



**FC Professional Growth System
(FC PATHS) Desk Guide**

Frequently Asked Questions

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Welcome to **First Connections Professional Growth System (FC PATHS)**! FC PATHS is the source of your certification courses and professional development needs, powered by **TORSH**.

1. What is First Connections Professional Growth System (FC PATHS)?

FC PATHS is an online TA platform that will provide early intervention professionals with 24/7 access to self-paced Core Competencies certification courses and TA Collections of modules that build core competencies needed to carry out Part C Program processes.

Modules are technical assistance on a specific, narrow topic. Modules will include videos, materials, activities or projects, reflect and respond opportunities, and assessment questions. Modules are organized into TA Collections by topic.

Courses are like books made up of multiple modules linked together in a specific order.

- **Core Competencies** is TA that builds knowledge, abilities, and skills specific to an EI Professional's role in early intervention (therapist or therapy assistant certification, service coordination certification, and the new evaluation interpreter certification). A Core Competencies course consists of multiple modules in a specific order that those who enroll work through at their own pace. A Core Competencies course will appear in the **'My Modules'** section of the Training page after **'Enroll'** has been clicked on the Results page of the **'Enrollment Survey.'**

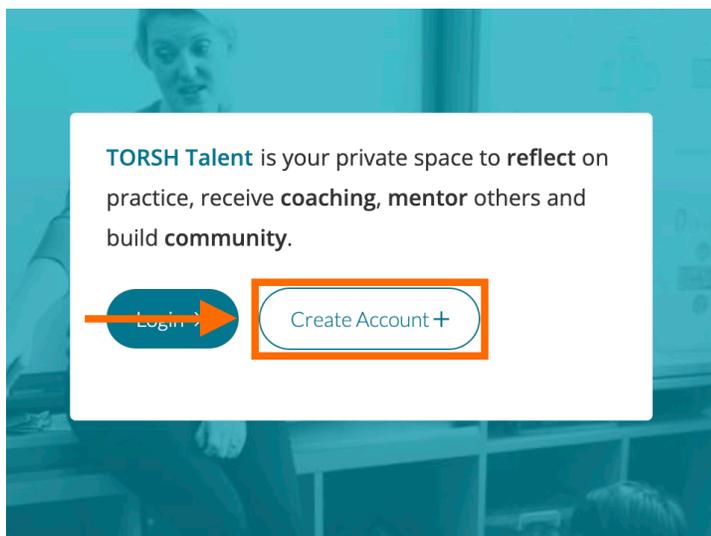
TA Collections are modules organized by topic that provide TA on specific topics related to working with children and families in a Part C program. All users have access to all available TA modules at all times. Users who are not enrolled in a Core Competencies certification course will not have any courses listed in the **'My Modules'** area until they self-enroll in a module from one of the TA Collections on the **'Available PD'** portion of FC PATHS. Completion

of individual TA modules from any collection results in ongoing professional development (PD) hours directly related to IDEA, Part C.

2. How do I enroll in a module?

Before you begin your continuing education journey through TORSH Talent, you must first receive an email notification from your system admin inviting you to get started with the **Enrollment Survey** module. **This survey routes users to the appropriate certification course (if needed). Those who are already certified may elect to complete the updated certification course (Core Competencies) for ongoing professional development and a refresher, if desired by emailing the First Connections Training Unit.**

The email you receive from your system admin will include a **module URL** (web address) that links you directly to the survey. Click on the module URL provided in the email, or copy/paste the link into your address bar to access the initial survey.



This will take you to a new page wherein you will be greeted with the option to either 'Login' or 'Create Account +.' Before you can enroll in the survey, you will first need to create a Talent account. Click '**Create Account +**' and enter the necessary information to set up your FC PATHS account in TORSH Talent.

IMPORTANT: Be sure to write your email address and password down in a safe place for later use!

After you fill in your account credentials, click on the check box next to **‘I have read and accepted the Terms and Conditions.’**

Then click **‘Create Account+’**.

On the next page, you will be provided the option to select **your role in early intervention.**

If you have more than one role in early intervention, but you are needing access to a certification course for one of your roles, choose that role to be routed to the correct Core Competencies certification course for that specific role (for example, you're already certified as a therapist but you're wanting to become service coordination certified, select service coordinator). Then click **‘Continue.’**

Once you complete your account registration, you will automatically be enrolled in the Enrollment Survey and directed to complete it.

TORSH Talent is your private space to reflect on practice, receive coaching, mentor others and build community.

1. First name
2. Last name
3. Email
This value is required.
4. Password
This field cannot be blank
5. Confirm Password
6. I have read and accepted the Terms and Conditions

Create Account +

Almost Done!
Take a moment to customize your experience.

Profile Strength 0%

What is your role in early intervention?

- Therapist
- Service Coordinator
- Evaluation Interpreter (non therapist, non SC)
- Provider Program Administrator
- Provider Program Clerical (schedulers, billers, etc)
- FC Staff
- FC Managers
- Parent
- AICC
- Other Stakeholder

* required

Continue

3. How do I complete the Enrollment Survey?

After you have finished the registration process, you will be directed to the **Enrollment Survey**.

Module Title
Enrollment Survey

← Back Contents Announcements Resources

Pages
○ Registration *

Registration
3 response items: 3 Quizzes * This page is required ✓ Mark As Complete
Complete the *required response to mark complete

Welcome to FC PATHS, powered by TORSH.

This platform will provide early intervention professionals with 24/7 access to all certification and ongoing professional development courses in an online platform where you learn at your own pace at convenient times!

What is your primary role in early intervention? *required
Don't worry if multiple options apply to you, we have professional development material available for all roles. However, if you are certified, or are seeking certification, in any of the roles below, please select that role.

For the purposes of this Enrollment Survey, scroll down the webpage until you see the question, **‘What is your primary role in early intervention?’**

The Enrollment Survey answers will ensure that, if needed, users are routed to the certification course for their role.

Users who are already certified but who would like to take the updated certification course (Core Competencies) for their role for ongoing professional development credit may select "not certified" or "certified prior to 2015" to access the updated certification course to work through at their own pace.

