



*"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 5, 2011

Dear Conference Participant:

After reviewing the Infant-Toddler Specialists of Indiana (ITSI) Institute program, I am pleased to offer First Steps providers in attendance credit for their 2011 First Steps Core Training (FSCT). Providers wishing to use the 2011 ITSI Institute 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 the 2011 Annual Training Fee. (Provider must also pay ITSI conference registration fees. The Annual Training Fee may be applied to another UTS FSCT course, if desired.)
2. Provider must submit the attached form with a copy of ITSI documentation verifying attendance during the period September 8 – 9, 2011.
3. Provider 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. Provider must submit the request form and documentation by October 7, 2011. A late fee of \$25 will be charged forms received after October 7, 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 Infant-Toddler Specialists of Indiana Institute held September 8 – 9 2011. I would like to use it for my 2011 First Steps Core Training.

Name _____

Email _____

Address 1 _____

Address 2 _____

City _____

State _____ Zip _____

Telephone _____

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

ProKids, Inc.

6923 Hillsdale Court

Indianapolis, IN 46250

317-284-6206 Fax

registration@utsprokids.org

All forms received after October 7, 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.