This training includes both online and onsite sessions.
  o Onsite sessions are only available onsite (New York, NY).
  o Online sessions are only available online (live, real time).

COVID-19:
  o Please read COVID-19 Health and Safety Protocols in this brochure.

The Internal Family Systems Model

Internal Family SystemsSM 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 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 essential details about this program, including Continuing Education credit, Certificate of Completion attendance requirements, finances, session and daily schedules, required readings, health and safety information regarding COVID-19, site and travel information, trainer biographies, and more. For more about IFS, please visit other tabs of our website.

Curriculum

Overview: In addition to thoroughly learning IFS theory and technique, the IFS 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 and Program Hours: The training includes lecture, discussion, demonstration, video review, experiential exercise, and small group practice. This training comprises three, 4-day sessions totaling 80 program hours (26.5 or 27 hours per session), plus two separate 2-hour online sessions between the 4-day sessions. The two separate 2-hour online sessions enable participants to have contact with their trainers and each other in order to further integrate material already presented.

Session and daily schedules are listed later in this brochure.

Trainers

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

Assistant Trainer: Chris Ratte, LCSW, LCADC, has a deep love for sharing, teaching, and living the IFS model with others. He has worked in the fields of mental health and addiction in many treatment settings for more than 30 years. Presently, Chris is in private practice working with individuals and couples, and providing both individual and group supervision. Chris has found a home with IFS in his work with others, as a personal process, and as a member of the larger IFS community, and appreciates the opportunity to continue his healing journey alongside many beloved friends, mentors, and fellow IFSers.

Hybrid Training Schedule

This training has a mix of online sessions (live, real time) and onsite sessions (New York, NY), and meets according to the dates and daily schedules below.

• Online sessions use the U.S. Eastern Time Zone in effect during each online session of the training.
• Please refer to www.24timezones.com, www.timeanddate.com, or a similar resource to determine how this relates to your own time zone.

• Please be sure to account for Standard vs. Daylight Savings time.

• You can use New York in the U.S. Eastern time zone as a reference location to determine how the Eastern time zone relates to your own time zone for each online training session.

• **Online sessions meet on Zoom**

  o Please download and take some time to understand Zoom software well before the training begins. To do this, go to Zoom.us, sign in (or “sign up”), and create your account.

  o 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. IFS Institute cannot provide this type of technical support.

  o Please ensure that your computer, any related equipment, and your internet connection are sufficient to attend a live Zoom event. IFS Institute cannot provide technical support related to your system.

  o Training members will receive Zoom links close to the start of the training, and these links are how you can access this online training.

  o Please note that the training is only for training members, so please take care to be in a private space when attending the training.

• **The onsite sessions meet in New York, NY,** and detailed site information is listed later in this brochure. Please review this information well before the training begins.

**Training Dates**

Onsite: 4-Day Session 1: May 23-26, 2022 – **only available onsite in New York**

Online: 4-Day Session 2: July 11-14, 2022 – **only available online**

Onsite: 4-Day Session 3: September 12-15, 2022 – **only available onsite in New York, NY**

Online: 2-Hour Session 1: June 8, 2022, 6-8 pm – **available online only**

Online: 2-Hour Session 2: July 27, 2022, 6-8 pm – **available online only**

**Daily Schedule**

**Session 1 – Attendance is Onsite in New York Only**

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning Session</th>
<th>Morning Stretch</th>
<th>Afternoon Session</th>
<th>Afternoon Stretch</th>
<th>Training/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-6:00</td>
<td>15 min</td>
<td>7.25</td>
</tr>
<tr>
<td>May 24, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>May 25, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>May 26, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:15-4:00</td>
<td>X</td>
<td>5.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27.00</td>
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</tbody>
</table>
Session 2 – Attendance is Online Only

<table>
<thead>
<tr>
<th></th>
<th>Morning Session</th>
<th>Morning Stretch</th>
<th>Afternoon Session</th>
<th>Afternoon Stretch</th>
<th>Training/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 11, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>July 12, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>July 13, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>July 14, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:15-3:45</td>
<td>X</td>
<td>5.5</td>
</tr>
</tbody>
</table>

26.5

Session 3 – Attendance is Onsite in New York Only

<table>
<thead>
<tr>
<th></th>
<th>Morning Session</th>
<th>Morning Stretch</th>
<th>Afternoon Session</th>
<th>Afternoon Stretch</th>
<th>Training/CE Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12, 2022</td>
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<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>September 13, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>September 14, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:30-5:45</td>
<td>15 min</td>
<td>7.0</td>
</tr>
<tr>
<td>September 15, 2022</td>
<td>9-12:15</td>
<td>15 min</td>
<td>1:15-3:45</td>
<td>X</td>
<td>5.5</td>
</tr>
</tbody>
</table>

26.5

Certificate of Completion

A Certificate of Completion (non-CE) is awarded by IFS Institute and a participant must complete 70 of the 84 program hours offered in order to be eligible to earn this certificate. This means each participant may miss a maximum of 14 training hours over the course of the entire training program, if necessary. Participants are responsible for ensuring that they attend enough training hours to earn the Certificate of Completion.

