knowledge or comfort with specific consultant concepts

This requirement applies to the following IECMH Consultant levels:

Experienced Consultant Mentor Consultant

⚠ Documents are required.

3

+ File

5 Verified

⚠ Documents are required.

4

+ File

Save Requirements
Close

2. Click **+ FILE** to upload your Resume detailing your work experience relevant to Infant and Early Child Mental Health Consulting. Choose the file from your device's file manager.
3. Click **+ FILE** to upload your Licensed Clinician Certificate. Alternatively, you can upload a document sharing your licensing number to be verified.
4. Click **+ FILE** to upload a narrative describing your relevant infant and mental health experience.
5. Click **SAVE** to save all updates and close the right hand slide out.
 - a. Move on to Step 14

Mentor Consultant

IECMH Consultant Requirements

1

 Edit

Resume

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist **License-Eligible Clinician** **Clinician In-Training** **Licensed Clinician** **Experienced Consultant** **Mentor Consultant**

We require a resume, including a description of your IECMH Consultant specialty.

 No documents have been added.

Licensed Clinician Certificate

This requirement applies to the following IECMH Consultant levels:

Licensed Clinician **Experienced Consultant** **Mentor Consultant**

Provide document confirming you are a licensed clinician. Please share your licensing number to be verified.

 No documents have been added.

Evidence of 50 hours of Received RSC

This requirement applies to the following IECMH Consultant levels:

Mentor Consultant

Provide document confirming you have received 50 hours of RSC

 No documents have been added.

Evidence of 25 hours of RSC Provided

This requirement applies to the following IECMH Consultant levels:

Mentor Consultant

Provide document confirming you have received 25 hours of RSC you've provided

 No documents have been added.

Narrative of Relevant Infant and Mental Health Experience

This requirement applies to the following IECMH Consultant levels:

Experienced Consultant **Mentor Consultant**

Provide documentation showing your knowledge or comfort with specific consultant concepts

 No documents have been added.

1. Click **EDIT** to the right of the section
 - » See the image steps 2-7 for Mentor Consultants on the next page.
 - » The listed steps 2-7 for Mentor Consultants are on page 19.

Resume

 Verified

We require a resume, including a description of your IECMH Consultant specialty.

This requirement applies to the following IECMH Consultant levels:

Infant Early Child Specialist **License-Eligible Clinician** **Clinician In-Training** **Licensed Clinician** **Experienced Consultant** **Mentor Consultant**

2

Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

Licensed Clinician Certificate

 Verified

Provide document confirming you are a licensed clinician. Please share your licensing number to be verified.

This requirement applies to the following IECMH Consultant levels:

Licensed Clinician **Experienced Consultant** **Mentor Consultant**

3

Documents are required.
Please click the "+File" button to upload documents.

Evidence of 50 hours of Received RSC

 Verified

Provide document confirming you have received 50 hours of RSC

This requirement applies to the following IECMH Consultant levels:

Mentor Consultant

4

Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

Evidence of 25 hours of RSC Provided

 Verified

Provide document confirming you have received 25 hours of RSC you've provided

This requirement applies to the following IECMH Consultant levels:

Mentor Consultant

5

Documents are required.
Please click the "+File" button to upload documents.

Narrative of Relevant Infant and Mental Health Experience

 Verified

Provide documentation showing your knowledge or comfort with specific consultant concepts

This requirement applies to the following IECMH Consultant levels:

