Program Assistant Application for Retreat-Style Level 1 with 2 On-Site Sessions NEFESH (600) Brooklyn, 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 IFSI (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 IFSI to confirm that we received your PA application (training@selfleadership.org).

3. PAs are selected by each program’s trainers. 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 attached to this document.

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 of this training. 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 IFSI’s Grievance Policy as posted at [www.selfleadership.org](http://www.selfleadership.org).

Please proceed to the following pages for the PA application form.
PA Application for Retreat-Style Level 1 with 2 On-Site Sessions NEFESH
(600) Brooklyn, NY

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 experience 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______________________________________________________ 
   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 Brooklyn, NY session 1 only.
   _____ I am applying to be a PA for the Brooklyn, NY session 2 only.
   _____ I am applying to be a PA for Brooklyn, NY sessions 1 & 2.

   Can you attend all days of this training? Yes_____ No_____ 
   If “no”, please list all 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.
   • **Please do not send photos** of your application.

   Thank you for your interest in IFS Institute’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 SM (IFS SM) Training Programs
Organized by IFS Institute (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 (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

1.1.20.
The Internal Family Systems Model

Internal Family Systems℠ is at the forefront of a movement toward a more collaborative therapeutic approach that relies on clients’ intuitive wisdom. IFS℠ 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 other tabs of our website. [https://www.selfleadership.org](https://www.selfleadership.org)

IFS Institute’s contact information is at the end of this brochure and on the website. We invite you to contact us with any questions.
Training Location

Kings Way Jewish Center
2810 Nostrand Ave
Brooklyn, NY 11229

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.IFS-Institute.com, FAQ page.

Format: The training includes lecture, discussion, demonstration, experiential exercise, video review, and small group 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 two on-site sessions, and two teleconference sessions, totaling 84 program hours. Each on-site session comprises 40 program hours, and each teleconference session comprises two program hours. Session and daily schedules are listed later in this brochure.
Trainers

**Lead Trainer: Osnat (Osi) Arbel, PhD, LMFT,** is a co-founder of the Israeli Institute for IFS. There she trains, supervises and facilitates groups while living the IFS model both personally and professionally. In her private practice she provides IFS-based therapy for individuals, couples and families. Osi is also an AAMFT Clinical Member and Approved Supervisor, currently dividing her time between Israel and Colorado. In Israel she teaches MFT courses at Tel-Aviv University and Tel-Hai Academic College and supervises MFT practicum courses. In Denver she is an assistant professor at Argosy University, teaching in the Counseling and MFT programs.

**Assistant Trainer: Madeleine Warren, LMFT, LCPC,** is also an advanced IFIO-trained clinician and consultant specializing in the treatment of complex trauma. She has a private practice in Evanston and Oak Park, Illinois, where she sees both individuals and couples. In addition to her clinical work, Madeleine provides supervision and consultation to individuals and groups. She has taught introductory IFS workshops to therapists and students, and is excited to be involved with IFS trainings as she has a great passion for teaching and inspiring others.

Certificate of Completion

A Certificate of Completion (non-CE) is awarded by IFS Institute, 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 is listed 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 IFS Institute website certification page, or by emailing Karen Blicher at karen@ifs-institute.com.

Eligibility for Future Trainings

By earning IFS Institute’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: We welcome applications from:

- Mental and medical health care practitioners
- Pastoral counselors
- Business and academic professionals
- Masters or doctoral students
- Dance, art, and music therapists
- Health care professionals from allied fields

Application Form: Please use the application form for this training found on our website.

Training Schedule

On-Site Session 1: March 22-27, 2020
On-Site Session 2: July 19-24, 2020
Teleconference 1: May 19, 2020, 2020 12:30PM – 2:30PM Eastern Time
Teleconference 2: June 30, 2020 12:30PM – 2:30PM Eastern Time

Teleconference Information:

- Teleconferences will take place on Zoom, our teleconference service.