IFS Certification

Participants are not IFS Certified 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 Certification@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 IFS Certified to enroll in IFS trainings.

To Apply

Who Should Apply: We welcome applications from:

- Mental and medical health care practitioners
- Pastoral counselors
- Masters or doctoral students
- Dance, art, and music therapists
- Health care professionals in allied fields
Application Form: The application form for this training is on our website.

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 only for the 4-day sessions. Continuing education credit is not offered for the two separate 2-hour 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, comply with attendance monitoring requirements, and complete a session evaluation.
- Applications for continuing education contact hours will be provided by IFS Institute at the initial course session, along with other pertinent continuing education information.
- If you would like CE credit for this training, you must sign up for it at the first session. You will need your license information (as applicable) to complete the CE forms. No late CE applications can be accepted.
- CE verification is mailed to participants by ICE (the CE sponsor) following each session that is eligible for CE (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.
- Non-U.S. Professionals: The Institute for Continuing Education holds no CE provider status with any Canadian or other non-U.S. licensing/certification boards. It is your responsibility to check the regulations of your licensing/certification board to determine CE requirements for training activities.
- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education (ICE): 800-557-1950. Email: instconted@aol.com.
- Instruction Methodology: May include didactic, lecture, audio-visuals, demonstrations, experiential exercises, case examples, small and large group discussions.

Psychology: The Institute for Continuing Education is approved by the American Psychological Association to sponsor continuing education for psychologists. The Institute for Continuing Education maintains responsibility for this program and its content. New York: The Institute for Continuing Education is recognized by the New York State Education Department’s State Board for Psychology as an approved provider of continuing education for licensed psychologists #PSY-0043.
Counseling: The Institute for Continuing Education and Internal Family Systems Institute are cosponsors of this program. This co-sponsorship has been approved by NBCC. The Institute for Continuing Education is an NBCC approved continuing education provider, No. 5643. The Institute for Continuing Education solely is responsible for this program, including the awarding of NBCC credit.

Social Work: This program has been approved for 80.00 social work continuing education hours for relicensure, in accordance with 258 CMR, NASW-MA Chapter CE Approving Program. Authorizations: D-81718-1 / D-81718-2 / D-81718-3. 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: This program has not been submitted for pre-approval to the New Jersey Board Social Work Board. Ohio Board Counseling/Social Work: Ohio Board of Counseling and Social Work Board, Provider RCS 030001.

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. California: 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 a total of 80.00 hours of continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences. Ohio Board MFT: Provider RTX 100501.

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, The Center for Self Leadership, 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. Required Training Materials: Everyone involved with the training should bring the following supplies to the training:
a. Small box of crayons or sharpened colored pencils
b. Several sheets of unlined paper
c. Notebook (for things like journaling and taking notes)

3. **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 by the trainers as the starting date of the training approaches.

**Financial Assistance**

**Payment plans:** Payment plans are listed below. If you have questions about the plans or billing, 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.

**IFS Institute tuition scholarships:** Scholarship information is available at www.ifs-institute.com (training tab).

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

**Tuition and Fees**

All amounts are in U.S. Dollars (USD).

**Application Fee:** A $15 non-refundable, non-transferrable application fee is charged when you apply for the training.

**Program Deposit:** The $500 deposit is charged in full when you are accepted into the training, and this is required to hold your place in the training.

**Program Tuition:** $4100 ($500 of which is the program deposit)

**Room and Board** are not included in tuition, and are not offered by IFS Institute.

**Payment Plans:** Plans for this training are listed below, and you can select your plan when you apply for the training. If you have questions about the plans, billing, or credit card matters, please contact IFS Institute Controller, Mary Mitrovich, Mary@IFS-Institute.com.

Payment Plan 1: $3600 ($4100 Tuition - $500 Deposit) charged on April 1, 2022. There is a $20 fee for each late payment.

Payment Plan 2: Two (2) payments of $1810 each on March 1 & April 1, 2022 ($4100 Tuition – $500 Deposit + $20 Carrying Fee). There is a $20 fee for each late payment.