Experienced Consultant **Mentor Consultant**

6

Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

7

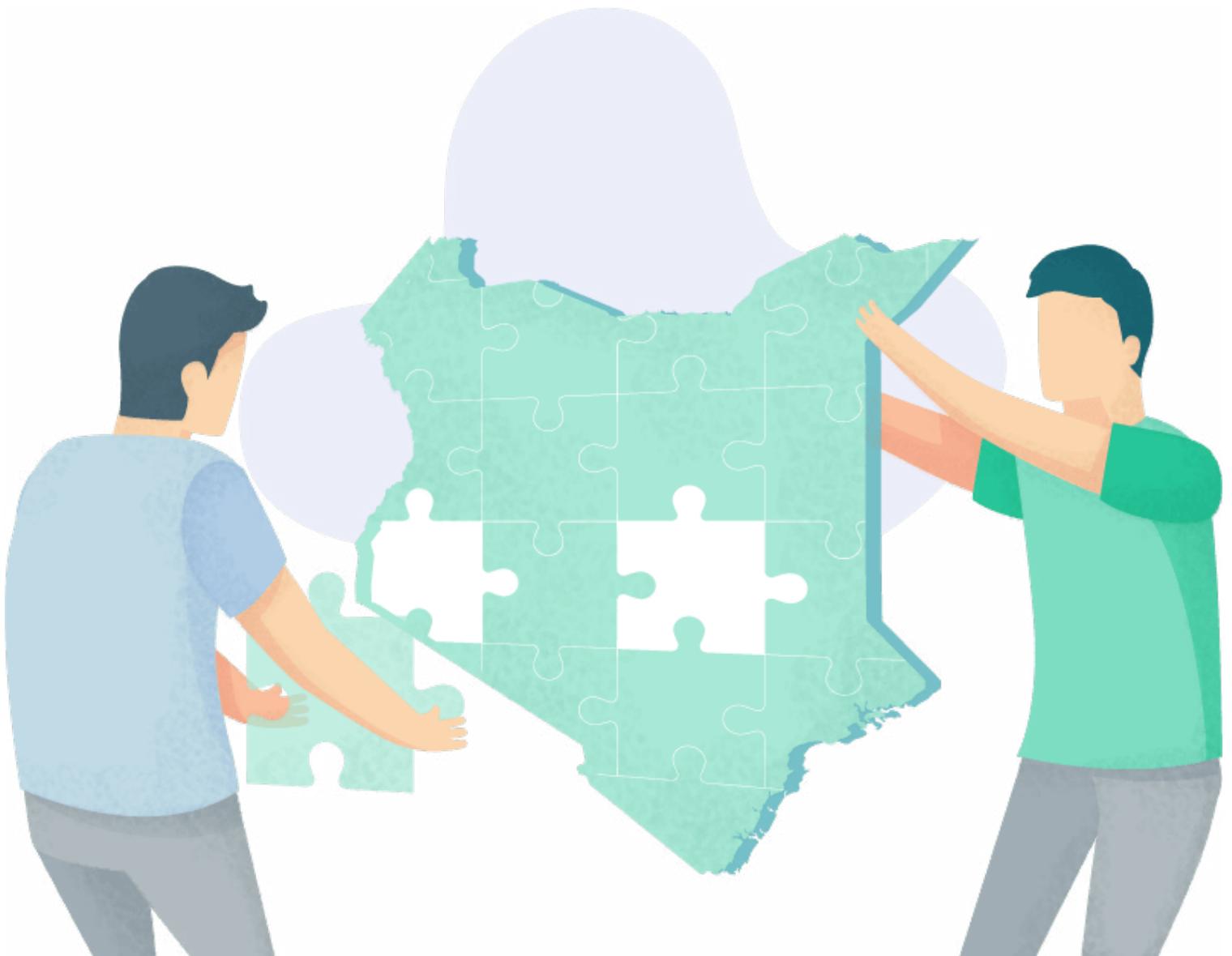
Save Requirements

Close



IECMH Membership Application Guide

2. Click + FILE to upload your Resume detailing your work experience relevant to Infant and Early Child Mental Health Consulting. Choose the file from your device's file manager.
3. Click + FILE to upload your Licensed Clinician Certificate. Alternatively, you can upload a document sharing your licensing number to be verified.
4. Click + FILE to upload a document detailing the minimum 50 hours of Reflective Supervision Coaching you have received.
5. Click + FILE to upload a document detailing the minimum 25 hours of Reflective Supervision Coaching you have provided to another professional.
6. Click SAVE to save all updates and close the right hand slide out.
 - a. Move on to Step 14



STEP 14: Membership Application - Background Screening

Background Screenings

1 +Screening

You must provide a background screening dated within the last five years. Click [here](#) to read more information on this policy and how to obtain a criminal background record check.