- **If you will access Zoom on a smart device or computer, be sure to 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 (for training members only):** Follow the instructions that will be provided in the pre-training email that IFS Institute will send to you shortly before the training program’s first day. Instructions will include phone numbers (in case you want to call in), Meeting ID number, etc.

- Please do not attempt to join the teleconferences before their scheduled times.
IFS Institute Trainer is inviting you to a scheduled Zoom meeting.

**Topic: 600 NEFESH OTP Teleconference Call #1**  
**Time:** May 19, 2020 12:30 PM – 2:30 PM Eastern Time (US and Canada)  
**Meeting ID:** 600 763 745

Join Zoom Meeting  
[https://zoom.us/j/600763745](https://zoom.us/j/600763745)  
One tap mobile  
+16465588656,,600763745# US (New York)  
+16699006833,,600763745# US (San Jose)  
Dial by your location  
  - +1 646 558 8656 US (New York)  
  - +1 669 900 6833 US (San Jose)  
**Meeting ID:** 600 763 745

IFS Institute Trainer is inviting you to a scheduled Zoom meeting.

**Topic: 600 NEFESH OTP Teleconference Call #2**  
**Time:** Jun 30, 2020 12:30 PM – 2:30 PM Eastern Time (US and Canada)  
**Meeting ID:** 651 383 711

Join Zoom Meeting  
[https://zoom.us/j/651383711](https://zoom.us/j/651383711)  
One tap mobile  
+16465588656,,651383711# US (New York)  
+16699006833,,651383711# US (San Jose)  
Dial by your location  
  - +1 646 558 8656 US (New York)  
  - +1 669 900 6833 US (San Jose)  
**Meeting ID:** 651 383 711  
Find your local number: [https://zoom.us/u/aqxICVO6c](https://zoom.us/u/aqxICVO6c)
## Daily Schedule

**On-Site Session 1: Brooklyn, NY**

<table>
<thead>
<tr>
<th></th>
<th>Morning Session</th>
<th>Morning Stretch</th>
<th>Afternoon Session</th>
<th>Afternoon Snack</th>
<th>Training Hours/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1</strong></td>
<td>March 22</td>
<td></td>
<td></td>
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<tr>
<td>9-12:30</td>
<td>15 min</td>
<td>2 – 6:30</td>
<td>15 min</td>
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<td>7.5</td>
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<tr>
<td><strong>Day 2</strong></td>
<td>March 23</td>
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<tr>
<td>9-12:30</td>
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<td>2 – 6:30</td>
<td>15 min</td>
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<td>7.5</td>
</tr>
<tr>
<td><strong>Day 3</strong></td>
<td>March 24</td>
<td>9 - Noon</td>
<td>1 – 4</td>
<td>X</td>
<td>6.0</td>
</tr>
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<td>9-12:15</td>
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<td>1:45 – 6</td>
<td>15 min</td>
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<td>7.0</td>
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<td>March 26</td>
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<tr>
<td>9-12:15</td>
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<td>1:45 – 6</td>
<td>15 min</td>
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<td>7.0</td>
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<tr>
<td><strong>Day 6</strong></td>
<td>March 27</td>
<td>9 - Noon</td>
<td>1 – 3</td>
<td>X</td>
<td>5.0</td>
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## On-Site Session 2: Brooklyn, NY

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<th>Morning Stretch</th>
<th>Afternoon Session</th>
<th>Afternoon Snack</th>
<th>Training Hours/CE Hours</th>
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<tbody>
<tr>
<td><strong>Day 1</strong></td>
<td>July 19</td>
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<tr>
<td>9-12:30</td>
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<td><strong>Day 2</strong></td>
<td>July 20</td>
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<td>9-12:30</td>
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<tr>
<td><strong>Day 3</strong></td>
<td>July 21</td>
<td>9 - Noon</td>
<td>1 – 4</td>
<td>X</td>
<td>6.0</td>
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<td>July 22</td>
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<td>9-12:15</td>
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<td><strong>Day 5</strong></td>
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<tr>
<td><strong>Day 6</strong></td>
<td>July 24</td>
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<td><strong>Total: 40</strong></td>
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**Continuing Education Contact Hours**

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

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

- The course offers a total of 80 contact hours. Continuing education credit is offered for the on-site course. Continuing education credit is not offered for the two, 2-hour teleconference sessions.

