Submit PA Application to:
P.O. Box 3969, Oak Park, Illinois 60303
Fax: 708.383.2399  Email: training@IFS-Institute.com

FORM A: Program Assistant Application for 6-Session Level 1 Trainings
(trainings without Overnight/Commuter arrangements)

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 IFS Institute (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 IFS Institute 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 “About Us – Trainers” and/or “Find a Professional” 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 website 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 of this training. Contact information is in the website’s “About Us – Trainers” and/or “Find a Professional” listings.

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 IFS Institute’s Grievance Policy as posted at www.IFS-Institute.com.
FORM A: Program Assistant Application for 6-Session Level 1 Training
(trainings without Overnighter/Commuter arrangements)

Training City____________________________________________________

Training 3-digit number (available on the training’s website page)________________________

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___ 4th time___ 5th time___ 6th 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_________________________________________________________________
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**
- **Lead Trainer Name(s)**
- **Assistant Trainer Name**
- **Graduation Date**

- **City**
- **Lead Trainer Name(s)**
- **Assistant Trainer Name**
- **Graduation Date**

- **City**
- **Lead Trainer Name(s)**
- **Assistant Trainer Name**
- **Graduation Date**

- **City**
- **Lead Trainer Name(s)**
- **Assistant Trainer Name**
- **Graduation Date**

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.IFS-Institute.com

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

12. Have you participated in the IFS Conference Program Assistant Workshop, Building Confidence and Competence: Honing Skills for More Mastery as a Program Assistant?

   No_______ Yes_______ Participation Year ____________

13. Can you attend all days of this training? Yes____ No____

   If “no”, please list all the days that you cannot attend.

   ____________________________________________________________________________

14. What is your native language? ________________________________

15. List any other languages in which you are fluent. ________________________________

16. Do you have any special needs? If so, please explain.

   ____________________________________________________________________________
   ____________________________________________________________________________
17. Sign the Dual/Multiple Relationship Policy and Code of Conduct below and return them with your PA application. Your PA application cannot be considered unless you return a signed Dual/Multiple Relationship Policy and Code of Conduct.

**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 and Code of Conduct below.
- **Copy or save your application** for your records – most people eventually need it.
- **We cannot accept photos of your application.**

**Thank you for your interest in IFS Institute’s training.**
IFS Institute, Inc.

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

The Center for Self Leadership, Inc. DBA IFS Institute, Inc.  7.25.17; updated 1.16.20 IFSI name
IFS Institute, Inc.

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.

IFS 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).**

**By signing below, I agree to abide by the terms of this code of conduct for all IFS Institute-organized IFS training programs in which I am involved, now and in the future.**

---

**Signature**

**Printed Name**

**Date**

12.24.19; update 1.16.20 IFSI
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://ifs-institute.com/](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: Cece Sykes, LCSW, ACSW; IFS Senior Trainer, US and international. Contributed to Levels 1 and 2 IFS training manuals and teaches L1 as well as L2 Trauma and Addiction. Cece has over thirty years of clinical experience working with individuals, couples and families, specializing in work with the effects of trauma and addiction. Her chapter on compassionate approaches to addictive process appears in IFS: Innovations and Elaborations, 2016, Routledge. Cece also has special interests in spiritual practices intersecting with therapy and in the impact of psychotherapy upon the life of the therapist and she lectures, consults and leads workshops on all of these topics. Cece lives and works in the city of Chicago.

Assistant Trainer: Kevin Davis, LCSW, LMFT, LCAS, Approved AMFT Supervisor, is an IFS therapist who specializes in addiction, trauma and the impact of early imprints. She has a passion for helping clients connect to and use the inherent treatment plan that lives in all of us as individuals, relationally and in community. Kevin is Co-Founder of Hospice at Charlotte, and founder of the Family Therapy Training Institute at United Family Services. With over 30 years of experience, Kevin uses mind/body approaches to help others enhance resilience and achieve purpose.
**Training Schedule**

2020: June 19\(^{th}\) – 21\(^{st}\)
2020: September 11\(^{th}\) - 13\(^{th}\)
2020: December 4\(^{th}\) - 6\(^{th}\)
2021: January 15\(^{th}\) - 17\(^{th}\)
2021: February 26\(^{th}\) - 28\(^{st}\)
2021: April 9\(^{th}\) - 11\(^{th}\)

