



*"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

August 15, 2011

Dear Institute 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 September 2011 Institute for Strengthening Families as their FSCT must follow the procedure listed below. All questions should be directed to UTS at [registration@utsprokids.org](mailto:registration@utsprokids.org).

1. Provider must have paid the 2011 Annual Training Fee. (Provider must also pay Institute 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 Institute documentation verifying attendance during the period September 19 - 21, 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 21, 2011. A late fee of \$25 will be charged for forms received after October 21, 2011.

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

Sincerely,

A handwritten signature in black ink that reads "Dawn Downer".

Dawn Downer  
Indiana Part C Director



# Request for FSCT Credit

Conference: THE Institute for Strengthening Families

Dates: September 19 – 21, 2011.

Name \_\_\_\_\_

Email \_\_\_\_\_

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

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

City \_\_\_\_\_

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

Telephone \_\_\_\_\_

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

ProKids, Inc.

6923 Hillside Court

Indianapolis, IN 46250

317-284-6206 Fax

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

**All forms received after October 21, 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.