



**IFS Institute, Inc.**

PO Box 3969, Oak Park, Illinois 60303

708.383.2519 fax: 708.383.2399

[www.IFS-Institute.com](http://www.IFS-Institute.com)

**Program Assistant Application for  
Level 1 – Six 3-Day Sessions in San Francisco, CA Area (506)**

1. **Please don't apply to be a Program Assistant (PA) in this training if you have a dual/multiple relationship with the training's Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, Lead Trainer Mentee, and/or Assistant Trainer Mentee.**
2. **To apply to be a Program Assistant (PA) in this training, you must:**
  - A. Already have earned the Certificate of Completion from a Level 1 IFS training program;
  - B. Not apply to be a participant in this training;
  - C. Complete this form and submit it to IFS Institute (use contact information above), even if you've been a PA before or have spoken with a trainer about being a PA for this training. You may contact IFS Institute to confirm that we received your PA application (use contact information above).
3. **PAs are selected by each program's trainers, and PA applicants are notified by trainers about being chosen or not.** Trainers may select some PAs before the application deadline, and/or shortly before the training begins. You may not hear from trainers about being selected until about two weeks before the training begins. Please contact the trainers if you have questions. Contact information is in the website's "Trainer Directory" and/or "Find an IFS Therapist" listings.
4. **A separate PA application is required for each training you apply for.** PA applications from other trainings, or forms you create on your own, will not be accepted or processed.
5. **PA spaces are limited,** and we recommend that you apply early.
6. **For all the details about the training,** including dates, daily schedules, location, lodging options, and more, please review the training's brochure.
7. **If you accept a PA position in another IFS training after submitting this application,** you are required to inform the Lead and Assistant Trainers. Contact information is in the website's "Trainer Directory" and/or "Find an IFS Therapist" directory.
8. **PA Stipends**
  - A. **Only experienced PAs receive stipends.** An experienced PA is someone who has served as a Level 1 or Level 2 PA *for an entire training that has already ended by the starting date of the new training.*
  - B. **Daily stipends are paid for each full day an experienced PA is present.** Stipends are not paid for training days with 2 or fewer training hours, days that are partially attended, or days a PA is absent.
  - C. **All experienced PAs are paid the same daily stipend amount** in a particular training.
  - D. **The daily stipend amount** is US\$55/day/experienced PA.
9. **Program Assistants may not make audio or visual recordings or take photographs of any part of any IFS training session, or use services such as Skype, Zoom, FaceTime, etc., to transmit or receive any part of any IFS training session.**
10. **If a Program Assistant receives a complaint** from a participant about a training, the Program Assistant is required to handle it according to IFS Institute's Grievance Policy as posted at [www.selfleadership.org](http://www.selfleadership.org).

## **11. PA Overnighter and Day-Commuter Packages for This Program**

Mercy Center is a popular retreat venue situated on 40 acres just outside San Francisco. Mercy's lovely grounds include gardens, walking paths and a labyrinth, offering a peaceful setting for you to enjoy. Overnight accommodations feature all single bedrooms in a quiet and informal community setting, with a hot/cold beverage station on each hall. Each private bedroom is furnished with a writing table and comfortable chair, as well as a sink (hall bathrooms are shared single-gender). Rooms lock from the inside and have secure closets. Mercy is a special retreat center for your Bay Area IFS training!

**PAs are responsible for their own lodging and meal costs, and IFS Institute is pleased to provide a discount for PAs in this training (see below).**

**Your Overnighter or Day Commuter reservations and arrangements at Mercy Center need to be made by IFS Institute's Site Coordinator,** and we will use information you provide on a reservation form you will receive via email from IFS Institute's Site Coordinator after you are accepted into the program as a PA. Billing will also happen through IFS Institute.

**If you are considering arriving early or staying late at Mercy Center,** please contact Mercy Center's main phone line directly and let them know you are interested in making private arrangements for extra days; contact information is at the end of this brochure. They'll let you know if they have rooms available and what the costs will be, and they'll bill you directly. IFS Institute cannot make or be responsible for reservations or other arrangements outside of the training dates.

**Lodging and meals during the training are reserved for training members.** IFS Institute could only prudently make financial commitments for lodging and meals for people in the training. If you wish to stay with someone who is not a member of the training, you are welcome to explore other lodging options, and then the Day Commuter fee would apply.

**Pets are not permitted.**

**The discounted Overnighter Package for PAs** in this training is \$370 per person (all single occupancy) for each of the six training sessions. This includes use of Mercy's facilities as well as meals, starting with dinner on Thursdays and going through lunch on Sundays. Many special dietary restrictions can be accommodated with sufficient advanced notice to IFS Institute's Site Coordinator.

**The discounted Day Commuter Package for PAs** in this training is \$160 per person for each of the six training sessions, and is required of those who do not stay overnight at Mercy Center. This includes use of Mercy's facilities as well as lunch each day. Many special dietary restrictions can be accommodated with sufficient advanced notice to IFS Institute's Site Coordinator.