**Daily Schedule**

<table>
<thead>
<tr>
<th></th>
<th>Morning Session</th>
<th>AM Break</th>
<th>Afternoon Session</th>
<th>PM Break</th>
<th>Training/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>9:30 - 12:30</td>
<td>15 min.</td>
<td>2 – 6</td>
<td>15 min.</td>
<td>6.5 hours</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 - 12:30</td>
<td>15 min.</td>
<td>2 – 6</td>
<td>15 min.</td>
<td>7.0 hours</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 – 11:30</td>
<td>X</td>
<td>Noon – 2</td>
<td>X</td>
<td>4.5 hours</td>
</tr>
</tbody>
</table>

**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.
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 in allied fields

Up to approximately 2/3 of this training will comprise of The Meadows organization. The remainder of these seats will be offered to the general public. If you have questions about this please contact the coordinator of this training Jeffery John at jeff@ifs-institute.

Application Form: The application form for this training is on our website. Application forms for other IFS trainings cannot be used for this training.

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.


- 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.

**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.


**New Jersey:** CE credit is not offered for New Jersey social workers.

**Marriage-Family Therapy:**

The Institute for Continuing Education, Provider 56590, is approved by the California Association of Marriage and Family Therapists to sponsor continuing education for LMFTs, LCSWs, LPCCs. The Institute for Continuing Education maintains responsibility for this program and its content. This Course meets the qualifications for 18.00 hours per session of continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences.

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:


**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.

**Financial Assistance**

**Payment plans:** Payment plans are listed on the program application. If you have questions about the plans, please contact IFS Institute Controller, Mary Mitrovich, at Mary@IFS-Institute.com.

**Costs for the training may be tax-deductible:** Please consult with your tax advisor.

**Employers can be a good source of funding for continuing education.** Please check with your supervisor and/or human resources department.

**Tuition scholarships from IFS Institute:** All the details, including the scholarship application deadline and application form, are on the website's Training FAQ page.

**Repeater tuition:** Information regarding tuition if you are repeating a training is on IFS Institute’s website FAQ page.

**Tuition and Fees**

**Program Tuition:** $4,000 ($500 of which is the program deposit)

**Program Deposit:** The $500 deposit is charged when you are accepted into the training, and this is required to secure your place. Payment plans are available for the balance (see program application for details).
Room and Board are not included in tuition.

**Application Fee:** A $55 non-refundable, non-transferrable application fee is charged when your application is received.

**Withdrawals/Refunds:** Participants who wish to withdraw from the training program must do so in writing. Participants are responsible for paying for sessions attended or missed prior to withdrawal. Deposit: The $500 deposit is refundable if written notice of withdrawal is received by the IFS Institute office 45 or more days before the 1st day of Session 1. 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 1st day of Session 1. 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 person 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 1st day of Session 1, 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 1st day of Session 1. One-half (1/2) of the tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1st day of Session 1, and 21 or more days before the 1st day of Session 2. The full tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1st day of Session 2. The application fee and payment plan carrying fee are 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.

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**SITE and TRAVEL INFORMATION**

**Training Site:** The Meadows Outpatient Center  
19120 N Pima Rd #125  
Scottsdale, AZ 85255  
liason: Carrie Steffensen- (877) 927-8006  
[https://www.themeadows.com/](https://www.themeadows.com/)

**ADA** If you have special needs, please contact IFS Institute.

**Site affiliations:** IFS Institute training programs occasionally meet at sites that have religious affiliations, though IFS Institute is not, itself, religiously affiliated and does not, as an organization, espouse any religious point of view. This brochure contains the website address for the site at which this training program will meet if you need more information about the site.

**Individual requests:** IFS Institute offers professional training programs and may also make available group overnight/day commuter packages for its training programs. This brochure will have information about these if they are available for your training. We will do everything reasonably possible to enhance your experience at the training site, but it may not be possible to address each person's unique or individual needs as may be possible when going on vacation or visiting a spa.
**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](http://www.IFS-Institute.com)

IFS'I's training coordinator for this training:

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