 No Background Screenings have been entered.
Please click the "+Screening" button to upload documents.

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)

+ Background Screening

×

2 +File

 Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

Save

Close

 No Background Screenings have been entered.
Please click the "+Screening" button to upload documents.

1. Click + Screening to upload your resume. This is required for **all IECMH Consultant Levels**.
2. Click the + FILE to upload a copy of your Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI completed within the last five years. You can submit a copy of the Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI results you completed for your employment. This is required for **all IECMH Consultant Levels**. If you have any questions about obtaining a background check please see the [Obtaining a Criminal Background Check guide](#) on our website.

 To move forward in the application, you will need to upload a document in the background check section. If you will be mailing your background check, upload a document stating this.

STEP 15: Membership Application - Submit Application

My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Submit Application
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Instructions:

This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

Are you ready?

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance
- Professional Membership Information (Individual Membership Only)
- Professional Contributions (Individual Membership Only)

What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with the instructions for the next step.
- You will be sent a list of verification documentation to send in.
- Your payment will be processed as soon as it is received.
- Registry staff will review your documents and process your application.
- An email will be sent to you when your Registry Certificate of Achievement is available and your Profile is unlocked.
- This application counts as your official initial application; you will not need to submit a paper application.

Application Selections

Item	Level	Expires	Fee*
Registry Membership	None - Initial	N/A	\$0.00
Total Processing Fee*:			\$0.00

*A submission fee is required where noted in order to process your Online Application. Payments will be processed immediately. All fees are subject to change without notice.

The Wisconsin Registry accepts and highly encourages payment via **all major credit cards** using our secure Stripe interface. A Stripe account is not required to use this service.

Alternatively you can send in a check payable to **Wisconsin Registry** for the amount due. **Note:** An additional \$30 will be charged if your check is returned for any reason.

[Return to My Profile](#)

[< Previous Step](#)

[Submit Application](#)

1. Review the Instructions for submitting the application.
2. Click **SUBMIT APPLICATION**



Once an application has been submitted, the account is locked. No changes can be made until the application has been processed, finalized, and your membership is listed as Current.

STEP 16: Membership Application - Sending Documentation

Summary
Personal
Education
Employment
Training
Professional
Reports

Welcome, Jane Wisconsin

Your application was submitted on 10/26/2023.

You have completed the online portion of the application.

Go to the bottom of this page to review required fees or documentation.

<input type="checkbox"/> Become a Registry Member	<input checked="" type="radio"/>	\$0.00
<input type="checkbox"/> Add a Trainer Endorsement	<input checked="" type="radio"/>	\$15.00
<input type="checkbox"/> Add a Technical Assistance Professional Endorsement	<input checked="" type="radio"/>	\$15.00
Total Fee:		\$0.00

Documentation Pending

The next step toward completing the process is for you to send us verification documents. The Registry will only accept official transcripts from accredited colleges or universities. Transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.

Your Registry ID number is 149849. Please include your Registry ID number on all verification documents.

You have until 12/10/2023 (45 days) to send in the following documentation:

Membership

1. **High school diploma**

Next Steps:

1. If you are sending your official transcripts, please request your college or university to send them directly to The Registry.
2. Place all other documents in one envelope and mail it as soon as possible to our mailing address below. You may also email or fax documents to The Registry. Please include your Registry ID number on these documents.

E: support@the-registry.org
F: 608-222-9779

Mailing Address:
The Registry
Document Verification Department
2908 Marketplace Drive
Suite 103
Fitchburg, WI 53719

 Some of the required documentation was uploaded in the membership application prior to submission. However, additional documentation not uploaded in the application must be sent to Encouraging Little Minds by email or mail.