**If you have any questions, please contact IFS Institute's Site Coordinator.**

**Please proceed to the following pages for the PA application form.**



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Email Application to: [Training@selfleadership.org](mailto:Training@selfleadership.org)

**PA Application for Level 1 Training**  
**Six 3-Day Sessions – San Francisco, CA Area (506)**

**1. Your contact information (please print neatly so we can read it!)**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Credentials \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (W) \_\_\_\_\_

Phone (C) \_\_\_\_\_

Email \_\_\_\_\_

**2. Please list any other names you have used in the past:**

\_\_\_\_\_

\_\_\_\_\_

**If necessary, use a separate sheet to answer the remaining questions, and then attach it to your application. Please write clearly and use black ink so we can read it.**

**3. If accepted, will this be your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> time, or more, as an IFS training PA?**

1<sup>st</sup> time \_\_\_\_\_ 2<sup>nd</sup> time \_\_\_\_\_ 3<sup>rd</sup> time \_\_\_\_\_ More \_\_\_\_\_

**4. Tell us about each completed IFS Level 1 and Level 2 training in which you have been a PA.**

City \_\_\_\_\_ Year \_\_\_\_\_ Program Number \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

City \_\_\_\_\_ Year \_\_\_\_\_ Program Number \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

City \_\_\_\_\_ Year \_\_\_\_\_ Program Number \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

City \_\_\_\_\_ Year \_\_\_\_\_ Program Number \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

5. **Experienced PAs:** An experienced PA is someone who has served as a Level 1 or Level 2 PA for an entire training that has already ended by the starting date of the new training.

\_\_\_\_\_ **Check here if you are an experienced PA.**

6. **Tell us about all Level 1, 2, and 3 training(s) from which you have already earned a certificate of completion. To *apply* to be a PA, you must already have graduated from a Level 1 training.**

City \_\_\_\_\_ Graduation Date \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

City \_\_\_\_\_ Graduation Date \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

City \_\_\_\_\_ Graduation Date \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

City \_\_\_\_\_ Graduation Date \_\_\_\_\_

Lead Trainer Name(s) \_\_\_\_\_

Assistant Trainer Name \_\_\_\_\_

7. **Are you currently a PA in an IFS training?** Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please tell us its:

City \_\_\_\_\_ Training Number \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

8. **Have you been accepted, and agreed to be a PA for a future IFS training?** Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please tell us its:

City \_\_\_\_\_ Training Number \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

9. List all previous IFS events you have attended, such as workshops, consultations groups, conferences, etc., along with names of facilitators, workshop leaders, or trainers for each one.

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10. Comment on the following experiences you have had: IFS trainings, workshops, retreats; clinical trainings and experiences; teaching, training, clinical supervisory, and group leadership.

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11. Detail your reasons for wanting to be a PA and your qualifications for and/or constraints in doing so. Please refer to the Program Assistant requirements, responsibilities, and competencies listed at [www.selfleadership.org](http://www.selfleadership.org).

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12. Can you attend all days of this training? Yes\_\_\_\_\_ No\_\_\_\_\_

If “no”, list all of the days that you cannot attend.

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13. What is your native language? \_\_\_\_\_

14. List any other languages in which you are fluent. \_\_\_\_\_

15. Do you have any special needs? If so, please explain.

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16. Sign the Dual/Multiple Relationship Policy below and return it with your application. Your application cannot be considered unless you send a signed Dual/Multiple Relationship Policy.

**Before you submit your application, please:**

- **Review it** to make sure it's complete. Incomplete forms cannot be processed.
- **Sign** the Dual/Multiple Relationship Policy below.
- **Copy or save your application** for your records – most people eventually need it.
- **Please don't send photos of your application.**

***Thank you for your interest in IFS Institute's training,  
and for bringing more Self leadership into the world.***



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### **Dual/Multiple Relationship Policy for Training Staff Members in Level 1, 2, and 3 Internal Family Systems<sup>SM</sup> (IFS<sup>SM</sup>) Training Programs Organized by IFS Institute, Inc. (IFSI)**

#### Definitions:

Trainer – For the purposes of this policy, any Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, Assistant Trainer Mentee, Program Assistant, and other person(s) teaching at an IFS Level 1, 2, or 3 training program organized by IFS Institute, Inc. (IFSI).

Participant – For the purposes of this policy, anyone who is a student in an IFS Level 1, 2, or 3 training program organized by IFSI.

Roster – The document generated by IFSI for each training that may list training applicants, accepted training participants, trainers, and their personal information. Rosters are routinely updated with additional applicants, participants, and trainers.