**Withdrawal/refund:** Participants who wish to withdraw from the training program must do so in writing (please email Training@IFS-Institute.com). 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 the program. One-half
(1/2) of the deposit is refundable if written notice of withdrawal is received by the IFS Institute office 44-21 days before the 1st day of the program. The full deposit is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1st day of the program, or if withdrawal occurs after the program begins. Tuition Balance: The tuition balance (total tuition less deposit) is refundable if written notice of withdrawal is received by the IFS Institute office 21 or more days before the 1st day of the program. The tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1st day of the program, or if withdrawal occurs after the program begins. 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.

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

Health and Safety Protocols for Onsite Sessions

IFS Institute will be following the guidance of the training venue and/or relevant government agencies with respect to health and safety protocols for the onsite sessions of this training. As such, it may be necessary for all training participants and staff to observe health and safety protocols at the training site (for example, wearing a mask, being vaccinated, practicing social distancing) if required by the training venue and/or relevant government agencies. As has been the case previously, required protocols can change, and can be imposed or lifted at any time before the training starts, and while the training is in session.

Please note: As of the publication of this brochure (January 2022), proof of vaccination (FDA- or WHO-approved vaccines) is required to enter this site, and the wearing of masks is required in halls and other common areas. Everyone entering the site is required to comply with these and any other requirements, without exception.

Given your own personal circumstances, if you are unable or do not wish to abide by the protocols that may be required for this training, or if you may need or want something other than these protocols, we suggest you consider a fully online training.

If Running the Onsite Sessions Online Is Required

IFS Institute is eager and fully intends to run any onsite sessions of this training at the site listed for this training. However, if circumstances change and COVID-19 health and safety restrictions are imposed by government or other entities with authority, it may be necessary to move onsite session(s) to an online platform. If onsite session(s) must be moved online, IFS Institute will act as quickly as possible and keep training members informed. IFS Institute will then run the session(s) online on the dates already scheduled, and a $250 tuition refund will be given to each participant for each onsite session moved online.

Substance Use at Trainings

IFS Institute understands that many people have had positive therapeutic experiences with psychedelics, however,
due to health and safety concerns for all of our participants, please refrain from taking psychedelics or other consciousness-altering substances during IFS Institute’s trainings.

**Diversity, Equity, and Inclusion**

Please review IFS Institute’s Diversity, Equity, and Inclusion statement at [www.IFS-Institute.com](http://www.IFS-Institute.com) – About Us tab.

**Code of Conduct**

Please review IFS Institute’s Code of Conduct at [www.IFS-Institute.com](http://www.IFS-Institute.com) – FAQ page, or on your copy of your program application.

**ADA**  If you have special needs, please contact Training@ifs-institute.com when you are accepted into this training.

**SITE and TRAVEL INFORMATION**

**Training Site (Onsite Sessions Only):**

Balance Arts Center  
151 W. 30th St, 3rd Floor  
New York, NY 10001  
646.812.5390  
[www.balanceartscenter.com](http://www.balanceartscenter.com)

**Questions about the site:** Please review this and other pages of this brochure, and contact the site directly if needed (see above for contact information). If you need additional information, please contact Alexandra@IFS-Institute.com.

**Health and Safety Protocols:** Please see prior pages of this brochure.

**Pets are not permitted.** This is for the benefit of everyone involved with the training and to ensure that no issues arise due to the presence of pets.

**Footwear:** This site does not permit street/outdoor shoes to be worn in meeting rooms (they are permitted in halls, restrooms, common areas). Indoor shoes that are dedicated to being worn inside are permitted in all areas.

**Lodging and meals:** We realize that this training, with a mix of online and onsite sessions, may have training members who live locally and others who may come from a distance. We also know that people have different budgets, needs, and preferences for lodging and meals, especially since COVID entered our lives. For these reasons, IFS Institute is not providing lodging or meals for this training.

**Travel information:** Please visit your favorite travel websites or contact a travel agent for information about airlines, rental cars, restaurants, hotels, and any other travel needs.

**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 before choosing to apply.
Individual requests: IFS Institute offers professional training programs, and while we will do everything reasonably possible to enhance your experience at the site, it may not be possible to address each person’s unique or individual needs or requests.

IFS Institute Contact Information

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

Site-related questions (please see this brochure and the site’s website, too): Alexandra@IFS-Institute.com

Billing, Receipts, Credit Card matters: Mary@IFS-Institute.com

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

North American Trainings (Level 1, 2, 3): Maryanne@IFS-Institute.com

Webinars – IFS Circle/Continuity: Help@IFS-Institute.com

IFS Certification: Certification@IFS-Institute.com

IFS Store, Workshops, Therapist/Practitioner Directory, everything else IFS: Sandy@IFS-Institute.com