

OHIO INFANT MENTAL HEALTH CREDENTIAL LETTER OF REFERENCE

Letter of Reference Guidance

Each applicant is required to have two letters of reference. Each level of the Infant Mental Health Credential (IMHC) has different requirements for who can write a letter of reference. For complete credential requirements please refer to the [Ohio Infant Mental Health Credential Guidance](#) document.

To the applicant:

Please provide this checklist to the individuals from whom you request letters of reference; it can facilitate their writing. Once completed, each letter of reference must be uploaded into the application in your Ohio Professional Registry profile for review.

To the writer of the letter of reference:

Thank you for taking the time to write a letter of reference. As the reference writer, ideally you are also the individual who provided reflective practice facilitation and supervision to the applicant. To facilitate decisions regarding the applicant's qualifications, all letters of reference should include the following:

- Name of Applicant
- Title of the credential category (OIFA-I; OIFP-II; OIMHP-III)
- Time frame of your supervision of the applicant (i.e. *June 2012 to Oct 2013*)
- Your relationship to the applicant, (e.g. agency supervisor, training program facilitator)
- Short statement about the applicant's direct service to children and families, including such details as the applicant's strengths in the area of dyadic intervention; relationship-based assessment; and understanding family, cultural, and developmental impact of social-emotional functioning
- Your job title and a brief description of your role at the agency and the clients you serve
- Your original signature on the letter, written on your official letterhead. If you have retired or do not have official letterhead, please indicate that in your letter.