What is your primary role in early intervention? *required

Don't worry if multiple options apply to you, we have professional development material available for all roles. However, if you are certified, or are seeking certification, in any of the roles below, please select that role.

1.

- Therapist
- Therapy Assistant
- Evaluation Interpreter
- Service Coordinator
- Provider Program Administrator
- Provider Program Clerical or Appointment Scheduler
- First Connections Staff

2.

Submit Answer

Select one of the given roles by clicking on the blank circles beside the selection.

Next, click the blue **'Submit Answer'** button. **Depending on your selection, another question may appear.** Answer the follow-up question(s) and click **'Submit Answer'** for each one. When you are finished, click the blue **'√ Mark as Complete'** button at the bottom of the page.

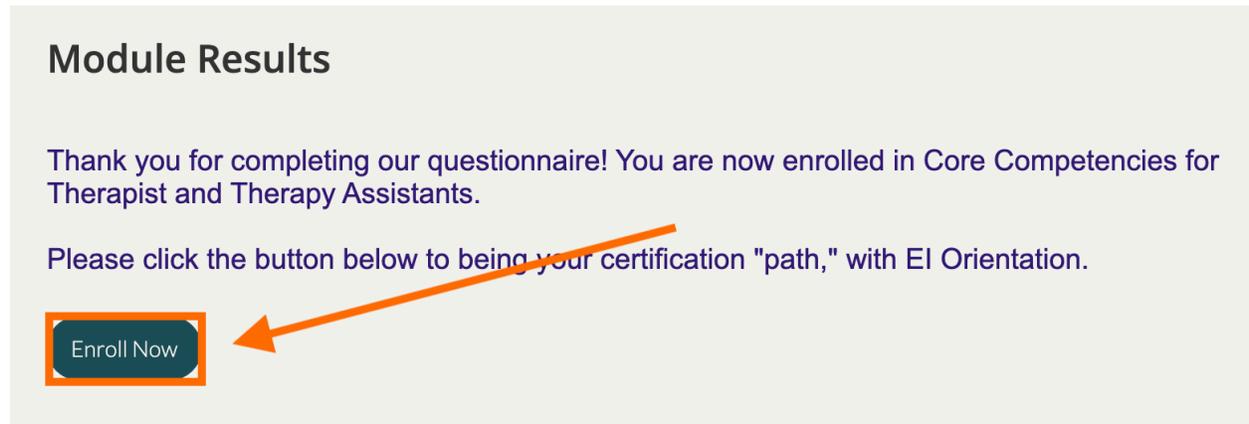
Once you mark this page complete all quiz answers on this page will be submitted and you will not be able to change them. Please double check your answers and continue once you are ready to submit.



Doing so will bring up a pop-up asking if you are sure you would like to mark the Page as **'Complete.'** Click **'Continue'** to complete. You have completed the **Enrollment Survey!**

4. How do I enroll in further modules?

After you complete your **Enrollment Survey**, you will be brought to the **'Results'** page of the Survey, letting you know that you have completed the module.



Module Results

Thank you for completing our questionnaire! You are now enrolled in Core Competencies for Therapist and Therapy Assistants.

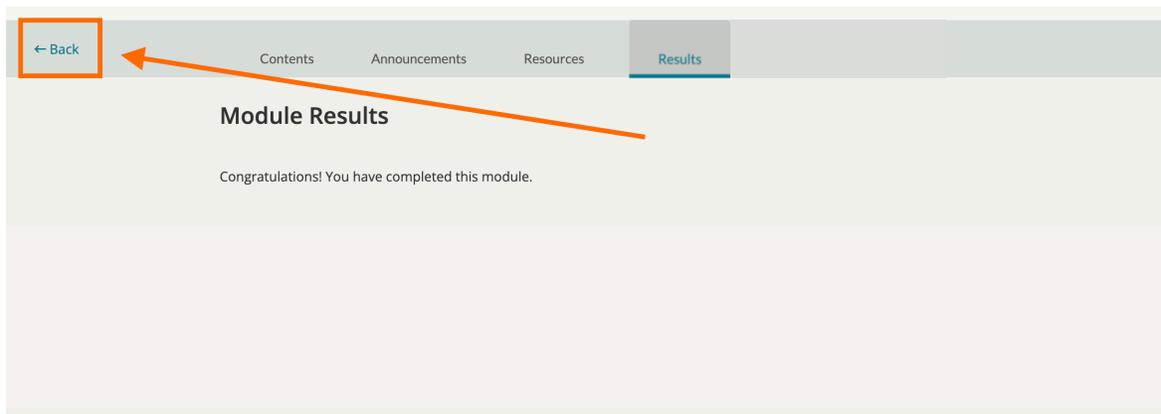
Please click the button below to begin your certification "path," with EI Orientation.

[Enroll Now](#)

If the role type selected requires Part C certification or re-certification, you will have the option to automatically enroll in a Core Competencies (certification course). Click **'Enroll Now'** to enroll in the certification course. This will bring you to the first page of your Core Competencies course.

If you do not have any required Core Competencies certification course for your role type, simply click the **'<- Back'** button on the top, left-hand corner of your page.

