



THE CENTER FOR SELF LEADERSHIP

PO Box 3969, Oak Park, Illinois 60303
Phone: 708.383.2519 Fax: 708.383.2399
Email: Training@selfleadership.org

Program Assistant Application for Retreat-Style Level 1 with 2 On-Site Sessions (568): Chicago, IL Area

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 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 CSL's Grievance Policy as posted at www.selfleadership.org.

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

Please see the training's website brochure for information about the training site.

Overnighter and Day Commuter Packages and Fees:

Making arrangements. Your Overnighter or Day Commuter reservations at the training site needs to be made by CSL's Site Coordinator, and we will use information you provide on a reservation form you will receive via email from CSL's Site Coordinator after you are accepted into the program as a PA. While it is not required, we encourage you to lodge at the training site for your convenience, and so you can get to know your fellow participants and enhance your overall training experience. **PAs are responsible for their own lodging and meal costs.**

Lodging and meals during the training are reserved for training members. 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.

If you are considering arriving early or staying late at a training site, please contact the site directly – after you submit your reservation form to CSL's Site Coordinator - to find out if they can accommodate you and what your costs would be. CSL cannot make or be responsible for reservations or other arrangements outside of the training dates.

Pets are not permitted.

If you have any questions, please contact CSL's Site Coordinator.

Overnighter Packages

On-Site Session 1: The Overnighter Package (which includes "room and board") at this site is \$760 per person for single occupancy, and \$645 per person for double occupancy. The Overnighter Package includes complimentary breakfast, lunch and dinner, starting with dinner on August 9, 2020, and ending with lunch on August 15, 2020. Some dietary restrictions can be accommodated with sufficient advanced notice to CSL's Site Coordinator.

On-Site Session 2: The Overnighter Package (which includes "room and board") at this site is \$760 per person for single occupancy, and \$645 per person for double occupancy. The Overnighter Package includes complimentary breakfast, lunch and dinner, starting with dinner on December 6, 2020, and ending with lunch on December 12, 2020. Some dietary restrictions can be accommodated with sufficient advanced notice to CSL's Site Coordinator.

Day Commuter Packages for Both Sessions

These are pass-through fees required of those who do not lodge at the training site. The Day Commuter Package for Session 1 is \$325 per person, which includes complimentary breakfast, lunch and dinner, starting with dinner on August 9, 2020, and ending with lunch on August 15, 2020. Some dietary restrictions can be accommodated with sufficient advanced notice to CSL's Site Coordinator. The Day Commuter Package for Session 2 is \$325 per person, which includes complimentary breakfast, lunch and dinner, starting with dinner on December 6, 2020, and ending with lunch on December 12, 2020. Some dietary restrictions can be accommodated with sufficient advanced notice to CSL's Site Coordinator.

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



Internal
Family
SystemsSM

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**PA Application for
Retreat-Style Level 1 with 2 On-Site Sessions (568): Chicago, IL Area**

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 _____

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 SESSION 1 only.
- I am applying to be a PA for SESSION 2 only.
- I am applying to be a PA for both SESSION 1 and SESSION 2.

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 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 The Center for Self Leadership's training,
and for bringing more Self leadership into the world.**



THE CENTER FOR SELF LEADERSHIP

www.selfleadership.org

Dual/Multiple Relationship Policy for Training Staff Members in Level 1, 2, and 3 Internal Family SystemsSM (IFSSM) 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