



**IFS TRAINING APPLICATION**  
**Albuquerque, NM Level 3 Training (581)**  
**Training Begins: March 28, 2020**

INTERNAL FAMILY SYSTEMS INSTITUTE, INC  
 PO Box 3969, Oak Park, Illinois 60303  
 Email [training@ifs-institute.com](mailto:training@ifs-institute.com)  
 Telephone 708.383.2519  
 Fax 708.383.2399

**To apply, please email, fax or mail this form with credit card information, and call 708.383.2519 if you'd like to verify that we received it. If you email your application, you must email it to [training@ifs-institute.com](mailto:training@ifs-institute.com). Please note that we cannot accept photos of your application. When we receive your application, your credit card will be charged the non-refundable, non-transferable \$55 application fee. When you are accepted, your card will be charged the \$500 deposit to secure your place in the training. The \$1600 tuition balance will be charged on March 1, 2020. There is a \$20 fee for each late payment. If all spaces are filled when you apply, your application will be reviewed for a space on the waiting list and you will only be charged the application fee at that time – the deposit and tuition balance will be charged only if you later get and accept a space in the training itself. For details about the training, please see its brochure on our website.**

**Spaces are limited. so apply early!**

**1. Please PRINT CLEARLY (especially if you fax it!) and provide all information requested to ensure processing.**

Name:	Credentials:	
Street Address:		
City:	State:	Zip:
Phone: (H)	(W)	(C)
<b>Email:</b>		
<i>Email is the main way we reach you. Please <u>print clearly</u> and check email often (including SPAM folder).</i>		

Your contact information will appear on the Program Roster that is shared with those involved with the training to facilitate necessary communications. Please indicate if any of your contact information should not appear on the Roster. **Note that at least an email address and daytime phone are required.**

**2. Work Opportunity:**

**Please check here if you would like to work as the Lead Trainer's Administrative Assistant during the training. We will contact you if needed.** If selected, you would be paid \$500 after the training ends (billing for the deposit and tuition is done separately, before the training starts). You must be legally permitted to work in the U.S. now and during the training to be considered for this position (IRS Form W-9 will be required if you're selected).

**3. Please list the (1) Location. (2) Lead Trainer(s). (3) Assistant Trainer. (4) Graduation Dates for all previous Level 1, Level 2, and Level 3 IFS trainings you have done. Add a separate sheet if necessary.**

**4. Please describe your IFS experience and your professional intentions/goals for the model.**

)" How did you hear about this training program?

## 6. What was the deciding factor to enroll in this training?

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Withdrawal/Refund Policy: Participants who wish to withdraw from the training program must do so in writing. Deposit: The \$500 deposit is refundable if written notice of withdrawal is received by Internal Family Systems Institute, Inc office 45 or more days before the 1<sup>st</sup> day of the program. The deposit is transferable to another IFS Institute-organized Level 1, 2, or 3 IFS training program if written notice of withdrawal is received by the IFS Institute office 44-21 days before the 1<sup>st</sup> day of the program. A transferred deposit must be used within 18 months of withdrawal or else it is forfeited; a transferred deposit may only be used by the participant who is withdrawing. The deposit is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1<sup>st</sup> day of the program, or if withdrawal occurs after the program begins. Tuition Balance: The tuition balance (total tuition less deposit) is refundable if written notice of withdrawal is received by the IFS Institute office 21 or more days before the 1<sup>st</sup> day of the program. The tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1<sup>st</sup> day of the program, or if withdrawal occurs after the program begins. The application fee is non-refundable.

Admissions: Internal Family Systems Institute, Inc. reserves the right to deny acceptance to any training program applicant and to withdraw a training participant from all or part of a training program at any time if IFS Institute determines a participant's behavior could damage the quality of a training program. IFS Institute, in its sole discretion, may terminate a participant's participation at any time and, in such event, will refund tuition paid to IFS Institute for portions of the training the participant will not attend as a result of his/her termination.

Schedule: IFS Institute reserves the right to postpone, cancel or otherwise change any training program schedule prior to its beginning. At no time is IFS Institute responsible for training students' travel, lodging, or incidental expenses. IFS Institute reserves the right to substitute training staff whenever necessary without obligation to students enrolled in the training.

Photography/recording: Participants may not make audio or visual recordings of any part of any IFS training session. If occasional informal photographs or other recordings are made at gatherings related to this training (excluding in-session periods), participants agree that these photographs or other recordings may be used by IFS Institute for purposes related to its mission. IFS trainers may, on some occasions, make audio and/or video recordings of themselves while teaching in order to comply with the trainer evaluation process – only trainer staff members will be visible and audible in any of these recordings, and the sharing or circulating of these recordings is prohibited, except with a few, key IFS Institute employees.