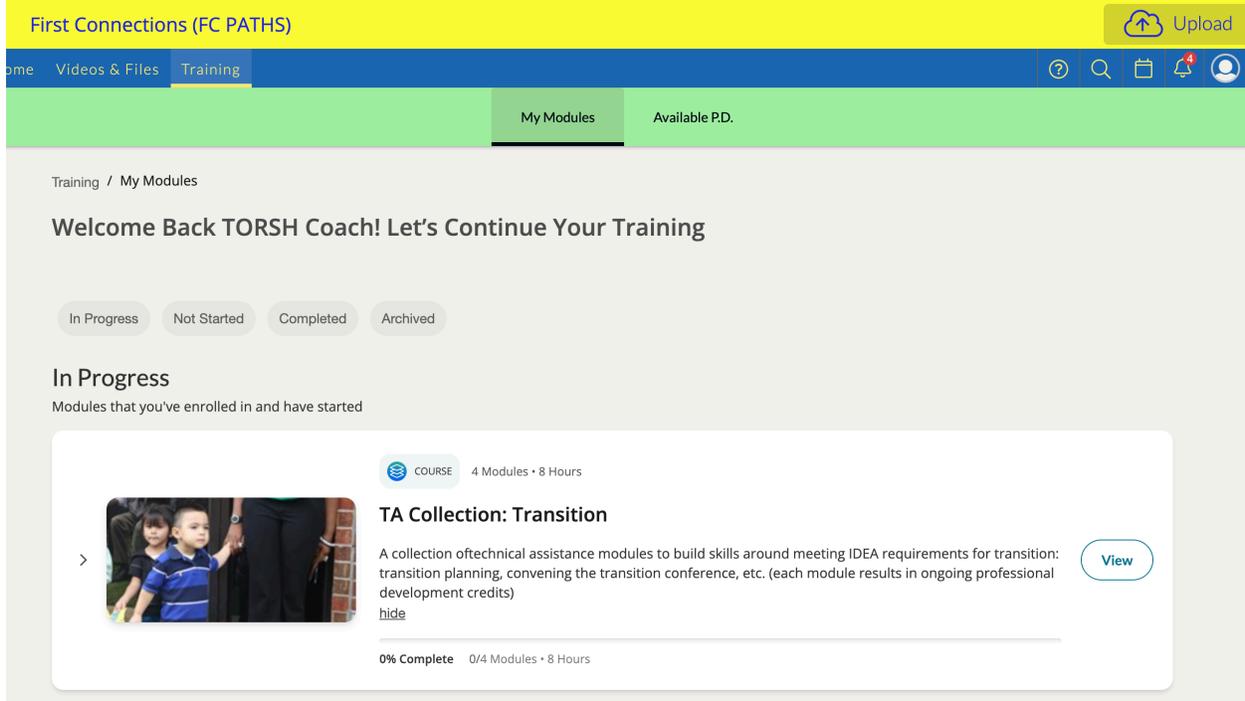
This will take you to your **'My Modules'** page.



[← Back](#) Contents Announcements Resources **Results**

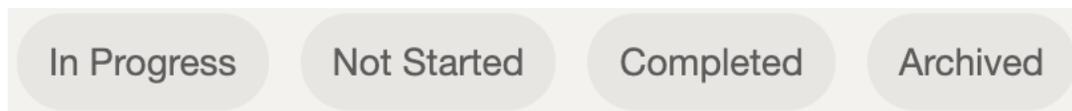
Module Results

Congratulations! You have completed this module.



On your **'My Modules'** page, you will find all of your modules that meet the following criteria:

- **In Progress** - Modules that you've enrolled in and have started
- **Not Started** - Modules that you've enrolled in but have not started
- **Completed** - Modules that you've completed
- **Archived** - Modules that you've withdrawn enrollment



At the top of the webpage, you can filter/sort these options one at a time by clicking on one of these (4) options seen above.

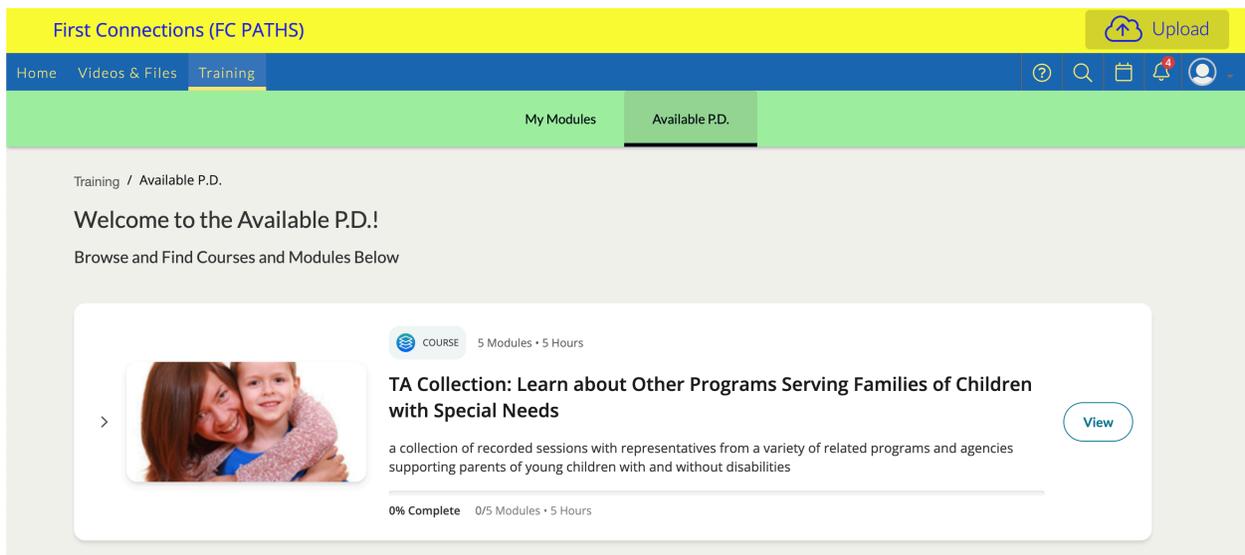
For instance, if you were to click the **'In Progress'** button at the top of your My Modules page, the button would light up with color, and the page would only display the 'In Progress' modules.

To remove the filter, click the button you clicked to apply the filter. The button will grey out, and your page will instead display all of the (4) sections of your My Modules page again.

To find more available TA collections of modules, scroll up to the top of your webpage and click on **'Available P.D.'**



You will then be able to access available TA modules organized into collections by topic in the **Available PD** area of FC PATHS. All TA modules completed result in ongoing professional development credit.



Manually Enrolling in a Collection

TA modules are organized or housed in collections by topic. To access a specific module, open the collection of the topic you're interested in to see the modules available on that topic.

To enroll in a module, scroll down the **Available P.D.** page and find a course you are interested in enrolling in. Click either the **arrow beside the collection's picture** on the left side of the page OR the **'View'** button found on the right side of the page.

The screenshot displays a course titled "TA Collection: Transition" with 4 modules and 8 hours. Below the course title, there is a description: "A collection of technical assistance modules to build skills around meeting IDEA requirements for transition: transition planning, convening the transition conference, etc. (each module results in ongoing professional development credits)". A "View" button is highlighted with an orange box. Below the course description, there is a progress bar showing "0% Complete" and "0/4 Modules • 8 Hours".

