Program Assistant Application for

*Retreat-style Level 1 with 3 On-Site Sessions for STEPS (517)*

**New York, NY**

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 CSL (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 CSL 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.

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 at the end of this application.

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, take photographs, or use services such as FaceTime, Skype, Zoom, etc., to transmit or record 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 CSL’s Grievance Policy as posted at [www.selfleadership.org](http://www.selfleadership.org).

11. Lodging & Meals: Please see the training’s brochure at the end of this application form for information about lodging and meal options. The Center for Self Leadership does not provide these.
PA Application for Retreat-style Level 1 with 3 On-Site Sessions (CSL #517)
For STEPS, in New York, NY

Please see the brochure at the end of this application for details about this training, which is being organized for participants affiliated with STEPS to End Family Violence.

1. Your contact information (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 1st, 2nd, 3rd time, or more, as an IFS training PA?

1st time_____ 2nd time_____ 3rd 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____________________________________________________
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.

________________________________________________________________________________

________________________________________________________________________________

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

________________________________________________________________________________

________________________________________________________________________________

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.

________________________________________________________________________________

________________________________________________________________________________

12. Check One:

_____ I am applying to be a PA for the first on-site session only.

_____ I am applying to be a PA for the second on-site session only.

_____ I am applying to be a PA for the third on-site session only.

_____ I am applying to be a PA for all on-site sessions.

Can you attend all days of the session(s) that you are applying for? Yes_____  No_____

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

________________________________________________________________________________

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.

________________________________________________________________________________

________________________________________________________________________________

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

Thank you for your interest in The Center for Self Leadership’s training program, and for bringing more Self leadership into the world.
Dual/Multiple Relationship Policy for
Training Staff Members in
Level 1, 2, and 3 Internal Family Systems℠ (IFS℠)Training Programs
Organized by The Center for Self Leadership (CSL)

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 The Center for Self Leadership (CSL).

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

Roster – The document generated by CSL 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 CSL’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 CSL’s.

3. CSL is committed to maintaining the safety of its highly experiential IFS training programs. To that end, CSL is sensitive to the potential difficulties of any type of dual/multiple relationship between trainer and trainer, or trainer and participant. Therefore, CSL 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. CSL acknowledges that dual/multiple relationships that involve privileged communication are confidential and, therefore, CSL 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 CSL’s Executive Director, and simultaneously send a copy of that email to CSL’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 CSL’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 CSL. 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 CSL’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 CSL’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 CSL’s Executive Director, and simultaneously send a copy of that email to CSL’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 CSL’s Executive Director.

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

___________________________________  __________________________________
Signature  Printed Name

___________________________________
Date

7.25.17
NOTE: This training is only open to people affiliated with and approved by STEPs to End Family Violence. If you have questions about your eligibility or if you wish to apply, please contact STEPS.

The Internal Family Systems Model

Internal Family Systems\textsuperscript{SM} is at the forefront of a movement toward a more collaborative therapeutic approach that relies on clients' intuitive wisdom. IFS\textsuperscript{SM} offers a clear, non-pathologizing, and empowering view of human cognitive and emotional life and provides a dynamic therapeutic approach that allows both therapist and client to enter into a transformational relationship in which healing can occur.

Richard C. Schwartz, PhD, has been developing the IFS model for more than 30 years, with IFS now practiced by thousands of licensed therapists and other professionals throughout the United States and internationally. Mental health care professionals and others trained in the IFS model can easily integrate it into a wide variety of practices using the unique methods IFS offers to create safe environments for clients to become self-transforming. Internal Family Systems therapy is a simple yet sophisticated integration of psychology, spirituality, and intra-psychic and family systems theory that:

- Works well with couples, families, groups, and children;
- Can effectively treat trauma;
- Is a client-led approach that respects each client's pace and goals;
- Establishes a productive, trusting, and collaborative partnership between therapist and client;
- Helps therapists remain centered and open-hearted.

Internal Family Systems: An Evidence-Based Practice

Internal Family Systems (IFS) is now posted on NREPP as an evidence-based practice. NREPP is the National Registry for Evidence-Based Programs and Practices, a national repository that is maintained by the U.S. government's Substance Abuse and Mental Health Services Administration (SAMHSA). Interventions listed in NREPP have been subject to independent, rigorous scrutiny, and are deemed to show significant impact on individual outcomes relating to mental health.

