

APPENDIX A: Acceptable Documentation

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

<p>High School</p> <p>In this section, enter the year you graduated high school.</p>	<p>Encouraging Little Minds does not require documentation to verify a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED).</p> <p>Documentation Needed: None</p>
<p>Higher Education:</p> <p>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.</p>	<p>The following list shows information about higher education and the required documentation you will need to submit to Encouraging Little Minds for verification:</p> <ul style="list-style-type: none"> • 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 <p>Documentation Needed: If you earned a degree, you could submit a copy of your diploma or your official transcripts.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ <i>Do not</i> 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