The first module, "TA: Transition Overview", is highlighted with a white box and a number "1". It has a description: "Broad overview of transition requirements". An orange arrow points to a dropdown arrow next to a small image of children. The "Enroll" button for this module is highlighted with an orange box and a number "2".

The second module, "TA: Transition Planning", has a description: "planning for Transition, the Transition Plan requirements, case study and practice activity". It has an "Enroll" button.

The third module, "TA: Transition Conference", has a description: "requirements and timelines for the transition conference; planning for the transition conference". It has an "Enroll" button.

Clicking either will show you the collection of modules available in this collection or topic area. Click the **'Enroll'** button to automatically enroll in the first module of the collection. **Not all of the collections are in sequential order like courses. Most collections are a group of modules that can be self-selected. You do not have to start with the first module of a collection.**

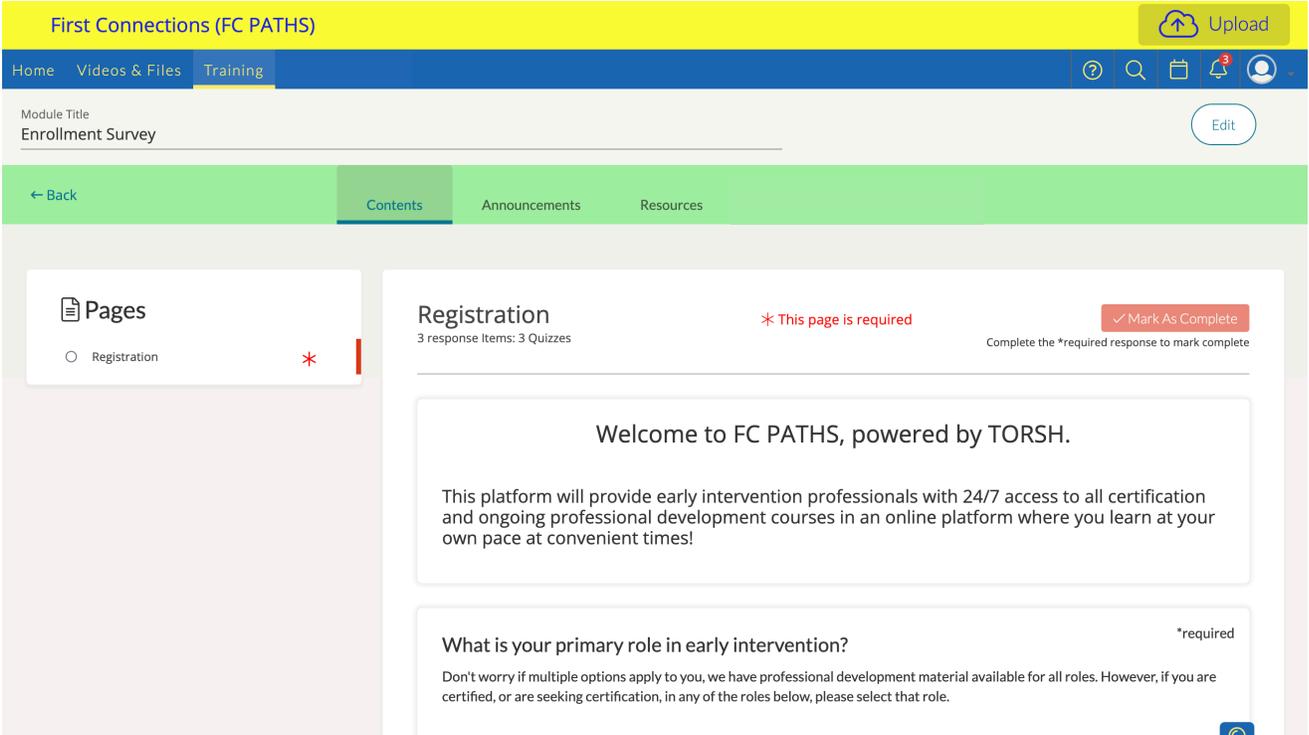


Once you are enrolled to a module, the **'Enroll'** button will become a **'Begin'** button. Click the **'Begin'** button.

5. How do I complete modules?

In a module, you might read articles, watch instructional or demonstration videos, post written or recorded responses, take a quiz, and participate in discussions. Once inside of a module, you will see the title, your progress, a list of the module's pages, and the content of the first page.

You can access the high-level announcements and resources at the top of the module's webpage.



The screenshot displays the user interface for the 'First Connections (FC PATHS)' module. At the top, there is a yellow header with the module title and an 'Upload' button. Below this is a blue navigation bar with 'Home', 'Videos & Files', and 'Training' tabs. The main content area has a light green header with '← Back', 'Contents', 'Announcements', and 'Resources' tabs. The 'Contents' tab is active, showing a list of pages on the left, including 'Registration' with a red asterisk indicating it is required. The main content area shows the 'Registration' page, which includes a welcome message: 'Welcome to FC PATHS, powered by TORSH. This platform will provide early intervention professionals with 24/7 access to all certification and ongoing professional development courses in an online platform where you learn at your own pace at convenient times!' Below this is a quiz question: 'What is your primary role in early intervention?' with a '*required' label. A 'Mark As Complete' button is visible in the top right corner of the page content.