- CE hours are awarded on a session-by-session basis, with full attendance required at sessions attended. Partial session CE credit is not offered.

- Attendees must complete all CE materials, sign in/out daily, and complete a session evaluation.

- 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 within 30 days of receipt of completed CE materials.

- There is no additional fee to make application for CE credit.

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

- Learning objectives are available on the FAQ page at [www.IFS-Institute.com](http://www.IFS-Institute.com).

- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education: 800-557-1950. Email: instconted@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: This program has been approved for 40.00 social work continuing education hours per session for re-licensure, in accordance with 258 CMR Collaborative of NASW and the Boston College and Simmons Schools of Social Work. Authorization numbers: D-80806-1 / D-80806-2.

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.

New Jersey: CE credit is not offered for social workers licensed by the New Jersey State Board of Social Work Examiners.

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 IFS Institute’s website store (www.IFS-Institute.com). 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, IFS Institute, 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.
Tuition and Fees

**Program Tuition:** For tuition and other financial information, please contact NEFESH

**Withdrawals and Refunds:** Participants who wish to withdraw from the training program must do so in writing. Refunds will not be made directly to participants by IFS Institute. Please contact NEFESH for its withdrawal and refund policy. The application fee is non-refundable. 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.

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

**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. IFS Institute is not affiliated with any of these sites, but many people have success with them.

**ON-SITE SESSION 1&2: CITY, STATE**

Kings Way Jewish Center
2810 Nostrand Ave
Brooklyn, NY 11229
718-258-3344
[https://www.kingswayjewishcenter.org/](https://www.kingswayjewishcenter.org/)
AIRPORTS:

Newark Liberty International Airport
Airlines served: Most major airlines served
Approximately 45 minutes from site.
For directions from Newark click HERE.

LaGuardia Airport
Airlines served: Air Canada, American Airlines, Delta, Frontier, JetBlue, Southwest, United Airlines, Spirit
Approximately 45 minutes from site.
For directions from LaGuardia click HERE.

JFK Airport
Airlines served: Most major airlines served
Approximately 25 minutes from site.
For directions from JFK Airport click HERE.

DRIVING and PUBLIC TRANSIT:

For driving or public transit directions from…
- White Plains click HERE.
- Queens click HERE.
- New Brunswick click HERE.

TRAINS (Amtrak): For Amtrak information please click HERE.

MTA (NY subway and bus) website: HERE.

SITE PARKING: There is no on-site parking available.

MEALS: To see restaurants in the area please click HERE.

LODGING: For lodging near the site please click HERE.
Internal Family Systems Institute, Inc.
www.IFS-Institute.com

IFSI’s training coordinator for this training:

Jeffery John
Jeff@ifs-institute.com
301.655.6671 (Eastern Time Zone, USA)

Other IFSI contact information:

Phone: Level 1, 2, 3 North American Trainings: 708.383.2519
Level 1, 2, 3 International Trainings: 708.845.1664
IFS Certification: 828.215.6307
IFS Circle/Continuity Webinars: 406.962.5598
Everything Else IFS, including Store, Workshops, etc.: 708.383.2659

Fax: 708.383.2399

Mailing Address: P.O. Box 3969, Oak Park, IL 60303

Email: Level 1, 2, 3 North American Trainings:
Jen@ifs-institute.com or Maryanne@ifs-institute.com
For best service, please write to only one email address at a time - thanks!
Level 1, 2, 3 International Trainings: Karon@ifs-institute.com
IFS Certification: karen@ifs-institute.com
IFS Circle/Continuity Webinars: help@selfleadership.org
Everything Else IFS, including Store, Workshops, etc.: info@selfleadership.org

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