1. All additional documentation to verify information on the Education page of the application must be received within 45 days of the submit date. See the SUBMITTING DOCUMENTATION section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
2. If no documentation will be sent to Encouraging Little Minds, please click the I HAVE NO DOCUMENTATION TO SUBMIT button. This will allow us to move forward with processing your membership application with all documentation that was submitted within the application and/or previously submitted.

 Note, failure to submit all required documentation could impact the IECMH Consultant Level assigned.

APPENDIX A: Acceptable Documentation & Application Definitions

Submitting documentation to Encouraging Little Minds is how items that were self-reported become verified. After you submit your membership application, Encouraging Little Minds will email you a list of the documentation pending. Please send your documentation as soon as possible after you submit your membership application.

This resource contains information about documentation needed for the following pages of the IECMH Consultant Membership Application: Education page, IECMH Consultant Information page, and the IECMH Consultant Requirements pages.

EDUCATION

High School

In this section, enter the year you graduated high school.

Encouraging Little Minds does not require documentation to verify a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED).

Documentation Needed: None

Higher Education:

In this section, add your higher education if applicable. Encouraging Little Minds verifies the date you completed your degree (and major) and completed college credit.

The following list shows information about higher education and the required documentation you will need to submit to Encouraging Little Minds for verification:

- **Some College** – If you have not earned a degree, you must choose this option and submit your official transcript for Encouraging Little Minds to verify.
- Technical Diploma
- Associate’s degree
- Bachelor’s degree
- Master’s degree
- Doctorate degree

Documentation Needed: If you earned a degree, you could submit a copy of your diploma or your official transcripts.

- The photocopy of your diploma must show your name, the name of the higher education institution, name of the degree completed, and the date of graduation.
- If you choose to submit your **official transcripts**, they must be sent directly from an accredited college or university. Request your college or university send your official transcript directly to Encouraging Little Minds in an **unopened, originally sealed envelope** OR request your college or university email your official transcript to support@encouraginglittleminds.org.
 - *Do not* send your official transcripts to yourself first and then send them to Encouraging Little Minds. They will not be accepted.
 - If you want to have a copy of your official transcripts Encouraging Little Minds will be uploading a copy of your official transcripts to your profile for your viewing and download.

Higher Education (continued):

In this section, add your higher education if applicable. Encouraging Little Minds verifies the date you completed your degree (and major) and completed college credit.

ADDITIONAL INFORMATION

FOREIGN TRANSCRIPTS

Individuals with foreign transcripts, degrees, and other relevant documents are responsible for obtaining a complete evaluation of these documents for the U.S. Equivalency prior to applying for IECMH Consultant membership. Encouraging Little Minds does not accept translated transcripts but evaluated transcripts only.

A **general evaluation report** is required to verify completion of higher education.

More information regarding foreign educational document evaluation services can be found at the following link: [International Evaluation Services](#). Once the evaluation process is complete, submit the evaluation report to Encouraging Little Minds with your membership application.

IMH Endorsement

In this section, list the IMH Endorsement you have completed, if applicable.

The following list shows information about Infant Mental Health Endorsement and the required documentation you will need to submit to Encouraging Little Minds for verification:

- **Infant Mental Health Endorsement Certificate** – Select the IMH Endorsement you have from the dropdown menu.
 - **Current Approved Companies:**
 - **Infant Family Specialist**
 - **Infant Mental Health Specialist**
 - **Infant Mental Health Mentor**

Expiration: IMH Endorsement expires one year after the date of completion.

Documentation Needed: Submit a copy of the IMH Endorsement certificate you received from WI-AIMH to Encouraging Little Minds for verification.

IMH Certificates:

In this section, list the IECMH Certification you have completed, if applicable.

The following list shows information about Infant Early Childhood Mental Health Certification and the required documentation you will need to submit to Encouraging Little Minds for verification:

- **Infant Mental Health Endorsement Certificate** – Select the IECMH Endorsement you have from the dropdown menu.
 - **Infant, Early Childhood and Family Mental Health**
 - **Infant Mental Health Certificate**
 - **Other**

Expiration: The IECMH Certification expiration date is noted on the certificate.

