



**Internal Family Systems Therapy
Level 1 IFS Training Program (865)
September-December 2023
Online Training (Live, Real Time)
U.S. Central Time Zone
Nickname: Clover Grove**

IFS and Training Information

This brochure contains essential details about this training. **Please be sure to read it!**

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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 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).

Curriculum

Overview: The Level 1 Training Program is a comprehensive, professional training in which participants can develop an understanding of the conceptual basis of IFS and learn how to apply IFS techniques to various clinical populations. Participants are also invited to explore their own inner worlds within a training's supportive context.

Learning Objectives: Please visit our website FAQ page [here](#).

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 Bridge Days totaling 9.5 program hours (4.75 program hours per day).

Session and daily schedules are listed later in this brochure.

Trainers

Lead Trainer: Sue Richmond, LCSW, IFS Certified, is in private practice in Rocky Hill, CT, working with individuals, groups, and couples. Prior to full-time private practice, she created an outpatient behavioral health psychotherapy group program at a community hospital for adults, exclusively using IFS. Sue brings 20 years of experience to her work, and specializes in trauma, anxiety, mood disorders, and addictions. In addition to clinical work, Sue offers IFS

consultation to individuals and groups, and is the coordinator and master of ceremonies of the Central Connecticut State University IFS Continuing Education Workshop Series.

Lead Trainer: Gretchen King, LMFT, IFS Certified, is a Licensed Marriage and Family Therapist and an AAMFT Approved Supervisor. She sees clients and offers consultation in her private practice in downtown Chicago. Her specializations are relationships, with Self and others, and spirituality. She works with adult individuals and couples. Gretchen has been involved with IFS trainings since 2000 in a variety of capacities and is known for her clarity and gently challenging teaching style.

Assistant Trainer: Jenny Fiebig, LPC, IFS Certified, has practices in both Montana and Colorado, and works with both individuals and couples. Coming from a wilderness guiding background, the experiential nature and systemic work of IFS is a great fit for the way she engages in the world and in therapy. She specializes in working with survivors of outdoor trauma, specifically avalanches and river traumas. She also leads IFS-based wilderness groups for adults who want to deepen their knowledge of their protective systems while learning about the human history and ecosystems of the landscapes they are traveling. She is excited to be a part of the IFS community and to witness the growth of practitioners as they integrate IFS into the way they engage with their communities.

Assistant Trainer Mentorship Program: In addition to the Lead and Assistant Trainers, we are pleased that Amy Crawford will be this training's Assistant Trainer Mentee (ATM). The Assistant Trainer Mentorship Program helps evaluate, and serves as a bridge for, future AT candidates with strong potential. The ATM is an apprentice of sorts who, while technically a Program Assistant, shadows the AT and provides additional administrative and leadership support within the training.

Assistant Trainer Mentee: Amy Crawford, PhD, LMFT, IFS Certified, is a Licensed Marriage and Family Therapist who has been a psychotherapist for over twenty years. Amy specializes in severe, chronic trauma and back in the day to help her perfectionistic parts feel equipped to work with complex clients, she became well trained and certified in many models. Then, that all shifted in 2010 when she fell in love with IFS and has never looked back with any other modality. Not only is IFS what Amy utilizes professionally, it is also the roadmap that she lives her life by and as a result is passionate about bringing it to the world at large to assist in both micro and macro systemic change. Amy has a private practice, is the Clinical Director of an IFS informed trauma residential program and the host of the Turning In podcast. Amy loves to teach, play, cook and laugh.

Training Schedule

This online training meets according to the dates and daily schedule below using the **U.S. Central time zone** in effect during each 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 Chicago, IL, in the U.S. Central time zone as a reference location to determine how the Central time zone relates to your own time zone for each training session.

