

## **IFS and Training Information**

This brochure contains essential details about this training (see Table of Contents). **Please be sure to read it!**

## **Table of Contents**

- [The Internal Family System Model](#)
- [Internal Family Systems: An Evidence Based Practice](#)
- [Curriculum](#)
- [Trainers](#)
- [Training Schedule](#)
- [Certificate of Completion and Attendance Requirements](#)
- [IFS Certification](#)
- [To Apply](#)
- [Continuing Education Contact Hours](#)
- [Required Pre-Training Reading and Other Materials](#)
- [Financial Assistance and Scholarships](#)
- [Tuition and Fees](#)
- [Withdrawal/Refunds](#)
- [Diversity, Equity, and Inclusion](#)
- [Substance Use at Trainings](#)
- [ADA Accommodation](#)
- [Code of Conduct](#)
- [IFS Institute Contact Information](#)

## **The Internal Family Systems Model**

**Internal Family Systems<sup>SM</sup>** is at the forefront of a movement toward a more collaborative therapeutic approach that relies on clients' intuitive wisdom. IFS<sup>SM</sup> 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, 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).

## **Curriculum**

**Overview:** In the Level 3 training, you will work intensively with a group of advanced practitioners who have learned the theory and technique of IFS and are now interested in expanding the depth of their knowledge. You are a good fit for this program if your goal is not only to become a better therapist or consultant, but also to:

- Learn about and unburden your personal triggers and blind spots;
- Hold Self-energy in daily life and when provoked;
- Clarify your visions for your career and your life path in general;
- Practice giving and receiving Self-led feedback;
- Discover some key trailheads;
- Explore your spirituality;
- Create a small Self-led community.

**Learning Objectives:** Please visit [www.IFS-Institute.com](http://www.IFS-Institute.com), FAQ page.

**Format:** The training will include demonstrations, experiential group exercises, large and small group discussions, extended mediations and personal work.

**Program Hours:** This training meets for five consecutive days.

## **Trainer**

**Lead Trainer: Cece Sykes, LCSW, ACSW, IFS Certified**, has over forty years of experience working with individuals, couples and families specializing in recovery from trauma and addictive processes. She is a senior trainer for IFS Institute, leading workshops, teaching and consulting internationally for over two decades. Her chapter on addictive processes appears in *IFS: Innovations & Elaborations* (2016). She is co-author of a new IFS therapy book due early 2023: *IFS Therapy for Addictions: Trauma-Informed, Compassion-Based Interventions for Substance Use, Eating, Gambling and More*. Cece also developed the Heart Lessons of the Journey retreat for an on-going study of therapist narratives and impact on their work. Cece lectures and consults regularly on these and other related topics and is based in her lifelong home of Chicago.

## Training Schedule

**Training Dates**     **2023: August 21-25**

### Daily Schedule

This online training will meet according to the dates and daily schedule below using the **U.S. Central time zone** in effect each training day. Please refer to [www.24timezones.com](http://www.24timezones.com), [www.timeanddate.com](http://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 each day.**

<b>Day</b>	<b>Morning Meeting</b>	<b>15-min Break</b>	<b>Afternoon Meeting</b>	<b>15-min Break</b>	<b>Total Hours</b>
Days 1-4	10:00-1:15	yes	2:00-4:45	yes	5.5 training hours (5 CE, .5 personal growth)
Day 5	10:00-1:15	yes	2:00-4:45	yes	5.5 training hours (personal growth)

Total: 20 CE/7.5 personal growth

### 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 well before the training begins. To do this, go to [Zoom.us](http://Zoom.us), sign in (or “sign up”), and create your account.
- If you have questions about downloading or using Zoom, please contact Zoom at 888.799.9666, or click “support” at the bottom of the [Zoom.us](http://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 system.
- Training members will receive Zoom links close to the start of the training, and these links are how you access this online training.
- Please note that the training is only for training members, so please take care to be in a private space when attending the training.

