



*"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

July 25, 2011

Dear Conference Participant:

After reviewing the Indiana Association for Infant and Toddler Mental Health (IAITMH) 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 IAITMH's Conference for their FSCT must following the procedure listed below. All questions should be directed to UTS at [registration@utsprokids.org](mailto:registration@utsprokids.org).

1. Provider must have registered and paid their 2011 Annual Training Fee. (Providers must also pay IAITMH 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 IAITMH documentation verifying attendance at the August 12, 2011, training.
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 September 15, 2011. A late fee of \$25 will be charged for requests after September 15, 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 Infant and Toddler Mental Health Conference on August 12, 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 IAITMH attendance documentation with this form and return to:

ProKids, Inc.

6923 Hillsdale Court

Indianapolis, IN 46250

317-284-6206 Fax

[registration@utsprokids.org](mailto:registration@utsprokids.org)

**All forms received after September 15, 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.