Dual/Multiple Relationships: IFS Institute, Inc. is committed to doing everything possible to maintain the safety and ethics of its highly experiential Internal Family Systems<sup>SM</sup> (IFS<sup>SM</sup>) training programs. To that end, IFS Institute is sensitive to the potential difficulties of any type of dual/multiple relationship between trainer and participant, or participant and participant. Therefore, IFS Institute recommends that you review the roster for your program (IFS Institute will email it to you prior to the start of your program) and determine if you are in an unworkable dual/multiple relationship with anyone. If you are in an unworkable dual/multiple relationship with someone, particularly supervisory or therapeutic, IFS Institute advises you to speak with that person before beginning the training. IFS Institute acknowledges that dual/multiple relationships need to remain confidential and thus IFS Institute cannot be held liable for their existence in its training programs. In order to respect the confidentiality of your dual/multiple relationship, please address the situation directly. It is the responsibility of the therapist in a therapist-client dual/multiple relationship, and of the supervisor in a supervisor-supervisee dual/multiple relationship to address the situation. 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, training participants 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. Participants in IFS Institute trainings are also expected to adhere to the governing policies of their professional disciplines regarding dual/multiple relationships. If a Lead, Co-Lead, Guest or Assistant Trainer, or an Assistant Trainer Mentee believes that s/he has an unworkable dual/multiple relationship with a training applicant, the training applicant may not enroll in this particular training.

Code of Conduct for Events and Activities Organized by IFS Institute, Inc. **Definition: "Members"** of IFS Institute's events and activities: Anyone who participates in, observes, teaches, or otherwise attends IFS Institute-organized training programs, conferences, webinars, teleconferences, workshops, online communities, or other functions. ISF Institute requires that Members of its events and activities create and maintain a harassment-free event environment, regardless of gender, gender identity, gender expression, sexual orientation, ability, physical appearance, body size, race, age, religion, or nationality. Harassment includes, but is not limited to: Aggressive or hostile verbal comments and other behavior that reinforces social structures of domination related to gender, gender identity, gender expression, sexual orientation, ability, physical appearance, body size, race, age, religion, nationality; Displaying or allowing to be displayed sexual images in public spaces; Deliberate intimidation or stalking; Unwanted or uninvited photography or recording; Sustained disruption of IFS Institute events or activities; Inappropriate physical contact; Unwelcome sexual attention; Advocating for or encouraging any of the above behavior. We expect Members of each event or activity organized by IFS Institute to abide by this Code of Conduct. IFS Institute reserves the right to pursue appropriate legal remedies or removal from IFS Institute events for any failure to abide by this Code of Conduct. **Training Program Purpose and Confidentiality:** While IFS training programs contain experiential components, training programs are not psychotherapy sessions. All program components, including those that are experiential in nature, are for the purpose of teaching people to use the IFS model. Therefore, the interactions and information shared by Members are **not** privileged communications as they might be during actual therapy sessions. IFS Institute invokes training member confidentiality as long as disclosures of information at training programs (1) do not compromise anyone's safety, health or well-being, and/or (2) do not compel that the disclosed information be reported to appropriate law enforcement or regulatory authorities. The various professional and licensing organizations, as well as states, provinces, and other governmental jurisdictions, may have different policies regarding confidentiality for counselors, therapists, and other professionals; Members are responsible for knowing their particular and applicable governing policies, and for adhering to their professional standards for confidentiality if they are more stringent than IFS Institute's requirements. **Reporting a Code of Conduct Violation:** To report a violation of this Code of Conduct, please follow the procedures in the Grievance Policy at IFS-Institute.com FAQ page. **Online Community Purpose:** Our online community platforms, including but not limited to Facebook Groups, provide forums for shared experiences using the IFS model. In addition to the Code of Conduct, we have the following participation guidelines: Promotional posts: We will provide prompts to allow you to comment with any offers, products, or services you have available to the community. Please refrain from individual posts advertising for personal gain. Clinical consultation: No one may post information that could potentially breach client confidentiality. Medical disclaimer: Online communities are not substitutes for clinical diagnosis or treatment, nor is the information provided intended to replace consultation with a qualified health-care provider. If you're in crisis, please contact your local emergency services. Please note the opinions and content on community group pages do not represent IFS Institute, nor do they necessarily represent the IFS model. If you have any questions about online community issues, please contact Sara Oberg - contact information is at [www.ifs-institute.com](http://www.ifs-institute.com).

**Signature Required:** By signing or typing your name below you (1) acknowledge that you have read and understand the policies about withdrawals/refunds, admissions, schedule, photography/recording, the Code of Conduct, and the contents of the brochure for this training ([www.ifs-institute.com](http://www.ifs-institute.com)); and (2) acknowledge that you have read and understand the risks of entering into Internal Family Systems<sup>SM</sup> training with a dual/multiple relationship (above), take full responsibility for any issues that may arise in regard to dual/multiple relationships, and that any dual/multiple relationship issue does not exempt you from fulfilling your payment agreement as specified above.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**BILLING INFORMATION**

**There is a \$20 fee for each late payment. Everyone needs to complete this section in full. Thank you!**

Applicant Name: \_\_\_\_\_

Name on Credit Card (if different from Applicant Name): \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number (Visa, MasterCard, Discover Only – **NO American Express**)

Credit Card Expiration Date (required):

**Please make sure you provide ALL credit card information above (we don't save it),  
even if you've given it before or if you're applying for a scholarship.**

Please use this box for additional billing information, as needed.

**Signature Required:** By signing or typing your name below you authorize Internal Family Systems Institute, Inc. to automatically charge your credit card according to the dates and amounts on this application form. Note that tracking payments is your responsibility.

**Printed Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Daytime phone number** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Before submitting your application to Internal Family Systems Institute, please:**

- (1) make sure it's **complete and signed in both places** – incomplete or unsigned forms can't be processed.
- (2) **make a copy** for your tax and other records.