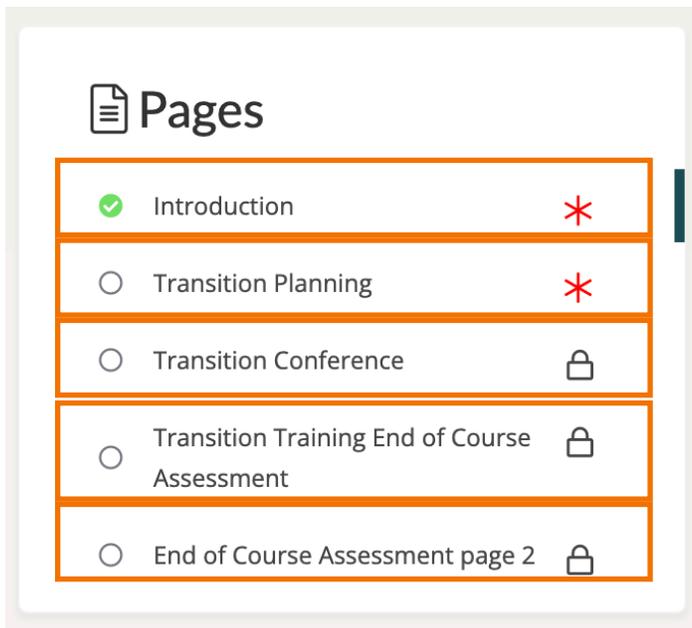
Work through each activity on each page of the module, use the scroll bar on the right of the screen to move down the page section by section to complete all of the activities and review all of the content on each page of the module.

Mark as Complete

To track your progress through the module, be sure you click **'Mark as Complete'** on each page when

complete. Then scroll back up to the **'Pages'** box at the upper left-hand portion of the module page.

✓ Mark As Complete



Required Pages

If a page is required, you will not be able to move on to the next page until you complete the requirements of the current page. **Required pages are designated by a red asterisk.**

Go to the next page by clicking on the appropriate page in the **'Pages'** box. If a page is **locked (with a lock symbol beside it)**, you need to complete the previous required page first. The open circles

beside each Page title show the pages not completed yet. **When the page is completed, the circle will turn green.**

Editing Your Submission

If you need to edit a submission page, click **'Mark As Incomplete'** and edit your responses.

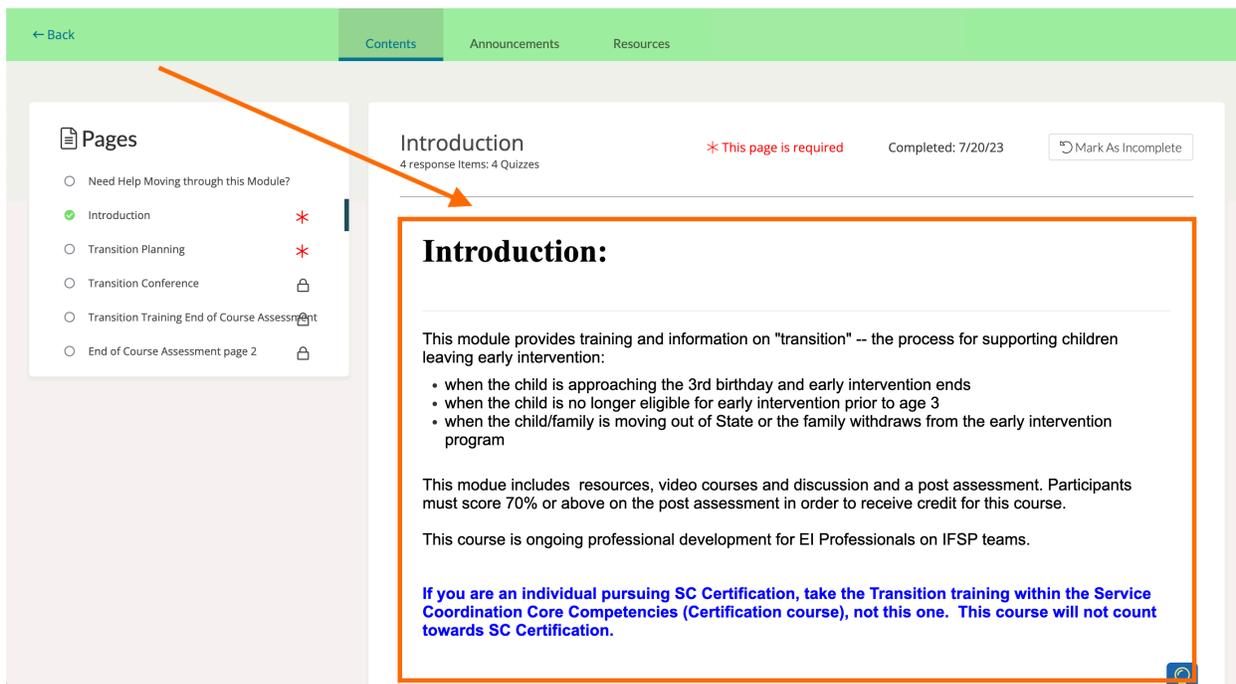
Completed: 7/17/23

↶ Mark As Incomplete

NOTE: Most P.D. modules will not allow you to edit your module page after marking it as complete.

Descriptions

At the top of each section will be a description that provides context. Be sure to read each description carefully.



The screenshot shows a course interface with a green header bar containing navigation links: '← Back', 'Contents', 'Announcements', and 'Resources'. On the left, a 'Pages' sidebar lists several items, with 'Introduction' selected and marked with a red asterisk. The main content area is titled 'Introduction' and includes the text: '* This page is required', 'Completed: 7/20/23', and a 'Mark As Incomplete' button. The description states: 'This module provides training and information on "transition" -- the process for supporting children leaving early intervention:' followed by a bulleted list of conditions: 'when the child is approaching the 3rd birthday and early intervention ends', 'when the child is no longer eligible for early intervention prior to age 3', and 'when the child/family is moving out of State or the family withdraws from the early intervention program'. It also mentions that participants must score 70% or above on a post-assessment and that the course is ongoing professional development for EI Professionals on IFSP teams. A blue note at the bottom states: 'If you are an individual pursuing SC Certification, take the Transition training within the Service Coordination Core Competencies (Certification course), not this one. This course will not count towards SC Certification.'

Multiple Choice Questions

On many modules, you will be tasked with completing multiple choice questions. **These questions may ask you to fill in ONE or MORE answer choices before submitting your answer.** Be sure to read the question carefully before answering.

The Transition Plan must _____. *required

Answer the question below (only one correct answer)

- Include steps specifically for the child to support his/her transition
- Be developed with the family
- Include resources, services, supports, and activities to support transition to Part B or "other appropriate services"
- Include steps or activities for the parent to complete
- All of the above
- None of the above

True/False Questions

You may also come across True/False questions within your module. To answer, click **'Please Select Your Answer.'** This will open a dropdown list.