1. Different states, provinces, and other governmental jurisdictions may have different policies regarding dual/multiple relationships for counselors, therapists, and other professionals for whom dual/multiple relationships may exist. Therefore, trainers are expected to take responsibility for checking with their particular and applicable governing policies, and for adhering to the professional standards for dual/multiple relationships outlined therein. Trainers are also expected to adhere to the governing policies of their professional disciplines regarding dual/multiple relationships.
2. It is IFSI's policy that a trainer may not enter into a therapeutic or supervisory relationship with a training participant or other trainer in their training until the training is completed. Trainers are expected to adhere to the professional standards as in paragraph 1 above if those standards are more stringent or comprehensive than IFSI's.
3. IFSI is committed to maintaining the safety of its highly experiential IFS training programs. To that end, IFSI is sensitive to the potential difficulties of any type of dual/multiple relationship between trainer and trainer, or trainer and participant. Therefore, IFSI requires Lead Trainers, Co-Lead Trainers, Assistant Trainers, Guest Trainers, and Assistant Trainer Mentees, to review all applicants for their trainings to determine if they are in dual/multiple relationships with any of them.

If you, as a Lead Trainer, Co-Lead Trainer, Assistant Trainer, Guest Trainer, or Assistant Trainer Mentee, believe you are in a dual/multiple relationship with anyone that involves privileged communication, particularly (but not only) supervisory or therapeutic, you must contact the other person(s) and resolve the situation in accordance with this policy before the training begins, and thoroughly work out how the dual/multiple relationship will be managed through the end of the training. IFSI acknowledges that dual/multiple relationships that involve privileged communication are confidential and, therefore, IFSI cannot be responsible for resolving them or for their existence in its training programs.

4. If you, as a Lead Trainer, Co-Lead Trainer, Assistant Trainer, Guest Trainer, or Assistant Trainer Mentee, believe you are in a dual/multiple relationship with anyone that does not involve privileged communication, you may either contact the other person(s) and resolve the situation in accordance with this policy before the training begins, or contact your Lead Trainer before the training begins.

If a participant or trainer is going to be asked to withdraw from a training in order to resolve a dual/multiple relationship that does not involve privileged communication, and that person is

dissatisfied with being asked to withdraw, then at that time the Lead Trainer will send an email to IFSI's Executive Director, and simultaneously send a copy of that email to IFSI's Director of Staffing and Training Program Coordinator for their information. The final decision about how to handle a dual/multiple relationship that does not involve privileged communication rests with IFSI's Executive Director.

5. If any trainer wants to disclose their dual/multiple relationship to other trainers in their training, then the trainer with a dual/multiple relationship must have a signed agreement with the person with whom they have a dual/multiple relationship granting permission for such disclosure.

If any trainer wants to disclose their dual/multiple relationship to participants in their training, then the trainer with the dual/multiple relationship must have a signed agreement with the participant with whom they have a dual/multiple relationship granting permission for such disclosure. These written agreements must be provided, secured, and held by the trainer, and are not the responsibility of IFSI. These written agreements must be completed before the training begins.

6. If you are a Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, or Assistant Trainer Mentee, you must access your trainings' rosters on IFSI's file sharing system when you need to know more about who is involved with your trainings.

7. Dual/Multiple Relationships Involving Program Assistants, and Assistant Trainers' Responsibility for Sharing Rosters with Program Assistant Applicants

- a. Anyone who has a potentially problematic dual/multiple relationship with a training's Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, and/or Assistant Trainer Mentee is discouraged from applying to be a Program Assistant in that training.
- b. Assistant Trainers must share their trainings' current rosters with Program Assistant applicants before Program Assistants are chosen so they can screen for dual/multiple relationships.
- c. Assistant Trainers must share their trainings' current rosters with Program Assistants who have been chosen so they can screen for dual/multiple relationships, and this must be done every 2-3 weeks thereafter, during the time before the training begins.
- d. If a Program Assistant has a dual/multiple relationship with a participant that involves privileged communication, and the dual/multiple relationship is potentially problematic such that it cannot be ethically managed within the training (as determined by those in the dual/multiple relationship and in accordance with IFSI's dual/multiple relationship policy), then the Program Assistant is required to withdraw from the training.
- e. If a Program Assistant has a dual/multiple relationship with a participant that does not involve privileged communication, then the Program Assistant may either contact the other person(s) and resolve the situation in accordance with this policy before the beginning of the training, and thoroughly work out how the dual/multiple relationship will be managed through the end of the training, or contact the Lead Trainer. If a participant or Program Assistant is going to be asked to withdraw from a training in order to resolve a dual/multiple relationship that does not involve privileged communication, and that person is dissatisfied with being asked to withdraw, then at that time the Lead Trainer will send an email to IFSI's Executive Director, and simultaneously send a copy of that email to IFSI's Director of Staffing and Training Program Coordinator for their information. The final decision about how to handle a dual/multiple relationship that does not involve privileged communication rests with IFSI's Executive Director.

**By signing below, I agree to abide by the terms of this dual/multiple relationship policy for all IFSI-organized IFS training programs in which I am a trainer, now and in the future.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date