Documentation Needed: Submit a copy of your IECMH Certification certificate to Encouraging Little Minds for verification.

IECMH Licensure

In this section, list the IECMH Licensure you have completed, if applicable.

The following list shows information about Infant Early Childhood Mental Health Licensure and the required documentation you will need to submit to Encouraging Little Minds for verification:

- **Infant Early Childhood Mental Health Licensure** – Select the IECMH Licensure you have from the dropdown menu.
 - Licensed Professional Counselor (LPC)
 - Licensed Professional Counselor – In-Training (LPC-IT)
 - Licensed Social Worker (LSW)
 - Licensed Clinical Social Worker (LCSW)
 - Certified Advanced Practice Social Worker (CAPSW)
 - Licensed Marriage & Family Therapist (LMFT)
 - Licensed Marriage & Family Therapist – In-Training (LMFT-IT)

Expiration: The IECMH Licensure expiration date is noted on the certificate or printout from the Wisconsin Department of Safety and Professional Services Credential/Licensing Search.

Documentation Needed: Upload a copy of your IECMH Licensure certificate or a printout from Wisconsin Department of Safety and Professional Services Credential/Licensing Search in the membership application under IECMH Consultant Requirements to verify the license you received from WI-AIMH to Encouraging Little Minds for verification.

IECMH CONSULTANT REQUIREMENTS

Professional Experience:

In this section, select your years of Professional Experience under each category.

The following provides information about Professional Experience and the required documentation you will need to submit to Encouraging Little Minds for verification:

- Direct Mental Health Work Experience
- Parent-Child Clinical Mental Health
- Infant Early Childhood Mental Health Consultation
- Reflective Supervision/Consultation Received
- Reflective Supervision/Consultation Provided – Individual
- Reflective Supervision/Consultation Provided – Group

Documentation Needed: Your resume will be used to verify your professional experience. Reference the Resume section below for what needs to be specifically included in your resume to verify Professional Experience.

Serving Program Types & Affiliations:

In this section, self-report the program types and affiliations for which you associate with when providing IECMH Consultation.

The following list show types of program types and affiliations related to IECMH Consultation. Encouraging Little Minds does not require documentation to verify Serving Program Types & Affiliations.

Serving Programs:

- Home Visiting
- Birth to Three/Early Intervention
- Head Start/Early Head Start
- Child Welfare
- Early Care and Education (Center, School or Home Based)
- Foster Care
- Health Care

Affiliations:

- Healthy Minds Healthy Children
- Independent Consultant
- Children’s Wisconsin

Documentation Needed: None

IECMH Consultant Documentation:

In this section, upload documentation of IECMH related training you have completed. It is not required that you have completed all this training.

The following list show types of training certificates requested and the required documentation you will need to submit to Encouraging Little Minds for verification:

- Ages and Stages Questionnaire (ASQ)
- Ages and Stages Questionnaire Social and Emotional (ASQ-SE)
- Child Parent Psychotherapy (CPP)
- Circle of Security
- Climate of Healthy Interactions for Learning & Development (CHILD)
- Consultant Facilitating Attuned Interactions (FAN)
- DC: 0-5 Training
- Devereux Early Childhood Assessment (DECA)
- Ethics and Boundaries training that meets requirements for clinical licensure.
- Eye Movement Desensitization and Reprocessing (EMDR)
- Mandated Reporter Training
- New Born Observation (NBO)
- Other (please describe)
- Parent Child Interaction Therapy (PCIT)
- Parents Interacting with Infants (PIWI)
- Practitioner Facilitating Attuned Interactions (FAN)
- Supervisor Facilitating Attuned Interactions (FAN)
- Trauma Focused-Cognitive Behavioral Therapy (TF-CBT)

IECMH Consultant Documentation (continued):

In this section, upload documentation of IECMH related training you have completed. It is not required that you have completed all this training.

