ENCOURAGING LITTLE MINDS
WI Infant and Early Childhood Mental Health Workforce Registry

Tips and Tricks for IECMH Membership Application

Follow the tips and tricks below to help you in the process of completing the Infant Early Childhood Mental Health (IECMH) Consultant Membership Application. This guide can be printed off and used as a checklist as you work through the membership application process!

BEFORE FILLING OUT THE APPLICATION

☐ Review **IECMH Consultant Level Requirements Chart** to determine which level you best qualify for.

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☐ **Gather documentation needed for the selected Consultant level.**

» Review the IECMH **Acceptable Documentation Guide** to assist you with this.
» You will upload some documentation directly on the application so make sure it is a PDF or JPEG file.
» Documentation needed for all Consultant Levels:
  • Background Check
  • Resume of relevent professional experience
  • Copy of higher education diploma or official college transcript

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☐ **Prepare your IECMH Consultant Directory Profile Statement.**

» This is a brief overview about yourself to market your IECMH Consultant Services.
» This will come up when individuals search for you in the IECMH Consultant Directory.

COMPLETING THE APPLICATION

☐ Use the **IECMH Membership Application Guide** to help you with filling out the application.

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☐ **On the IECMH Consultant section of the application, make sure to select which IECMH Consultant level you best qualify for:**

» This is important because the application will update based on the level you select.

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☐ **Upload documentation in appropriate files on the IECMH Consultant section of the application.**

» You will not be able to submit your application unless you do so.

AFTER SUBMITTING THE APPLICATION

☐ **Send any additional documentation you couldn't upload directly to the application to ELM.**

» Higher education documentation **cannot** be uploaded directly to the application. You will have to send this documentation to ELM separately.
» Ways to submit documentation:
  • Scan/email: support@encouraginglittleminds.org
  • Mail:
    Encouraging Little Minds
    2908 Marketplace Drive
    Suite 103
    Fitchburg, WI 53719

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☐ See our **IECMH Acceptable Documentation Guide** for more information on sending documentation to ELM.

Tips and Tricks for IECMH Membership Application

Q: I don't know what IECMH Consultant Level to choose.
A: Please review our **IECMH Consultant Level Requirements Chart** to help you determine the highest level you will qualify for. If you need further assistance, please contact us.

Q: Can I send a copy of my college transcripts?
A: No, you must request to have official college transcripts sent to us directly by the school or transcript company. Please see our **IECMH Acceptable Documentation Guide** for more information on how to send official college transcripts to us. Please note, we do accept copies of college degree diplomas, so you can send that to us instead of the official transcripts.

Q: How do I get a background check?
A: We only accept the Department of Justice (DOJ) name-based background checks. Please see our **Obtaining a Criminal Background Check Guide** to help you request one.

Q: Do I have to upload documentation to the IECMH application?
A: Yes, you will have to upload certain documentation before you can submit the IECMH application. The required documentation that needs to be uploaded for every IECMH Consultant level is your resume and background check. If documentation is required to be uploaded, there will be a yellow triangle with a Documents are required statement in that section of the application. Please see our **IECMH Membership Application Guide** for more information.

Contact Us

support@encouraginglittleminds.org

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