



# IFS Institute Approved Clinical Consultants Toolkit

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# WELCOME!



## Katie Nelson

IFS INSTITUTE

*We greatly appreciate the IFSI Approved Clinical Consultant community for their work in skill-building and development for our Certification Candidates. As the Institute experiences continued growth, we are committed to enhancing the resources and opportunities available to the Consultant community.*

***All Policies Listed Herein Will be Effective on January 1, 2024-  
Please note for International community members- policies may continue  
to shift as needed and with the assistance and guidance of our  
International Partner Organizations.***



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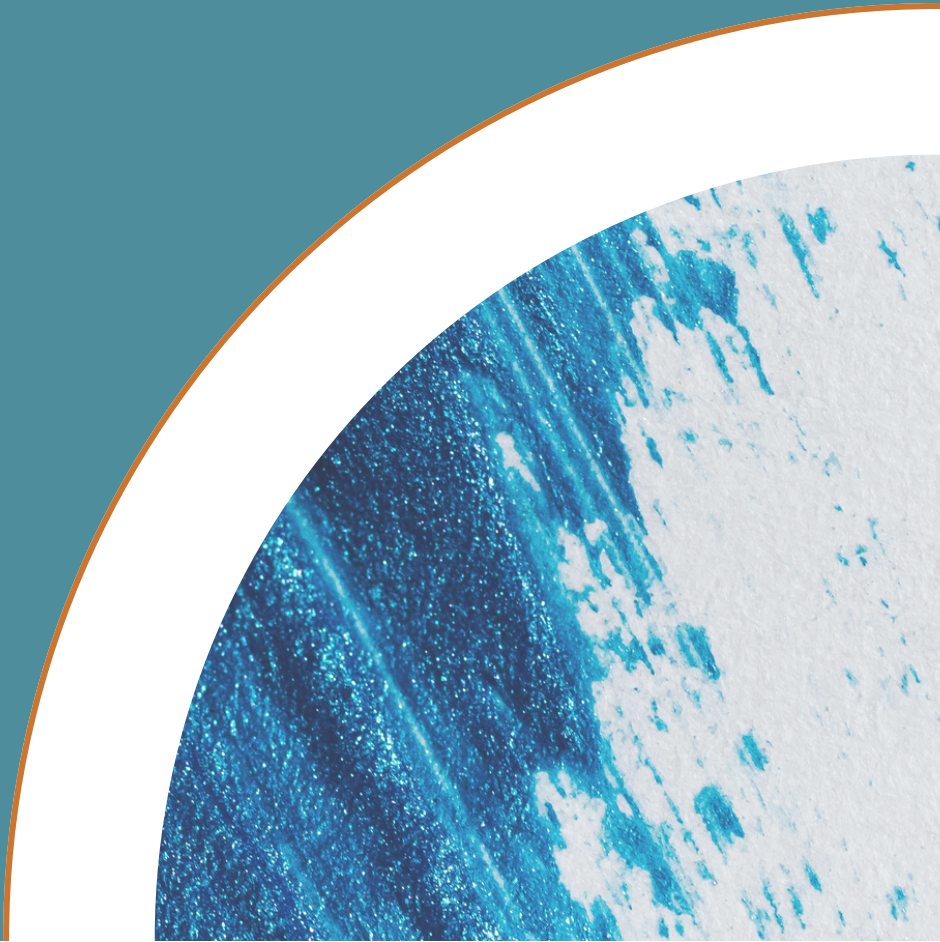
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*Stay Connected*



# FOR YOU

*This section is related to your role as an IFSI Approved Clinical Consultant.*



The header features a yellow background with several white gears of various sizes. A hand is visible on the left holding a gear, and another hand is on the right holding a gear. In the center, there is a circular logo with a stylized 'S' shape in orange, red, and blue. Below this is a teal curved banner containing the main title.

# ROLES & RESPONSIBILITIES

## ROLE:

IFSI Approved Clinical Consultants (ACCs) play a vital role in the IFS community by supporting IFS Certification Candidates in the pursuit of IFS Certification.

ACCs engage in regular, structured meetings with Certification Candidates for two primary purposes

- Supporting IFS Certification Candidates with skill-building in the IFS model
- Evaluation of IFS Certification Candidates for readiness toward IFS Certification

## APPLYING FOR THE ACC DESIGNATION:

### Pre-requisites to apply:

- Active Certification as an IFS Certified Therapist. If your IFS Therapist Certification lapses, your designation as an IFSI Approved Clinical Consultant is no longer valid
- Active licensure in your field with supervisory experience
- Minimum 3 years since the date of completion of your Level 1 Training
- Clinical consultation experience and/or 4 PA experiences\*
- Recommendation rubric from an IFS-I Lead Trainer
- (Repeat PA experience helps Lead Trainers in filling out the required IFSI Approved Clinical Consultant recommendation rubric. Individuals typically form relationships with Lead Trainers through PA experience. Lead Trainers may request additional benchmarks if more exposure to your work is needed.)

IFS-I Approved Clinical Consultant designation review happens on a **quarterly basis**.