Question *required

True or False. Please select from the dropdown below.

Transition occurs whenever a child leaves the Part C program, no matter what the reason or the age of the child.

Please Select your Answer

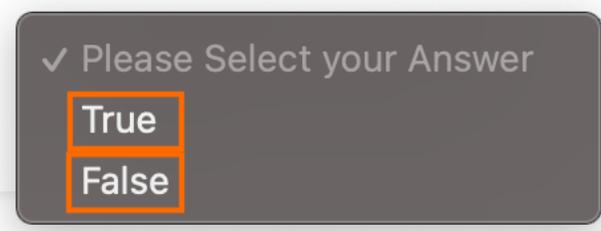


From the dropdown list, click on either **'True'** or **'False.'**

✓ Please Select your Answer

True

False

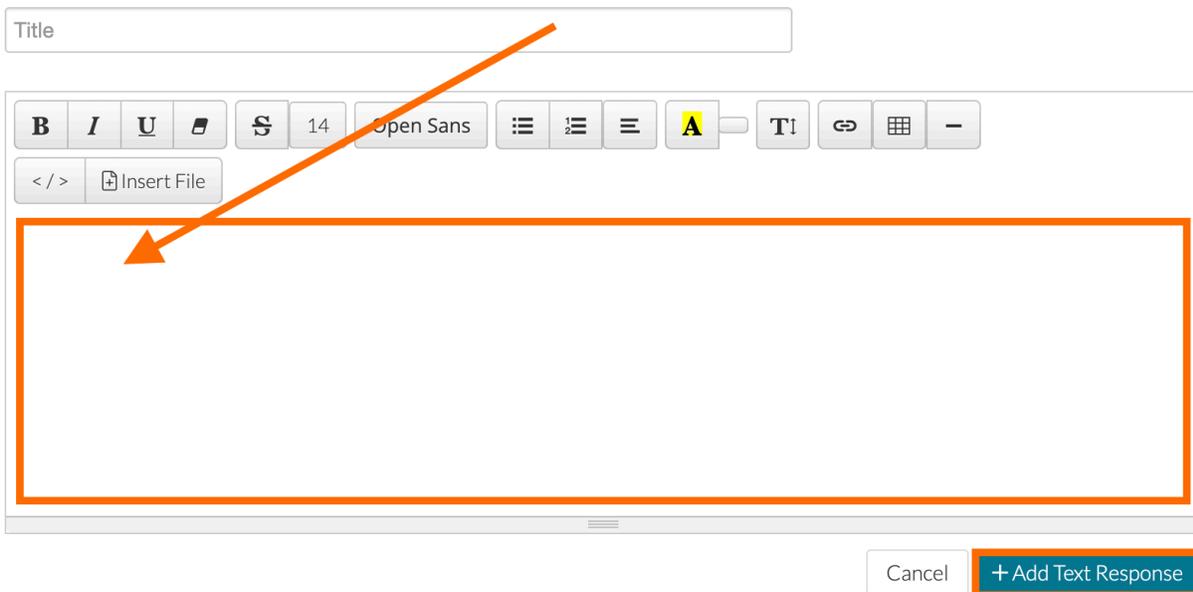


Text Response Questions

Some questions may ask you to leave a Text Response. To leave a text response, click the **'Type a Response'** button.



A text box will appear. You do not need to add a 'Title' to post your response. Simply **click in the text box space provided** and begin typing your response. When you are ready to submit your response, click the **'+Add Text Response'** button.

A screenshot of a text response editor. At the top is a "Title" input field. Below it is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Strikethrough, Paragraph (P), Font Size (14), Font Family (Open Sans), Bulleted List, Numbered List, Indent, Background Color (A), Text Color (T), Link, Table, and a minus sign. Below the toolbar is a large, empty text input area with an orange border. An orange arrow points from the top of the text area to the toolbar. At the bottom right are two buttons: "Cancel" and "+ Add Text Response", with the latter having an orange border.

Upload a File Response

Some sections may ask you to add a file as a response. This process is similar to adding an attachment to an email. To do so, click the **'Add Video/File'** button.

Add Video / File

This will open a new window. This first window displays files that you already have on your account. Click **'Upload a New File.'**

Attach File(s) ×

 Upload a New File

All Documents Videos Images Audio T.A. Libraries Help Center

0 files selected [Clear All](#)

My Files Filter results ×

Edit records with an import

This can only update records to back with an import. In the import file, include the following columns:

- Import ID for your existing records (if available for contacts, Company ID for companies, or ID for ID for the record)
- Import ID for your existing records (if available for contacts, Company ID for companies, or ID for ID for the record)

Check you've set up your file with the records you'd like to update. Return your file.