As a clinical treatment, IFS has been rated effective for improving general functioning and well-being. In addition, it has been rated promising for improving each of: phobia, panic, and generalized anxiety disorders and symptoms; physical health conditions and symptoms; personal resilience/self-concept; and depression and depressive symptoms.

These scientific findings and the listing of IFS on NREPP affirm the vast potential of IFS therapy for advancing emotional healing and mental well-being. In particular, they indicate promising effects on mind (depression, anxiety), body (physical health conditions), and spirit (personal resilience and self-concept).
IFS and Training Information Sources

This brochure contains many details about this program, including continuing education credit, certificate of completion attendance requirements, trainer biographies, finances, session and daily schedules, required readings, site information, and more.

For more information about IFS, please visit our website.

The Center for Self Leadership’s contact information and STEPS’ contact information are at the end of this brochure. We invite you to contact us with any questions.

Training Location

STEPS to End Family Violence (a program of Rising Ground)
413 East 120th Street, 2nd floor
New York, NY 10035

Curriculum

Overview: In addition to thoroughly learning IFS theory and techniques, the Internal Family Systems Level 1 training program invites participants to explore their own inner worlds in a safe, nurturing context. The training will help participants:

- Understand the conceptual basis of the IFS model;
- Apply basic IFS techniques to various clinical populations; and
- Take advantage of the opportunities IFS offers for personal development.

Learning Objectives: Please visit www.selfleadership.org, FAQ page.

Format: The training includes lecture, discussion, demonstration, experiential exercise, video review, and small group supervision and practice. Teleconferences occur between the on-site sessions and enable participants to have contact with their trainers, and each other, in order to ask questions and further integrate material already presented.

Program Hours: This Level 1 training will meet for three on-site sessions, and two teleconference sessions, over the course of several months, totaling 84 program hours. The on-site sessions have a total of 80 training hours, and the teleconferences have a total of four training hours. The full schedule is available later in this brochure.
Trainers

**Lead Trainer Mary Kruger, MS, LMFT**, founded Rimmon Pond Counseling, an IFS-based private practice in Connecticut, and has specialized in addictions, eating disorders, trauma, and relationships for over 20 years. Mary incorporates IFS with her own penchant for the experience, and has developed a variety of creative ways to work with parts and access Self-energy in individual, relational, and group contexts. She enjoys sharing her experience in her teaching and consulting on a national level. Mary is noted for her humor, creativity, passion, and love of dancing and people.

**Lead Trainer: Paul Neustadt, MSS, LICSW**, is an IFS co-lead trainer and AAMFT approved supervisor. In his private practice in Arlington, MA, he specializes in couples therapy, parent coaching, and IFS consultation. For 17 years he was the director of a community counseling and prevention program for children, adolescents, and their families, before which he worked in a college counseling center and community mental health center. Paul has also taught couples and family therapy at a family therapy institute and in graduate programs. As an IFS trainer, Paul is known for creating a safe, accepting group atmosphere using his warmth, openness, and humor.

**Assistant Trainer: Kathy Cox, LICSW**, has been a psychotherapist since 1996 and a student and practitioner of IFS since 2003. She has a private psychotherapy practice in Olympia, WA where she works with adults, adolescents, couples and groups, and provides supervision and consultation to new therapists and those learning IFSI. Kathy is grateful for the wisdom and healing IFS has brought to her life and to the lives of her clients. She has a special interest in trauma, grief and loss, and spirituality. Kathy is known for her humor, warmth, wisdom and playfulness.

Certificate of Completion

A Certificate of Completion is awarded by The Center for Self Leadership, and a participant must complete 70 of the 84 total program hours offered in order to be eligible to earn this certificate. Participants are responsible for ensuring that they attend sufficient training hours to earn the Certificate of Completion. The daily schedule for this training is located later in this brochure.

IFS Certification

Participants are not Certified IFS Therapists or Practitioners until they successfully complete the IFS Certification process. Information about the criteria and procedures for becoming IFS Certified is available on the CSL website certification page, or by emailing certification@selfleadership.org.