## Certificate of Completion

A Certificate of Completion (non-CE) is awarded by IFS Institute and a **participant must complete 16 of the 20 instructional/contact hours offered in order to be eligible to earn this certificate** (Level 3 trainings include 7.5 personal growth hours and 20 instructional/contact hours). Participants are responsible for ensuring that they attend sufficient 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](mailto:Certification@IFS-Institute.com).

## To Apply

**Prerequisites:** Those who have completed Level 1 and Level 2 IFS training programs or the Seattle Modular Training (166) are eligible to apply for a Level 3 training.

**To be eligible for this Level 3:** The last day of your Level 2 must be six (6) or more months before the first day of this Level 3. For example, if your Level 2 ended on October 1, 2022, you are eligible to apply for a Level 3 that begins on or after April 1, 2023.

**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.
- This training includes 7.5 personal growth hours, and 20 instructional/continuing education contact hours.
- 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 along with other pertinent continuing education information.
- **If you would like CE credit for this training, you need to sign up for it at the training. You will need your license information (as applicable) to complete the forms. No late CE applications can be accepted.**
- 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.
- 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 available on the FAQ page at [www.IFS-Institute.com](http://www.IFS-Institute.com).
- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education: [800-557-1950](tel:800-557-1950). Email: [instconted@aol.com](mailto: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 psychologist, #PSY-0043.

**Counseling:** The Institute for Continuing Education and the Internal Family Systems Institute are co-sponsors of this event. This co-sponsorship has been approved by NBCC. The Institute for Continuing Education is an NBCC approved continuing education provider, ACEP 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:** Application for social work continuing education has been submitted. This website will be revised to indicate accreditation. **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 SW-0025. **Illinois Department Professional Regulation,** Provider 159-00606 **Ohio Board Counseling/ Social Work,** Provider RCS 030001. **Florida Department Health, Division Social Work, Counseling, MFT,** Provider BAP 255. **New Jersey:** This training has not been submitted for pre-approval for CE credit for New Jersey social workers.

**Marriage/Family Therapy:** **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 Marriage and Family Therapists. Provider MFT-0012. **Illinois:** The Institute for Continuing Education is recognized as a provider of continuing education by the Illinois Board of Marriage and Family Therapy, Provider 168-00108. **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 20.00 hours per session of continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences.

## **Required Pre-Training Reading and Other Materials**

Required and suggested readings are available for order at the IFS Institute website Store ([www.IFS-Institute.com](http://www.IFS-Institute.com)). If you need assistance with the Store, please call 708.383.2659 or email [Sandy@IFS-Institute.com](mailto:Sandy@IFS-Institute.com).

### **1. Required reading before the training begins:**

Journal Articles (that's the title)

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

### **2. 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.

### **3. Additional Training Materials:** Your program's trainer may ask you 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 and Scholarships**

**Costs for this 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 at [www.ifs-institute.com](http://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 non-refundable, non-transferrable \$500 deposit is charged when you are accepted into the training. This is required to secure 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.)

**Tuition** is \$2,500 (\$500 of which is the deposit).

**Payment Plan:** \$2,000 (\$2,500 Tuition – \$500 Deposit = \$2,000) due and charged on July 1, 2023.

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 program.

If you have questions about the plan, billing, receipts, or credit card matters, please contact IFS Institute Controller, Mary Mitrovich, [Mary@IFS-Institute.com](mailto:Mary@IFS-Institute.com).

## **Withdrawal/Refunds**

**Participants who wish to withdraw from the training program must do so in writing (please email [Training@IFS-Institute.com](mailto:Training@IFS-Institute.com)).**

**Deposit:** The \$500 deposit is non-refundable and non-transferrable. (Scholarship recipients will be given a chance to decline their scholarship and withdraw from the training when the scholarship is offered by IFS Institute, at which 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.

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

## **ADA**

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

## **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.

## **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](mailto:Mary@IFS-Institute.com)

Webinars – IFS Circle/Continuity: [Help@IFS-Institutue.com](mailto:Help@IFS-Institutue.com)

IFS Certification: [Certification@IFS-Institute.com](mailto:Certification@IFS-Institute.com)

IFS Store, Find a Professional Directory: [Sandy@IFS-Institute.com](mailto:Sandy@IFS-Institute.com)