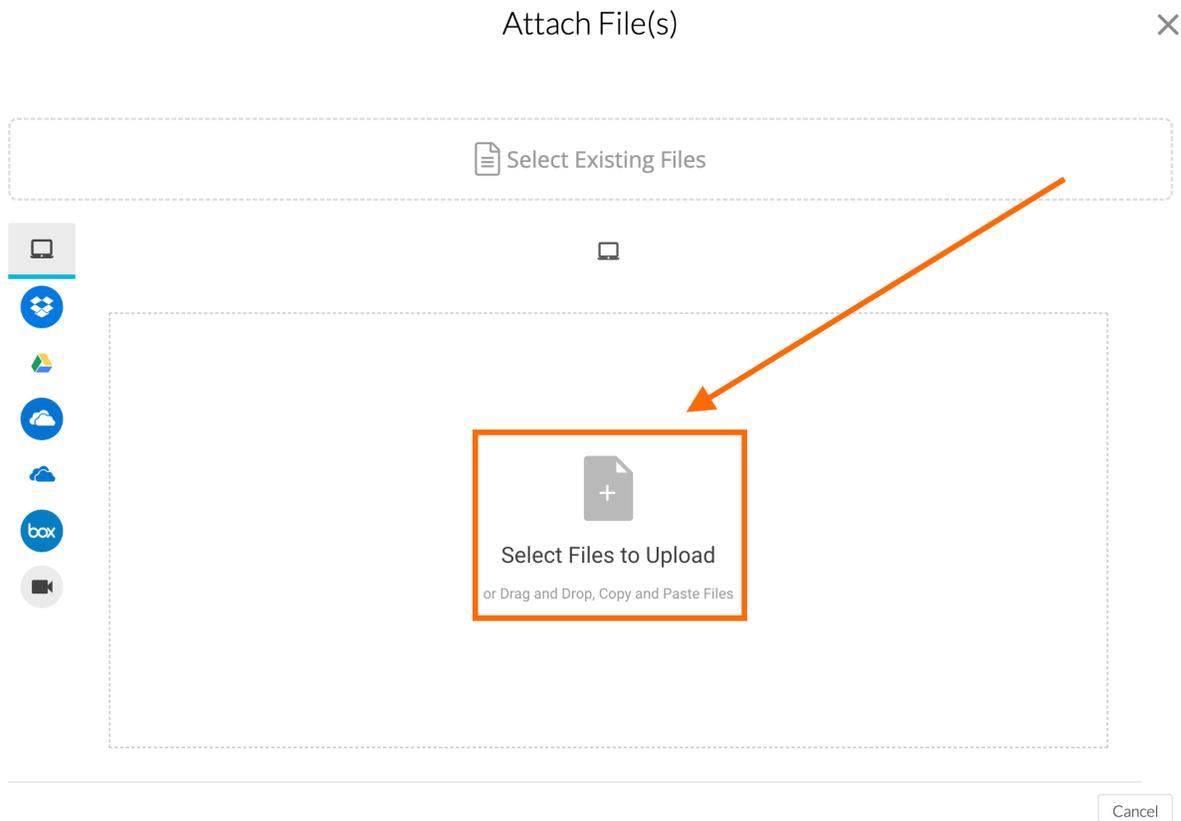
Screenshot 2023-06-09 at 12:01:29 PM.png

Showing 1 to 1 of 1 records 4 ▾ Records per page First Previous 1 Next Last

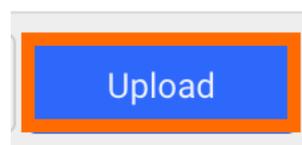
Cancel Continue 

This will take you to a new page. Click on **'Select File To Upload.'** This will open your explorer window, wherein you can select the specific file you wish to upload.

You can also **drag and drop** your file into this page, and it will select it for upload.



You will then see your file display at the top of the page. To upload, click the blue **'Upload'** button in the bottom, right-hand corner.



A blue progress bar will appear under your file in the top. Let it fully process, and the window will close out on its own when the file has fully uploaded to the module!

Resources

Some sections will provide a variety of resource documents for you to view and/or download for later reference. **To view these documents, click on the preview thumbnail for each.**

Course Materials and Tip Sheets

Review the attached information sheets on the topic of Transition before moving to the next section of this module.

NOTE: You may download/save documents that you'd like to have for future use or reference.

Filter by keyword All

timeline_flowchart_APR_indicators_0...
timeline_late_referral_09-12_OSEP_ap...
TransitionChecklist.pdf
FC2015FamilyTransitionGuide_REV.pdf

This will open a new window wherein you can view the document and choose to **download** or **print** it for further viewing.

Download View Document Exit

Save Print Uploaded by Ravyn Hawkins - Admin

Download: Original PDF

Transition_Timeline_Flow_Chart_Final OSEP a... 1 / 1 - 57% +

Part C to Part B Early Childhood Transition Timeline for SPP/APR Indicators C-8A, 8B, 8C, B-11 and B-12
For Part C Children Determined Eligible at least 90 Days Prior to Their 3rd Birthday

Development of Transition Plan (C-8A)

- Required for all toddlers receiving Part C services prior to exiting Part C.
- Must be developed, with involvement of the family no more than 9 months and no less than 90 days before the toddler's 3rd birthday.
- Must identify appropriate goals and services in IFSP as defined in content of plan.
- §303.209(e)(3) and §303.344(i), which includes confirmation in IFSP of transition notification and transfer of records with parental consent, if required.
- IFSP meeting to develop transition plan may be conducted with the Transition Conference.
- Must obtain parental consent, if required, to disclose personally identifiable information.
- Make reasonable efforts to convene conference for children not potentially eligible for Part B.

Transition Notification for Children Potentially Eligible for Part B Services to the SEA and LEA of Residence (Referral to Part B) (C-8B)

- Must occur for all toddlers receiving Part C services as of 90 days prior to 3rd birthday who are potentially eligible for Part B, unless parent opts out pursuant to OSEP-approved State opt-out policy.
- Must confirm that the child is potentially eligible based on IFSP team determination.
- Notification to LEA and invitation to the LEA for transition planning conference may be combined.
- Part B provides notice of procedural safeguards to family after notification.

Transition Conference for Children Potentially Eligible for Part B Services (C-8C)

- Must occur with parent approval, at least 90 days, and at the discretion of all parties 9 months prior to 3rd birthday for all toddlers determined eligible for Part C & who are potentially eligible for Part B.
- Must invite LEA to the conference.
- May combine transition conference with IFSP meeting to develop the transition plan.
- Must obtain parental consent, if required, to disclose personally identifiable information to LEA.
- LEA representative must participate in conference, if invited.
- Part B must provide parents with notice of procedural safeguards, if this has not yet occurred.

Initial Evaluation for Part B (B-11)

- Provide prior written notice.
- Obtain parental consent for evaluation.
- Must be completed within 60 days of receipt of consent or State-specified timeline or sooner if needed to ensure that IEP is developed and implemented by age three.

Eligibility Determination

IEP Meeting - IEP Development (B-12)

- Inform parents that Part C Service Coordinator or other representative may be invited to IEP meeting.
- Invite Part C Service Coordinator or other Part C representative at parent request.
- Conduct IEP meeting to develop IEP within 30 days of eligibility determination or sooner if needed to ensure that IEP is developed and implemented by age 3.
- Consider most recent IFSP when developing IEP.
- Provide prior written notice.
- Obtain parental consent for initial provision of special education and related services.

Implementation of the IEP (B-13)

- IEP is implemented by age three.
- If a child turns three during the summer, and the child does not require Extended School Year (ESY) services, special education and related services may begin in the new school year.