Eligibility for Future Trainings

By earning The Center for Self Leadership’s Certificate of Completion for this training, a participant is eligible to apply for a Level 2 IFS training program. Participants are not required to be Certified IFS Therapists or Certified IFS Practitioners to enroll in IFS trainings.
To Apply

Who Should Apply: Both therapists and non-therapists are invited to apply per The Center for Self Leadership’s policies, and we welcome applications from people involved in the activities listed below. Please contact STEPS to learn of their application criteria.

- Mental and medical health care practitioners
- Pastoral counselors
- Business and academic professionals
- Masters or doctoral students
- Dance, art, and music therapists
- Body workers
- Those from the professional public seeking personal and spiritual growth
- Anyone seeking a community of like-minded professionals

Application Form: Please use the application form for this training that’s available from STEPS.

Training Schedule

On-Site Session 1: May 20-23, 2019
On-Site Session 2 July 15-18, 2019
On-Site Session 3 September 9-12, 2019

Teleconference 1: June 24, 2019
Teleconference 2: August 1, 2019

Teleconference Information:

We use a videoconference and teleconference service called Zoom for the training’s teleconferences.

- If you will use Zoom on a smart device or computer, please download and understand the Zoom software well before the teleconference begins. To do this, go to Zoom.us, sign in (or “sign up”), and create an account.

- If you have questions about downloading or using Zoom, please contact Zoom: 888.799.9666, or click “support” at the bottom of the Zoom.us home page.

- To attend the teleconferences, please follow the instructions below. Please don’t join the teleconferences before their scheduled times.

- Teleconferences are for members of the training only.

Teleconference #1: June 24, 2019, 7-9 pm, Eastern USA Time Zone

Join Zoom Meeting
https://zoom.us/j/309879394

One tap mobile
+16465588656,,309879394# US (New York)
+16699006833,,309879394# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 669 900 6833 US (San Jose)
Meeting ID: 309 879 394

Find your local number: https://zoom.us/u/aqxlCVO6c

Teleconference #2: August 1, 2019, 7-9 pm, Eastern USA Time Zone

Join Zoom Meeting
https://zoom.us/j/959525811

One tap mobile
+16465588656,,959525811# US (New York)
+16699006833,,959525811# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 669 900 6833 US (San Jose)

Meeting ID: 959 525 811
Find your local number: https://zoom.us/u/aqxlCVO6c

On-Site Daily Schedules

Session 1

<table>
<thead>
<tr>
<th>Day/ May</th>
<th>Morning Session</th>
<th>Afternoon Session</th>
<th>Afternoon Break</th>
<th>Training/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>2/21</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>3/22</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>4/23</td>
<td>8:45-11:45</td>
<td>1-4</td>
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Session 2

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<tr>
<th>Day/ July</th>
<th>Morning Session</th>
<th>Afternoon Session</th>
<th>Afternoon Break</th>
<th>Training/CE Hours</th>
</tr>
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<tbody>
<tr>
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<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>2/16</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>3/17</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>4/18</td>
<td>8:45-11:45</td>
<td>1:00-3:30</td>
<td>X</td>
<td>5.5</td>
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27
Session 3

<table>
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<tr>
<th></th>
<th>Morning Session</th>
<th>Afternoon Session</th>
<th>Afternoon Break</th>
<th>Training/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1/September 9</td>
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<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>Day 2/September 10</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>Day 3/September 11</td>
<td>8:45-11:45</td>
<td>1:00-5:15</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
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<td>8:45-11:45</td>
<td>1:00-3:30</td>
<td>X</td>
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</table>

Continuing Education Contact Hours

- This training program is co-sponsored by The Center for Self Leadership and The Institute for Continuing Education (ICE).

- Continuing education contact hours are offered for the professional disciplines as listed.

- The program offers a total of 80.00 contact hours (27.00 hrs. for Session 1; 26.50 hrs. for Session 2; 26.50 hrs. for Session 3). CE covers all scheduled course sessions except the two, 2-hour teleconferences.

- CE hours are awarded on a session-by-session basis, with full attendance required at sessions attended. Attendees must attend each scheduled session in full, sign in/out daily, and complete a session evaluation and other required CE materials.

- Applications for continuing education contact hours will be available at the initial course session, along with other pertinent continuing education information.