To receive the centralized application please reach out to **[certification@ifs-institute.com](mailto:certification@ifs-institute.com)**

**Note: Meeting pre-requisites does not guarantee acceptance into the designation. We value all applicants and consider a combination of skills and experience as part of our review process.**

## COMMITMENTS:

- Mirroring IFSI's code of conduct for all consultation sessions and IFSI's commitment to Diversity, Equity and Inclusion (LINK: <https://ifs-institute.com/about-us/dei>)
- Accurate and timely notes and documentation of hours and materials for Certification Candidates
- Communication and collaboration with IFSI Certification team when necessary

## CONTACT:

- **[Certification@ifs-institute.com](mailto:certification@ifs-institute.com)** for questions or support



# ACC POLICIES



## ACC Renewal

To renew your status as an ACC every 2 years, take the following steps 1 month prior to your IFS Certification expiration.

- Renew your IFS certification by paying the \$150 fee and sending documentation of 20 IFS Continuing Education Credit Hours to [certification@ifs-institute.com](mailto:certification@ifs-institute.com)

Your designation as an IFS-I Approved Clinical Consultant is directly tied to your designation as an IFS-I Certified Therapist. If one lapses, so does the other. Learn how to renew your IFS Certified Therapist designation [HERE.](#))



## External Events

IFSI Certified individuals can request for their own workshops to be approved for IFS Continuing Education Credits towards Certification by contacting [Certification@ifs-institute.com](mailto:Certification@ifs-institute.com) for the IFS CE Request form. IFS Continuing Education hours are not the same as IFS Consultation, but both IFS Continuing Education hours and Consultation hours only apply for individuals after completion of a Level 1 Training. The purpose of IFSI Continuing Education is centered on advanced learning that's supplemental to the foundational learnings in a Level 1 IFS Training.

The IFSI Approved Clinical Consultant role is not intended as a pathway towards teaching the foundations of the IFS model. If you wish to join our Trainer community, please know that is a separate track with separate requirements. We welcome your interest in joining our Trainer community! Learn more about the Trainer Track [HERE.](#)

***Note: The educational offerings of the IFS Institute may include interventions or practices that are beyond your scope of practice. As a professional in your given field, you are responsible for reviewing the scope of practice, including activities that are defined by applicable law as beyond the boundaries of your practice, and applying your learning in compliance with your professional standards.***



# FOR YOUR CONSULTEES

This section is related to your  
consultees.



# CONSULTEE ASSESSMENT: 8 CORE COMPETENCIES



## **Core concepts of the model are understood and evident in practice**

For example, the ability to introduce the model to clients appropriately; demonstrates their understanding of the theory and values of IFS in their work; engaged in ongoing education and curiosity about the model



## **Demonstrates Self-leadership in their work**

For example, has knowledge about their internal system as it relates to their professional work including about how/which of their parts gets triggered; commitment to continuous growth and capacity towards unblending and holding Self-energy; speaks for own parts when appropriate; willingness to ask for and use feedback



## **Ability to practice IFS collaboratively, respectfully and with attention to issues of power, diversity, equity and inclusion**

For example, demonstrates openness, appreciation, validation and respect to all parts, adapting their approach according to the client's system; demonstrates understanding of power and cultural difference and attends to these; works transparently including claiming their own parts where appropriate; identifies and seeks to repair ruptures in the working relationship



## **Demonstrates pro-active attention to safe application of the model**

For example, assesses external constraints; knows the limits of their own competence and addresses this appropriately, including referring on; closes sessions safely; holds Self-led boundaries





# CONSULTEE ASSESSMENT: 8 CORE COMPETENCIES

## **5** Demonstrates proficiency in foundational skills of IFS

For example, ability to notice and unblend parts (own and others') using a range of approaches; works effectively using direct access, insight and externalization; demonstrates ability to work with polarisations; ability to differentiate and work effectively with personal burdens and with legacy/cultural burdens

## **6** Ability to work effectively at the beginning stages of a piece of IFS work

For example, ability to engage the client, develop a contract, and build a working relationship; can introduce IFS in a way that is attuned to the individual client; ability to identify and agree a target part; can facilitate the shift to internal awareness

## **7** Ability to work effectively with protectors

For example, ability to work effectively to unblend and build relationship with protectors, using the 6 Fs; able to identify and address protector concerns, including negotiating permission to access exiles, where appropriate; ability to integrate changes within system

## **8** Ability to work effectively with exiles (where appropriate in their professional context)

For example, ability to facilitate developing the client's Self to exile relationship; able to skillfully facilitate the healing steps in a way that is led by the exile/client Self and avoids overwhelm

# ACC CHECKLIST FOR CONSULTEES



Use this to track progress and action items for each consultee.

