



IFS Institute  
PO Box 3969, Oak Park, IL 60303  
[www.IFS-Institute.com](http://www.IFS-Institute.com)  
Katie Nelson, CEO  
Amanda Connell,  
Interim DE&I Specialist

IFS Institute, Inc.  
Internal Family Systems Organizational Training  
Program Policy and Application  
Effective October 1, 2017

**IFS Institute in its efforts to expand diversity and broaden inclusion within the Internal Family Systems (IFS) community among practitioners and the lay public, has created the IFS Organizational Training Program (OTP).** This is intended to bring IFS trainings to organizations that serve minority and marginalized populations. Minority and marginalized populations include, but are not limited to traditionally under-represented racial groups, economically depressed communities, faith-based communities, LGBTQ communities, veterans, the homeless, those in drug/alcohol treatment, those with physical and developmental disabilities, and others. Any organization that serves minority and marginalized populations is encouraged to seek an IFS training through an OTP, which involves completing and submitting the application form (found later in this document) to IFS Institute for consideration.

**Before completing the application form, please review the OTP guidelines below.** We recognize that each organization's profile is unique, so there may be room for negotiation with these guidelines. Your organization's ability to meet these guidelines, while helpful to your application, may not be fully required to be approved.

**We also recommend that you review training program brochures** found on individual training program pages at [www.IFS-Institute.com](http://www.IFS-Institute.com). These brochures will give you a good sense of what a training program is like and provide detailed information about things such as training structure and content, daily schedules, continuing education credit, and more.

If you have any questions about OTP guidelines, please contact Katie Nelson, [Katie@IFS-Institute.com](mailto:Katie@IFS-Institute.com) and Amanda Connell [Amanda@IFS-Institute.com](mailto:Amanda@IFS-Institute.com)

Thank you for your interest in an OTP.  
We look forward to learning more about your organization!

## GUIDELINES FOR OTPs

1. OTP awards are limited to a few per calendar year.
2. An organization has 501(C)3 status at the time of application for an OTP, and during the course of the OTP.
3. The organization can provide a training site for the OTP without cost to IFS Institute. The site needs to be consistent with IFS Institute's training site requirements, and IFS Institute needs to approve the site in advance.
4. The organization can provide easy and timely access to the site for OTP participants (i.e., the organization's personnel enrolled in the training) and training staff members; snack food and beverages for training participants and staff members; and all necessary AV equipment.
5. The organization can provide ADA accommodations at the site that may be required by OTP participants and staff members.
6. The OTP will include no more than 33 participants.
7. The OTP will adhere to all IFS training curriculum, time commitments, and applicable IFS training rules and responsibilities. Training certificates of completion will only be provided to OTP participants who complete all requirements of the OTP.
8. The organization or individual OTP participants can purchase their own pre-training reading and other materials, and pay their continuing education credit fees if such credit is desired.
9. Although the OTP is for the organization's personnel, IFS Institute reviews and must approve all participant applications. All participants must submit a program application and either the organization or the individual applicant must pay the non-refundable application fee. If for any reason IFS Institute questions the appropriateness of any applicants, IFS Institute will inform the organization's contact person or other designated individual.
10. IFS Institute selects all training staff members through its usual staff selection process. IFS Institute welcomes and will consider, but is not obligated to act on, an organization's training staff member preferences.
11. The customary meeting schedule for IFS trainings, which is pre-approved for continuing education credit (CE) and designed for maximum learning effectiveness, will be used for OTPs whenever possible, though there may be some flexibility, and this will be worked out between IFS Institute and the organization.
12. While IFS Institute considers an organization's capacity to pay IFS Institute for the OTP, the amount of funding available from an organization and/or its participants is not the primary consideration in OTP application consideration or approval.
13. If an OTP application is approved by IFS Institute, the OTP may begin approximately 9-18 months from the time a contract between the organization and IFS Institute is completed.
14. If an OTP application is approved, the organization agrees that it will manage the training before, during and after it meets in consultation with IFS Institute and according to IFS Institute's policies.
15. OTPs are reserved for IFS training programs organized by IFS Institute. This policy is not applicable to any other IFS training programs, including international training programs, or to other IFS non-training events or offerings.



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IFS Organizational Training Program

APPLICATION FORM

**Please complete all sections of this form and send it to Katie Nelson and Amanda Connell using the contact information above. Please type or print clearly using black ink so we can read your information. Responses to all questions are required so that we can get the best understanding possible of your organization.**

Organization name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone (if applicable) \_\_\_\_\_

Email address: \_\_\_\_\_

Organization address:

Organization mission/purpose:

What services does the organization provide?

Whom does the organization serve?

Does the organization charge its clients a fee for services? If yes, please explain.

How will an IFS training positively affect training participants and those they serve?

Estimated number of clients affected by this IFS training:

Estimated number of training participants attending this training:

What is the organization's annual budget?

Does the organization have funds that will be dedicated to the IFS training?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown at this time \_\_\_\_\_

If fund availability is not known at this time, please estimate when that information will be available.

If funds are available, how much? \$ \_\_\_\_\_

IFS Institute recommends that each training participant pay some amount of their own money to attend the training as an investment in their own learning (we recommend \$100-\$500/each).

Does the organization intend to require that individuals pay some of their own money for their training?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown at this time \_\_\_\_\_

If yes, how much? \$ \_\_\_\_\_

### **TRAINING SITE INFORMATION**

Can the organization provide a site for the OTP at no cost to IFS Institute? (Note: IFS Institute will review detailed site requirements with the organization as part of the OTP application process).

Yes \_\_\_\_\_ No \_\_\_\_\_

Is the organization's site ADA accessible?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can the organization provide snack food and beverages for all training participants and training staff members during training days?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can the organization provide all AV equipment? Typical meeting equipment is needed, such as several hand-held or clip-on microphones and PA system, LCD projector and screen, CD player, and easel and flip chart paper.

Yes \_\_\_\_\_ No \_\_\_\_\_