Documentation Needed: Submit a copy of the certificate you received for Encouraging Little Minds to verify completion. The certificate should have the following information:

- Name of attendee.
- Date of attendance.
- Hours of attendance.
- Name of training sponsor organization.
- Title of the training (must be relevant to IECMH).

ADDITIONAL INFORMATION

COMMON REASONS WHY TRAINING CERTIFICATES ARE NOT ACCEPTED

Training is manually reviewed by Encouraging Little Minds staff for alterations and certificate inconsistencies. Below are some common reasons training is not verified:

- Illegible or blurry information.
 - o e.g., date, hours, training name...etc.
- Handwritten or altered training information (without trainer initials present on changes).
 - o e.g., date, hours, attendee name...etc.
- Training registration or receipts (this is not a certificate of completion).
- The participant is the individual providing the training that was submitted for hours.

Please Note: To avoid having training not accepted, please review all documentation before uploading to your application.

Resume:

In this section, upload your resume. Encouraging Little Minds verifies your years of Professional Experience using the information included in your resume. This is a requirement for all IECHM Consultant levels.

The following provides information about what needs to be included in a resume and the required documentation you will need to submit to Encouraging Little Minds for verification:

Documentation Needed: Your resume is uploaded in the IECMH Consultant Requirements section of the application. Your resume must include identifiable information to verify your professional experience in your IECMH Consultant specialty:

- Direct Mental Health Work Experience
- Parent-Child Clinical Mental Health
- Infant Early Childhood Mental Health Consultation
- Reflective Supervision/Consultation Received
- Reflective Supervision/Consultation Provided – Individual
- Reflective Supervision/Consultation Provided – Group

Clinician In-Training Status Certificate:

In this section, upload your Qualified Treatment Trainee Certificate. This is a requirement for the Clinician In-Training Level.

The following provides information about the Clinician In-Training Status Certificate and the required documentation you will need to submit to Encouraging Little Minds for verification:

Documentation Needed: Upload a copy of your Qualified Treatment Trainee certificate or a printout from Wisconsin Department of Safety and Professional Services Credential/Licensing Search.

Expiration: The Qualified Treatment Trainee Licensure expiration date is noted on the certificate or printout from the Wisconsin Department of Safety and Professional Services Credential/Licensing Search. Encouraging Little Minds requires Clinician In-Training Consultants to have a current license.

Licensed Clinician Certificate:

In this section, select the IECMH Licensure you have completed. This is a requirement for the Licensed Clinician, Experienced Consultant and Mentor Consultant levels.

The following list shows information about Infant Early Childhood Mental Health Licensure and the required documentation you will need to submit to Encouraging Little Minds for verification:

- **Infant Early Childhood Mental Health Licensure** – Select the IECMH Licensure you have from the dropdown menu.
 - Licensed Professional Counselor (LPC)
 - Licensed Professional Counselor – In-Training (LPC-IT)
 - Licensed Social Worker (LSW)
 - Licensed Clinical Social Worker (LCSW)
 - Certified Advanced Practice Social Worker (CAPSW)
 - Licensed Marriage & Family Therapist (LMFT)
 - Licensed Marriage & Family Therapist – In-Training (LMFT-IT)

Documentation Needed: Upload a copy of your IECMH Licensure certificate or a printout from Wisconsin Department of Safety and Professional Services Credential/Licensing Search in the membership application under IECMH Consultant Requirements to verify the license.

Expiration: The IECMH Licensure expiration date is noted on the certificate or printout from the Wisconsin Department of Safety and Professional Services Credential/Licensing Search. Encouraging Little Minds requires IECMH Consultants to have a current license.

Narrative of Relevant Infant and Mental Health Experience:

In this section, upload a document that includes your narrative. This is a requirement for the Experienced Consultant and Mentor Consultant levels.

The following provides information about the narrative of relevant infant and mental health experience, and the required documentation you will need to submit to Encouraging Little Minds for verification:

Documentation Needed: Submit a document that includes a narrative you wrote that demonstrates your knowledge and comfort with specific consultant concepts relevant to infant and mental health. Your narrative must include a summary of a minimum of 2 years of relevant infant and early childhood mental health consulting experience.

