



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

Indiana Family and Social Services Administration

402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

Michael Gargano, Secretary

June 21, 2011

Dear Indiana Early Childhood Conference Participant:

After reviewing the Indiana Association for the Education of Young Children (IAEYC) conference program, I am pleased to offer First Steps providers in attendance credit for their 2011 First Steps Core Training (FSCT). Providers wishing to use IAEYC's 2011 Indiana Early Childhood Conference for their FSCT must following the procedure listed below. All questions should be directed to UTS at registration@utsprokids.org.

1. Provider must have registered and paid their 2011 Annual Training Fee. (Providers must also pay IAEYC registration fees. Providers may apply the Annual Training Fee to another UTS FSCT course, if desired.)
2. Provider must submit the attached form with a copy of the IAEYC documentation verifying attendance during the period April 7, 2011, - April 9, 2011.
3. Providers will receive credit for a FSCT at 3 hours or .3 credential points. Attendance at any additional early intervention sessions from the conference may be used under conference training for First Steps credentialing at a rate of .1 point per session hour.
4. Providers must submit their form and documentation by August 1, 2011. A late fee of \$25 will be charged for requests after August 1, 2011.

All requests for FSCT must be submitted using the attached form. Please contact UTS Registration at the above email for questions.

Sincerely,

Dawn Downer
Indiana Part C Director



Request for FSCT Credit

I attended the Indiana Association for the Education of Young Children's 2011 Indiana Early Childhood Conference held April 7, 2011, thru April 9, 2011. I want to use it for my 2011 First Steps Core Training.

Name _____

Email _____

Address 1 _____

Address 2 _____

City _____

State _____ Zip _____

Telephone _____

Please attach IAEYC attendance documentation with this form and return to:

ProKids, Inc.

6923 Hillsdale Court

Indianapolis, IN 46250

317-284-6206 Fax

registration@utspokids.org

All forms received after August 1, 2011 will be charged a \$25 late fee. Checks may be made payable to ProKids, Inc.

Please allow 1 week after submission to be entered into your UTS Profile.