



*"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

March 25, 2011

Dear THE Institute for Strengthening Families Participant:

After reviewing the Institute's 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 Institute 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 Institute registration fees. Providers may apply the Annual Training Fee to another UTS FCSTcourse, if desired.)
2. Provider must submit the attached form with a copy of the Institute attendance documentation.
3. Providers will receive credit for a FSCT at 3 hours or .3 credential points. Attendance at 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 within 30 days of the Institute conference. A late fee of \$25 will be charged for requests after May 21, 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 2011 THE Institute for Strengthening Families and request to use it for my 2011 FSCT.

Name \_\_\_\_\_

Email \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

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

UTS ProKids

6923 Hillside Court

Indianapolis, IN 46250

317-284-6206 Fax

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

**All forms received after May 21, 2011 will be charged a \$25 late fee.** Checks may be made payable to ProKids.

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