- Ensuring Consultee has been pre-screened for the prerequisites towards Certification by IFS-I and has purchased Certification Candidacy from IFS-I (they can email us directly at: [certification@ifs-institute.com](mailto:certification@ifs-institute.com)).
- Ensuring Consultee has received their application materials from IFS-I
- Including in your intake materials that IFS Consultation is not the equivalent of Clinical Supervision towards any formal licensure process. Including in your intake materials that you operate independently and are not affiliated with the IFS Institute directly
- Meeting with the IFS-I consultee on IFS skill-building in relationship to their professional scope of practice
- Assessing IFS-I consultee on the 8 Aspects of the Model found in the Consultant paperwork
- Ensuring group consultation is 6 participants or less
- Keeping detailed notes and logs of your IFS Consultation hours, so you can appropriately confirm hour totals for consultees in your Consultation paperwork
- Observing the work of every consultee working towards Certification requirements (even if only seen in group format)
- Filling out the Consultant paperwork in a timely manner and submitting directly to [certification@ifs-institute.com](mailto:certification@ifs-institute.com). New policy Consultant Paperwork with 8 Aspects of the Model can be found [HERE](#). Until May 2024, please double-check with consultee on old or new policy process.

# ACC CHECKLIST FOR CONSULTEES

- Communicating with consultee directly if you will not be recommending them for Certification. This should include creating a plan with consultee with around next steps for additional learning and resources if not ready to recommend consultee for Certification
- Staying up to date on the steps towards IFS Certification and the Certification policy. The policy changed in May 2023 and there is a transitional provision available for those who've previously purchased an IFS Certification packet until May 2024. Please review the full Policy [HERE](#)
- Staying up to date with your IFS Therapist Certification (expires every 2 years) and state licensure renewal which are requirements to stay active as an IFSI Approved Clinical Consultant. This ensures your Consultation hours count for your consultees. Learn how to recertify your IFS Certified Therapist designation (tied to your IFS-I Approved Clinical Consultant designation) [HERE](#).



## PURPOSE OF CONSULTING:

- Supporting individuals with skill-building in the IFS model
- Evaluation for readiness toward IFS Certification





# VIDEO REVIEW RUBRIC

## **Assessment of competency in the IFS model to be completed by IFSI Video Reviewer\***

The following rubric will be used to assess your consultee on a 5-point developmental scale by our IFS-I Video Reviewers.

IFS-I Video Reviewers are also Assistant or Lead IFS Trainers. This rubric of requirements is presented, so you are aware of competencies that will be assessed as part of the IFSI Certification Video Review process for your consultee.

Direct link to the rubric: [HERE](#).

**\*There is no expectation that you must fill out this video review rubric as part of the Consultation process. This rubric will be filled out by the IFSI Video Reviewer and is shared as a resource**

# VIDEO REVIEW RUBRIC

Rate on a scale of 1-5 1 – no opportunity to demonstrate 2 – Beginning, lack of understanding 3 – Developing, demonstrates in <i>some</i> areas 4 – Emerging, demonstrates in <i>many</i> areas 5 – Role Model, demonstrates in <i>most</i> areas Please rate which most closely describes their performance	
	Introduces the Model, if applicable and identifies external constraints if needed
	*Therapist demonstrates Self Energy throughout session (and claims own Part(s) interference if needed)
	*Listens to presenting problem and identifies key Parts as they present themselves
	*Contracts to work on Target Part(s), switching to a new Target Part during the process if needed
	*Extends / Increases (client's) Self Energy to the Target Part and to each Protector as they present
	*Demonstrates the 6 Fs
	* Addresses fears of Protectors
	* Helps Client unblend, spending appropriate time with Protectors
	*Demonstrates patience and presence to Parts with attuned pacing and curiosity
	*Works with Polarized Parts, if needed
	*Uses Direct Access to help unblend or move forward, as needed
	*Facilitates expression of appreciation to Parts from Self throughout session
	*Contracts with Exiles to not overwhelm, if needed
	*Progresses in the Steps of Healing at least to witnessing the Exile
	*Facilitates the development of the Self and Exile relationship at the pace and depth that is needed, holding this as of primary importance throughout the Healing Steps
	*Identifies Protectors that come in during the Healing Steps, responding appropriately and pausing the work with the Exile if needed
	*Invites and facilitates the witnessing process in the way needed by the Exile
	*Retrieval, if needed, facilitating this to be client Self/Exile led
	*Supports the unburdening process, if there is time, facilitating this to be led by the Client's Self and the Exile
	*Invitation of positive qualities, if there is time
	*Integration, checking back with Protectors and offering appreciation



## COMING UP!

### **IFSI ACC Admin Orientations**

Beginning in 2024, IFSI will conduct free quarterly ACC Admin Orientations which will include a run through of the ACC toolkit and time for question and answer. It is required that all ACCs who are not also IFSI Trainers join us for the ACC Admin Orientation by 2025.

### **IFSI ACC Workshops**

Beginning in 2024, IFSI will conduct two opportunities to join us for optional ACC Workshops on the best practices of IFS Clinical Consultation in collaboration with an IFSI Lead Trainer.

*More information to come!*



# STAY CONNNECTED

Thank you for being a valuable asset in growing the skill and proficiency of other IFS therapists and practitioners in the community. We're grateful for all you do. We invite you to stay connected to each other and others in our community groups. Details below.



Join one or more of our learning communities - including a dedicated Facebook group for ACCs  
ACCs may request to join: [HERE](#)



Questions or need support?  
[certification@ifs-institute.com](mailto:certification@ifs-institute.com)



View the current ACC pre-requisites:  
[HERE](#).

