IFS Institute, Inc.
Contact Information for Submitting PA Applications:
P.O. Box 3969, Oak Park, Illinois 60303
Fax: 708.383.2399 **Phone:** 708.383.2519
Email: Training@IFS-Institute.com

Program Assistant Application for *6-Session Level 1 Training Project ECHO (587) Prince Frederick, MD*

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@IFS-Institute.com).
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 https://ifs-institute.com/.

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

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Email: Training@IFS-Institute.com

PA Application for *6-Session Level 1 Training Project ECHO (587) Prince Frederick, MD*

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 <u>completed</u> 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_____

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 **https://ifs-institute.com/**.

    _____

    _____

    _____

    _____

12. Check One:

_____ I am applying to be a PA for the Prince Frederick, MD session 1 only.

_____ I am applying to be a PA for the Prince Frederick, MD session 2 only.

_____ I am applying to be a PA for Prince Frederik, MD 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.**

1.15.20

Dual/Multiple Relationship Policy for
Training Staff Members in
Level 1, 2, and 3 Internal Family Systems℠ (IFS℠)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.

<u>By signing below,</u> 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

Prince Frederick, MD: 2020-2021
Internal Family Systems℠ Therapy
Level 1 Training Program Project ECHO (587)

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:

Richard C. Schwartz

- 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://ifs-institute.com/

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.

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 training comprises six, 3-day sessions, totaling 108 program hours. Each 3-day session comprises 18 program hours. Session and daily schedules are listed later in this brochure.

Trainers

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

Assistant Trainer: Terrilee (Terri) Dalton, LCSW, CADC, is a clinical social worker in private practice, teacher and longtime outdoor retreat leader with more than thirty years of experience working with complex trauma, addictions, anxiety and depression. She has specialized in individual and group work with women, adolescents and children using mind body practices including her work as a yoga teacher and teacher of Authentic Movement. IFS has been a passion of hers for more than a decade as a solid foundation in her vision of healing lives.

Training Schedule

2020: May 1st - 3rd
2020: July 10th - 12th
2020: October 2nd - 4th
2020: November 13th - 15th
2021: January 29th - 31st
2021: April 9th - 11th

Daily Schedule

	Morning Session	AM Break	Afternoon Session	PM Break	Training/ CE Hours
Friday	9:30 - 12:30	15 min.	2 – 6	15 min.	6.5 hours
Saturday	9 - 12:30	15 min.	2 – 6	15 min.	7.0 hours
Sunday	9 – 11:30	X	Noon – 2	X	4.5 hours
					18 Total

Certificate of Completion

A Certificate of Completion (non-CE) is awarded by IFS Institute and **a participant must complete 90 of the 108 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.

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.

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 18 contact hours per session (total of 108 contact hours per course). CE covers all scheduled course 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 need to sign up for it at the first session, and you must bring your license information (as applicable) to sign up for CE credit.**
- 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.
- 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. This website will be updated with regard to approval.

Social Work:
This program has been approved for 18.00 social work continuing education hours, per session for relicensure, in accordance with 258 CMR Collaborative of NASW and the Boston College and Simmons Schools of Social Work.
Authorization: D-80807-1 - D-80807-6.
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 the 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 Sandy@IFS-Institute.com.

   Required reading before the training begins:

   Schwartz, RC and Sweezy, Martha (2019), Internal Family Systems Therapy-Second Edition, New York: Guilford Press, ISBN 9781462541461

   Goulding, RA, and Schwartz, RC (2002). The Mosaic Mind: Empowering the Tormented Selves of Child Abuse Survivors, Oak Park IL: Trailheads Publications, IFS Institute, ISBN 0-9721480-1-9.

   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:

   Anderson, Frank G., Sweezy, Martha, and Schwartz, Richard C. (2017). Internal Family Systems Skills Training Manual: Trauma-Informed Treatment for Anxiety, Depression, PTSD and Substance Abuse, Eau Claire, WI: PESI Publishing & Media, ISBN-10: 1683730879, ISBN-13: 978-1683730873.

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

Program Tuition: For tuition and other financial information, please contact Project ECHO

Room and Board are not included in tuition.

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 Project ECHO for the withdrawal and refund policy.

SITE and TRAVEL INFORMATION

Training Site: **CalvertHealth Medical Center**
100 Hospital Rd
Prince Frederick, MD 20678
liason: Henry Trentman- 301-247-9810
https://www.calverthealthmedicine.org/

ADA If you have special needs, please contact Project ECHO.

Additional site information: Please visit the training site's website (listed above) if you would like more information about the training site.

Additional travel information: If you need additional travel information, please visit websites such as MapQuest or Google Maps. You may also wish to visit priceline.com, orbitz.com, kayak.com, or other websites to find travel deals for airfare, hotels, rental cars, etc. While IFS Institute is not affiliated with any of these sites, many people have success with them.

Airports: Please click **HERE** for information about airports near the training site.

Driving and Public Transit: For directions to the training site, you can visit Google Maps by clicking **HERE**. Please feel free to use other similar sites as needed.

Site Parking: There is onsite parking**.** **HERE**.

Meals: To see restaurants in the area please click **HERE**.

Lodging: For lodging near the site please click **HERE.**

IFS Institute Contact Information

Please also see the "contact us" page at www.IFS-Institute.com

IFSI's training coordinator for this training:

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

Billing and Credit Card matters for this training: 708.848.9963, Mary@IFS-Institute.com

U.S. Trainings (Level 1, 2, 3): 708.383.2519
Jen@IFS-Institute.com, or
Training@IFS-Institute.com or
Maryanne@IFS-Institute.com
For best service, please write to only 1 email address

Canadian and Organizational Trainings (Level 1, 2, 3): 301.655.6671
Jeff@IFS-Institute.com

International Trainings (Level 1, 2, 3): Luis.Vega@IFS-Institute.com

Webinars – IFS Circle/Continuity: 406.962.5598, Help@IFS-Institue.com

IFS Certification: 828.215.6307, Certification@IFS-Institute.com

Annual Conference: 401.601.0445, Ashley@IFS-Institute.com

Everything Else IFS (Store, Workshops, etc.): 708.383.2659, Sandy@IFS-Institute.com

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