Training Dates

4-Day Session 1: September 7-10, 2023

4-Day Session 2: October 19-22, 2023

4-Day Session 3: December 7-10, 2023

Bridge Day 1: October 9, 2023, 10:00am-3:30pm (including three 15-minute breaks)

Bridge Day 2: November 6, 2023, 12:00pm-5:30pm (including three 15-minute breaks)

About Online Sessions

- Online sessions take place on Zoom, an online platform for video conferencing.
- Please download and take some time to understand Zoom software before the training begins. To do this, go to [Zoom.us](https://zoom.us), sign in (or “sign up”), and create your Zoom account.
- If you have questions about downloading or using Zoom, please contact Zoom at 888.799.9666, or click “support” on the [Zoom.us](https://zoom.us) home page. IFS Institute cannot provide this type of technical support.
- 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 devices or Internet provider.
- Training members will receive Zoom links shortly before the training begins, and these links are how you can access this online training.
- Please note that the training is only for training members, and we ask that you take care to be in a private space while attending the training.

Daily Schedule

SESSION 1	Morning Meeting	Morning Break	Afternoon Meeting	Afternoon Break	Training/ CE Hours
September 7, 2023	9-12:15	15 min	1:30-6:00	15 min	7.25
September 8, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
September 9, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
September 10, 2023	9-12:15	15 min	1:15-4:00	X	5.75
					27.00
SESSION 2	Morning Meeting	Morning Break	Afternoon Meeting	Afternoon Break	Training/ CE Hours
October 19, 2023	9-12:15	15 min	1:30-6:00	15 min	7.25
October 20, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
October 21, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
October 22, 2023	9-12:15	15 min	1:15-4:00	X	5.75
					27.00
SESSION 3	Morning Meeting	Morning Break	Afternoon Meeting	Afternoon Break	Training/ CE Hours
December 7, 2023	9-12:15	15 min	1:30-6:00	15 min	7.25
December 8, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
December 9, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
December 10, 2023	9-12:15	15 min	1:15-4:00	X	5.75
					27.00

Certificate of Completion and Attendance Requirements

A Certificate of Completion (non-CE) is awarded by IFS Institute and each participant must complete 75 of the 89.5 program hours offered in order to be eligible to earn this certificate. This means each participant may miss a maximum of 14.5 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. The daily schedule is included in this brochure.

IFS Certification

Participants are not IFS Certified until they successfully complete the IFS Certification process. Please visit our website's [Certification page](#) or email Certification@IFS-Institute.com for more information.

To Apply

We welcome applications from:

- Mental and medical health care professionals
- Pastoral counselors
- Mental health care masters or doctoral students
- Professionals in allied health care fields
- Dance, art, music therapists

Application Form questions are available on our website FAQ page. The actual application form will be made available to those chosen by the lottery to apply.

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 26-27 contact hours per session (total of 80 contact hours per course) – please see the training's Daily Schedule in this brochure. Continuing education credit is offered only for the multi-day sessions of this course. Continuing education credit is not offered for the two separate Bridge Days.
- 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.
- Learning objectives are on the FAQ page at www.IFS-Institute.com.
- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education (ICE): [800-557-1950](tel: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 co-sponsors of this program. This co-sponsorship has been approved by NBCC. The Institute for Continuing Education is an NBCC approved continuing education provider, ACEP Provider No. 5643. The Institute for Continuing Education is solely responsible for this program, including the awarding of NBCC credit. **New York:** The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. Provider MHC-0016.

Social Work: This program has been approved for 80.00 social work continuing education hours for re-licensure, in accordance with 258 CMR, NASW-MA Chapter CE Approving Program. Authorizations: D-91233-1; D-91233-2; D-91233-3. **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 State Board of Social Work Examiners. **Ohio Board Counseling/ Social Work:** Ohio Board of Counseling and Social Work Board, Provider RCS 030001. **Illinois Dept. Professional Regulation:** Social work provider 159-000606. **Florida Dept. Health:** Division Social Work, Counseling, MFT, Provider BAP 255.

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 continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences. **Ohio Board MFT:** Provider RTX 100501. **Illinois Dept. Professional Regulation:** MFT

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 contact Info@IFS-Institute.com.

Required reading before the training begins:

Schwartz, RC and Martha Sweezy (2019). Internal Family Systems Therapy (2nd edition).

