

Aim Early Idaho Endorsement® Application Submission, Review, and Approval to Sit for Exam

Category III and IV applicants are expected to submit a completed application **at least eight weeks before exam date**. Exam dates and application submission deadlines are posted within EASy. Applications must be submitted via **EASy** in their entirety*, by 11:59pm on the day of the deadline. Category III and IV applications are reviewed by at least two professionals who have earned Endorsement® at Level III or IV and/or are members of the Endorsement® Committee. At least two professionals must agree that the applicant has adequately met the competencies (as required at his/her desired category) and is approved to sit for the exam.

If the application reviewers believe the applicant is not yet ready to sit for the exam, the applicant will be given specific feedback related to the decision. Aim Early Idaho will provide a letter to the applicant identifying strengths and gaps, as they relate to the competencies. The applicant will be invited to update their EASy application, including new reference rating forms, one year later and will be reconsidered to take the exam at that time.

**An application is not considered complete until reference ratings have been completed and submitted by all three of a candidate's references and all official transcripts have been received and uploaded.*