Your narrative will be reviewed by Encouraging Little Minds staff. Should additional information be needed, Encouraging Little Minds staff will reach out directly to you for clarification.

Evidence of 50 hours of *Received* Reflective Supervision Consultation (RSC):

In this section, upload documentation confirming you have *received* at least 50 hours of RSC. This is a requirement for the Mentor Consultant level.

The following provides information about evidence documenting 50 hours of received reflective supervision consultation, and the required documentation you will need to submit to Encouraging Little Minds for verification:

Documentation Needed: Submit documentation that confirms you have received at least 50 hours of reflective supervision consultation. Documentation should include the following for each reflective supervision consultation experience:

- **Date**
- **Time duration in hours.**
- **Who provided the reflective supervision.**
- **Where the reflective supervision took place.**
- **A brief summary of the consultation provided.**

Evidence of 25 hours of *Provided* Reflective Supervision Consultation (RSC):

In this section, upload documentation confirming you have *provided* at least 25 hours of RSC. This is a requirement for the Mentor Consultant level.

The following provides information about evidence documenting 25 hours of provided reflective supervision consultation, and the required documentation you will need to submit to Encouraging Little Minds for verification:

Documentation Needed: Submit documentation that confirms you have provided at least 25 hours of reflective supervision consultation. Documentation should include the following for each reflective supervision consultation experience:

- **Date**
- **Time duration in hours.**
- **Who you provided the reflective supervision to.**
- **Where the reflective supervision took place.**
- **A brief summary of the consultation provided.**

Background Check:

In this section, upload your criminal background record check completed within the last 5 years. This is a requirement for all IECMH Consultant levels.

The following list shows information about Background Checks and the required documentation you will need to submit to Encouraging Little Minds for verification:

Documentation Needed: The criminal background record check requirement helps maintain the integrity of the community of approved IECMH Consultants providing consultation to the early care and education field of Wisconsin.

Encouraging Little Minds will review the results of a criminal background record check for conviction of any crimes related to fraud, theft, harm to others, and child abuse. Crimes in these areas would bar an individual from becoming an approved IECMH Consultant.

Criminal Background Record Check Criteria:

- The criminal background record check must be submitted to Encouraging Little Minds at the time of submitting an IECMH Consultant application.
- The criminal background record check must be dated within the last 5 years.
- The Department of Justice (DOJ) name-based criminal history record check is accepted by Encouraging Little Minds as proof of a completed background check.

How to Obtain a Criminal Background Check:

1. Complete the DOJ Criminal History Record Request (DJ-LE-250)
 - a. Register for a WORCS user account to request and pay for your name-based criminal history check online.
<https://recordcheck.doj.wi.gov/>
 - i. Select Requestor Type: General Public
 - ii. Select Request Purpose: General Information
2. Submit a copy of your DOJ name-based criminal history record results to Encouraging Little Minds.
 - a. Upload your DOJ name-based criminal history record results to your application under the 'IECMH Consultant Requirements' section of the IECMH Consultant tab.

OR

- b. Email a copy of your DOJ name-based criminal history record results.
 - i. Email: support@encouraginglittleminds.org
 - ii. **IMPORTANT NOTE:** *If you are emailing your criminal background record check, you will have to upload a document to the application stating you are sending your criminal background record check by mail. The application will not let you move forward without uploading a document.*

Submitting Documentation

The majority, if not all, of your documentation can be uploaded to your IECMH Consultant application. However, if you do need to send documentation to Encouraging Little Minds, you can do so by email or mail. Please send all your documentation together at one time and include your Registry ID number if possible.

Please Note: *Please request your college or university email or mail your official transcripts directly to Encouraging Little Minds.*

WAYS TO SUBMIT DOCUMENTATION

Scan/Email: support@encouraginglittleminds.org

Mail: Encouraging Little Minds
2908 Marketplace Drive #103
Fitchburg, WI 53719