Goulding, RA, and Schwartz, RC (2002). The Mosaic Mind: Empowering the Tormented Selves of Child Abuse Survivors, Oak Park IL: Trailheads Publications, The Center for Self Leadership, 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, 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:

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. 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 and Scholarships

Payment plans (for tuition only) are listed below. If you have questions about the plans, billing, receipts, or credit card matters, 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: IFS Institute is pleased to provide partial tuition scholarships to help defray expenses for those who qualify. Scholarship information, the application deadline, and the application form are available [here](#).

Tuition and Fees

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

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

Program Deposit: The non-refundable, non-transferrable \$500 deposit is due and charged at the time you are accepted into the training, and this is required to hold your place in the training. (Scholarship applicants will be given the chance to withdraw from the training when they receive their scholarship notification; if they withdraw at that time, the \$500 deposit will be refunded. Any withdrawals after that time are subject to the remaining terms of the withdrawal/refund policy.)

Program Tuition: \$3,800 (\$500 of which is the deposit)

Late Payment: There is a \$20 fee for each late payment, and if an amount due isn't paid in full within 7 days of the due date, IFS Institute reserves the right to withdraw a participant from the training.

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

Payment Plan 1: \$3,300 (\$3,800 Tuition - \$500 Deposit) due and charged on August 1, 2023.

Payment Plan 2: Two (2) payments of \$1,660 each, due and charged on July 1 and August 1, 2023 (\$3,800 Tuition – \$500 Deposit + \$20 Carrying Fee).

Withdrawal/Refunds

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 non-refundable and non-transferrable, and is due and charged when you are accepted into the training. (Scholarship applicants will be given the chance to withdraw from the training when they receive their scholarship notification; if they withdraw at that time, the \$500 deposit will be refunded. Any withdrawals after that time are subject to the remaining terms of the withdrawal/refund policy.)

Tuition Balance: The tuition balance (total tuition minus the deposit) is refundable if written notice of withdrawal is received by the IFS Institute office 21 or more calendar days before the first day of the program. The tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer calendar days before the first day of the program.

Refund Processing Fee: There is a \$50 processing fee for all refunds.

Application Fee and Payment Plan Carrying Fee: These are non-refundable and non-transferrable.

Travel, Lodging, Incidental Expenses: At no time is IFS Institute responsible for training participants' travel, lodging, or incidental expenses. IFS Institute reserves the right to postpone, cancel or otherwise change any training program schedule prior to its beginning.

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.

Diversity, Equity, and Inclusion

Our goal at IFS Institute is to create learning environments and a community that teach and support the internal welcoming of parts that have been exiled, shamed, or marginalized within our systems so that they may be seen, heard, valued, and ultimately healed. Our hope is that this work will lead to greater Self leadership where all of us are more connected, curious, and compassionate with ourselves and with each other.

We recognize that IFS was developed and is still primarily taught and managed through a white lens. This has made it difficult to create an inviting space for everyone to feel safe and welcome and to contribute fully to the evolution and growth of the community. As a result, we have not been as effective as we could be in the ongoing fight for freedom and healing for all peoples.

To focus our efforts and hold ourselves accountable, we have developed specific commitments to reflect our desire for all peoples to find solace and healing from IFS, while we hold space for individuals to contribute their unique gifts, voices, and perspectives to the IFS movement.

Please review IFS Institute's commitments regarding diversity, equity, and inclusion [here](#).

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 any other consciousness-altering substances during IFS Institute's trainings.

ADA

For all ADA accommodation requests, please be sure to email Eryca@IFS-Institute.com as soon as you are accepted into this training.

Code of Conduct

Please review IFS Institute's Code of Conduct [here](#), or on your copy of your program application.

IFS Institute Contact Information

Please also visit the [Contact Page](#) of the IFS Institute website.

Billing, receipts, payment plans, credit card matters: Mary@IFS-Institute.com

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

IFS Certification: Certification@IFS-Institute.com

IFS Store, Find a Professional Directory: Info@IFS-Institute.com