



Preparation of a Portfolio

The candidate prepares a portfolio to document educational level attained, coursework or degree(s) earned (as appropriate to the endorsement level), in-service training experiences, reflective supervision/consultation experiences (Levels 2, 3, and 4), work experiences, and professional reference ratings. These materials reflect the candidate's capabilities within the infant and family field as identified for each level of endorsement in the guidelines. Each candidate also commits by signature to the OK-AIMH Code of Ethics, Agreement, and Candidate's Waiver. The completed portfolio must include:

- a. Official transcript(s) from all educational institutions attended documenting education, coursework taken, degree(s) and/or certificate(s) earned. Official transcripts should remain unopened in the envelope from the college or university. A typed list of the applicant's educational experiences should be included, e.g.,

Jackson High School, 1985; Jackson Community College/Early Childhood Education 320, Infant Development and Behavior, 3 credits, 1989. MSU/B.A. Education, 1994; MSU/Master's of Social Work, 1997 and UM-Post Graduate Certificate, Infants and Families At-Risk, 2000.

Each Level 1 applicant must submit a copy of high school diploma or General Equivalency Diploma (GED). This is not required for Levels 2, 3, or 4.

- b. Specialized in-service training experiences and conference attendance relevant to culturally sensitive, relationship-focused practice promoting infant mental health and specific to the capability guidelines: Provide the title of training, trainer, date(s), number of hours or time frame, sponsoring group, e.g.,

"Homevisiting in the Childbearing Year," Priscilla Tait, M.S.N., July 7-8, 2001, 16 hours (2 days), Michigan Unified System of Learning, Lansing.

"Mind, Body & Soul: Nurturing the Whole Baby in a Complex World," MI-AIMH-2002 Conference, Ann Arbor, MI, April 21-23, 2002, 15 hours (2.5 days), Michigan Association for Infant Mental Health.

"Supervision Strategies: Supporting Staff who Serve Infants, Toddlers and Families." William Schafer, Ph.D., Clinical Psychologist and IMH Consultant, October, 2000-August, 2001, 30 hours, Merrill-Palmer Institute-CMH, Detroit-Wayne County.

- c. Paid work experience(s) with/related to infants, toddlers, caregivers, families: Provide program name and agency, program address, brief description of key service responsibilities, years of service with program, and immediate program supervisor and/or infant mental health consultant, e.g.,

Early Head Start, Jackson CAA, Jackson, MI; Provided guidance to parents in-home related to growth and development of infants and toddlers, as well as transportation to socialization groups in center-based parent-child interaction program; 2 years as family support worker; immediate program supervisor, Shelley Hawver, MSW.

Parent-Infant Program, Development Centers, Inc., Detroit, MI; Provided in-home services to infants at risk for developmental delays and their parents, including developmental guidance, concrete service support, advocacy, and infant-parent psychotherapy; 3 years service with program; immediate program supervisor, Debra Kade, MSW and IMH program consultant, Barry Wright, Ph.D.


- d. Professional work, as appropriate, may include publications, committee membership, or leadership roles related to the well-being of infants, toddlers, caregivers, and families (Level 4), e.g.,

Publication: "Learning to See Her Son: A Baby and His Mother", in Case Studies in Infant Mental Health.

Leadership Role: Social Issues Committee Co-Chair, MI-AIMH, 1995 – present.

- e. Reflective supervision or consultation experiences (Levels 2, 3, and 4), e.g.,

Reflective supervision, individual, with Barry Wright, Ph.D., monthly, 3 hours; 1999 – 2001; Oakland Family Services.

- 
- f. Three professional reference ratings: Complete OK-AIMH Endorsement reference forms by a current teacher, CDA mentor, instructor, supervisor, consultant, and/or colleague familiar with your work with infants, toddlers, parents, other caregivers, and families, as specified at each level. Ratings should remain in sealed envelope with signature of the rater across the seal.
 - g. A signed OK-AIMH Code of Ethics, Agreement, and Candidate's Waiver

Once you and your advisor feel that your portfolio is complete, submit the portfolio and the endorsement fee to the OK-AIMH Central Office. The fee is payable to OK-AIMH. Level 1 candidates are required to pay a fee of \$25.00, Level 2 candidates \$50, Level 3 candidates \$200.00, and those applying at Level 4 are required to pay a fee of \$300.00.