- **If you want CE credit for this training, you must sign up for it at the first session – you must bring your license information (as applicable) to the first session if you want CE credit. No late CE applications can be accepted.**

- CE verification is mailed to participants by ICE following each session.

- There is no charge for CE.

- It is the responsibility of attendees to check with their state licensing/certification board to determine if CE credit offered by The Institute for Continuing Education meets the regulations of their state board.

- Learning objectives are available on the FAQ page at [www.selfleadership.org](http://www.selfleadership.org).

- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education: 800-557-1950. Email: instcon ted@aol.com.

**Psychology:** The Institute for Continuing Education is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. The Institute for Continuing Education maintains responsibility for this program and its content.
Counseling: For counselors seeking CE credit, The Institute for Continuing Education will submit a co-sponsorship application to NBCC for this program. New York: The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. Provider MHC-0016.

Social Work: The Institute for Continuing Education, Provider 1007, is approved to offer social work continuing education by the Association of social work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. The Institute for Continuing Education maintains responsibility for this course. ACE provider approval period: 4-13-2018 – 4-13-2021.

New York: The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers, Provider SW-0025.

Marriage/Family Therapy: The Institute for Continuing Education is recognized as a provider of continuing education in marriage-family therapy by New York State Education Department’s State Board for MFT, Provider MFT-0012.

Instruction Methodology: May include didactic, lecture, audio-visuals, demonstrations, experiential exercises, case examples, small and large group discussions.

**Required Pre-Training Reading and Other Materials**

1. **Reading Materials:** All books listed below are available at The Center for Self Leadership’s website store ([www.selfleadership.org](http://www.selfleadership.org)). Bundle pricing may be available. If you need assistance with the Store, please call 708.383.2659 or email info@selfleadership.org.

   Required reading before the training begins:


   Suggested reading before the training begins:

   Schwartz, RC (2001), *Introduction to the Internal Family Systems Model*, Oak Park IL: Trailheads Publications, The Center for Self Leadership, ISBN 0-97211480-0-0. **This book is required reading for those with no prior experience with the IFS model.** Class content is designed on the assumption that the reading is completed.

   Other suggested reading:


2. **Additional Training Materials:** Each program’s trainers may ask participants to purchase up to $20 in additional training materials. If additional training materials are required, participants will be notified as the starting date of the training approaches.

**Financial Arrangements and Billing**
All financial arrangements and billing for participants are handled by STEPS. Please contact STEPS for details.

**ADA** If you have special needs, please contact STEPS.

**TRAVEL INFORMATION**

If you need additional travel information, please visit websites such as MapQuest or GoogleMaps.

You may also wish to visit priceline.com, orbitz.com, kayak.com, or other websites to find travel deals for airfare, rental cars, etc. CSL is not affiliated with any of these sites, but many people have success with them.

**ON-SITE SESSIONS 1, 2 and 3**

**Training Location:** Acacia Gardens
Steps to End Family Violence
413 East 120th Street, 2nd Floor
New York, NY 10035

**AIRPORTS:**

Newark Liberty International Airport
Approximately 1.25 hours from site.
For directions from this airport click HERE.

LaGuardia Airport
Approximately 1 hour from site.
For directions from this airport click HERE.

John F Kennedy Airport
Approximately 1.5 hours from site.
For directions from this airport click HERE.

**DRIVING and PUBLIC TRANSIT:**

For driving or public transit directions from…
- (Albany, NY) click HERE.
- (Philadelphia, PA) click HERE.
- (Westbury, Long Island, NY) click HERE.
- (Allentown, PA) click HERE.

**TRAIN:**

For Amtrak information please click HERE.

For New York Subway/bus (MTA) click HERE.

**MEALS:** The Center for Self Leadership does not provide meals. To see restaurants in the area please click HERE.
LODGING: The Center for Self Leadership does not provide lodging. For lodging near the site please click [HERE](#).

Contact Information for STEPS:

Acacia Gardens  
STEPS to End Family Violence (a program of Rising Ground)  
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New York, NY 10035  
Alejandra Caso  
Phone: 646.315.7617  
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THE CENTER FOR SELF LEADERSHIP  
[www.selfleadership.org](http://www.selfleadership.org)

CSL's training coordinator for this training:

Jeffery John  
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Other CSL contact information:

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