Part C Indicator
Part B Indicator

Scroll down

Viewing Videos

Some sections may ask you to watch a video before moving further. In these sections, you will find a preview thumbnail of the video. **Click on the video preview to open the video window.**

Video Course: Transition Requirements

Watch the brief video course before moving on to the next section of this module.

Filter by keyword All ▼

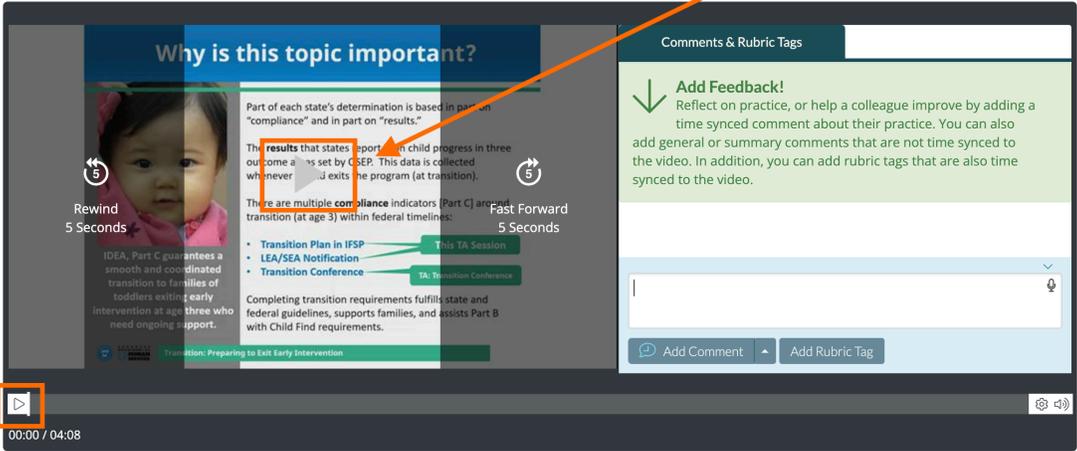


TransitionPlanning.mp4 (clipped)

In the video window, click the **'Play Button'** arrow, and your video will play much like you would find on YouTube. When you are done, click the 'X' button to return to the module.

View Video **Click the Play Button** Exit ✕

TransitionPlanning.mp4 (clipped)



Why is this topic important?

Part of each state's determination is based in part on "compliance" and in part on "results."

The results that states report on child progress in three outcomes are set by CSEP. This data is collected whenever a child exits the program (at transition).

There are multiple compliance indicators (Part C) around transition (at age 3) within federal timelines:

- Transition Plan in IFSP
- LEA/SEA Notification
- Transition Conference

Completing transition requirements fulfills state and federal guidelines, supports families, and assists Part B with Child Find requirements.

Comments & Rubric Tags

Add Feedback!
Reflect on practice, or help a colleague improve by adding a time synced comment about their practice. You can also add general or summary comments that are not time synced to the video. In addition, you can add rubric tags that are also time synced to the video.

Add Comment Add Rubric Tag

00:00 / 04:08

Completing a Module

Once you complete all of the pages of the module, you will see all of the parts marked complete at the top.

When you complete an individual module, you will be brought to the **'Results'** page of your module, with a message congratulating you for completing the module.

When completing a module, one of (2) different outcomes will occur:

If the Module Is Standalone

You may be brought to the **'Results'** page of your module, with a message congratulating you for completing the module. If you would like to complete additional modules on this topic in this collection, click the **'<-Back'** button, scroll down to the **'In Progress'** section of your **'My Modules'** page and click on the arrow found on the collection you originally enrolled in to display the remaining modules. Click **'Enroll'** on the available modules of the TA collection. Then click **'Begin'** to start the next module.

If the Module Is Part of a Course (Sequential)

You may be brought to the **'Results'** page of your module, with a message congratulating you for completing the module. Below this will be a list to enroll in the next module of the course. Click **'Enroll'** on the available module(s). Then click **'Begin'** to start the next module.

Tracking Your Progress

You can also see your progress in each module you are participating in on the **My Modules** home page under the **'In Progress'** section. A small blue bar will indicate your progress.

6. What happens if I do not meet the 70% cut off score?

You will need to complete a module with a score of 70% or higher in order to receive credit for the module. If the post assessment results do not meet the minimum cut off score of 70%, the user is redirected to a **‘Digging Deeper’** module with additional information and more detail on the topic of the original module. After completing the Digging Deeper module, the user has another opportunity to complete the original module for credit.

Module Results

You've completed the module on Transition, but your score on the post assessment does not meet the minimum cut off score of 70%.

Digging Deeper into this topic may support your professional development in this area and provide you with additional resources and information. You will have an opportunity to re-take this module for ongoing professional development credit after completing the "Digging Deeper" Course.



Click ‘Continue’ to reach the Digging Deeper module.

Work through each page of the Digging Deeper module, completing each activity in the order in which it appears on the pages. Digging Deeper modules allow the user to see which assessment questions they answer incorrectly and the correct answer to aid learning the module material.

After you mark the Digging Deeper module as complete, you will then be redirected to take the previous module again in order to meet the cut off score of **70% or higher**. **This cycle will repeat until the minimum cut off score of 70% has been met in the original module.**

7. How do I return to my FC PATHS modules if I log out of TORSH Talent or exit the webpage?

If you log out of TORSH Talent or exit the webpage, you can always return to your modules by following the steps below:

1. Open your internet browser (Mozilla Firefox, Google Chrome, Safari).
2. Type the following web address in your address bar:
torshtalent.com
3. If you originally logged out, this web address will bring you to the TORSH Talent login page, where you can enter your email address and password to log back in.
4. You will then be greeted with your **'My Modules'** page.

If you would like to pick up where you left off with a module, scroll down to the section labeled **'In Progress'** and click **'Continue'** on a specific module to pick up where you left off.



If you enrolled but did not start the module, scroll down to **'Not Started'** and click **'Begin'** to start the module.



Otherwise, feel free to view other **'Available P.D.'** and **'Enroll'** in other modules.

