



**Internal Family Systems Therapy  
Level 1 IFS Training Program (964)  
February – April 2024  
On-Site Training (St. Charles, IL)  
Nickname: Riverside Walk**

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## **The Internal Family Systems Model**

IFS 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. For more information about the IFS model and its founder, Dr. Richard Schwartz, PhD, visit the [IFS Institute Website](#).

### **Internal Family Systems: An Evidence-Based Practice**

Internal Family Systems is posted on the National Registry for Evidence-Based Programs and Practices (NREPP). 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. For more information about IFS as an evidence-based practice, please visit the [Foundation for Self Leadership Website](#).

## **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. For more information about IFS Institute's commitment to diversity, equity, and inclusion, please visit: [IFS Institute Diversity, Equity, and Inclusion](#)

## **Curriculum**

Overview: The Level 1 Training Program is a comprehensive, professional, continuing education 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** are listed on IFS Institute's website: [Level 1 IFS Training Learning Objectives](#).

**Format and Program Hours:** The training includes lecture, discussion, demonstration, video review, experiential exercise, and small group practice. This training comprises two, 6-day sessions totaling 80 program hours (40 hours per session), plus two separate Bridge Days totaling 9.5 program hours (4.75 program hours per day).

## Training Schedule

- Session 1: February 19-25, 2024 (February 19 is a 2-hour online Arrival Day for the session)
- Bridge Day: March 11, 2024 (online)
- Bridge Day: March 27, 2024 (online)
- Session 2: April 10-16, 2024 (April 10 is a 2-hour online Arrival Day for the session)

<b>SESSION 1 Q-Center</b>	Morning Meeting Includes 15-minute break	Lunch	Afternoon Meeting Includes 15-minute break	Training/ CE Hours
February 19, 2024 (online)	X	X	7:00-9:00 (no break)	2
February 20, 2024	9:00-12:15	12:30	1:45-5:30	6.5
February 21, 2024	9:00-12:15	12:30	1:45-5:30	6.5
February 22, 2024	9:00-12:15	12:30	1:15-4:30	6.0
February 23, 2024	9:00-12:15	12:30	1:45-6:00	7.0
February 24, 2024	9:00-12:15	12:30	1:45-6:00	7.0
February 25, 2024	9:00-12:15	12:30	1:00-3:00 (no break)	5.0
				Total: 40
<b>BRIDGE DAY Online</b> Includes (3) 15-minute breaks	Start Time		End Time	Training Hours (No CE)
March 11, 2024	10:00am		3:30pm	Total: 4.75
<b>BRIDGE DAY Online</b> Includes (3) 15-minute breaks	Start Time		End Time	Training Hours (No CE)
March 27, 2024	10:00am		3:30pm	Total: 4.75
<b>SESSION 2 Q-Center</b>	Morning Meeting Includes 15-minute break	Lunch	Afternoon Meeting Includes 15-minute break	Training/ CE Hours
April 10, 2024 (online)	X	X	7:00-9:00 (no break)	2
April 11, 2024	9:00-12:15	12:30	1:45-5:30	6.5
April 12, 2024	9:00-12:15	12:30	1:45-5:30	6.5
April 13, 2024	9:00-12:15	12:30	1:15-4:30	6.0
April 14, 2024	9:00-12:15	12:30	1:45-6:00	7.0
April 15, 2024	9:00-12:15	12:30	1:45-6:00	7.0
April 16, 2024	9:00-12:15	12:30	1:00-3:00 (no break)	5.0
				Total: 40

**Arrival Days and Bridge Days** meet according to the dates and daily schedule using the **U.S. Central Time Zone** in effect during each Bridge Day of the training. 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. Be sure to account for Standard vs. Daylight Savings time. **For U.S. Central Time Zone use Chicago, IL as a reference location to determine how it relates to your time zone.**

- **Arrival Days and Bridge Days meet on Zoom.** Please visit the [Zoom website](#) for information about how to access a Zoom account before the training begins.
- Please ensure that your computer, any related equipment, and your internet connection are sufficient to attend a live Zoom event.
- Training members will receive Zoom links close to the start of the training to access Arrival Days and Bridge Days.
- The training is only for training members. Please take care to be in a private space when attending Arrival Days and Bridge Days.
- IFS Institute cannot provide technical support related to your internet access system or your Zoom account.

## **Certificate of Completion and Attendance Requirements**

A Certificate of Completion (non-CE) is awarded by IFS Institute for the completion of the training. Participants must complete 75 of the 89.5 program hours offered to be eligible to earn this certificate.

- Over the course of the entire training participants may miss a maximum of 14.5 training hours due to illness or other reasons.
- No recordings or transcripts are available for missed training hours.
- Participants are responsible for ensuring that they attend the required number of training hours to earn the Certificate of Completion.

**IFS Certification:** Earning the Certificate of Completion for this training is not the same as being IFS Certified. To become IFS Certified, one must successfully complete the IFS Certification process. Please visit [IFS Institute Certification](#) or email [Certification@IFS-Institute.com](mailto:Certification@IFS-Institute.com) for more information.

## **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 Tuition: \$5,740**

**Tuition Deposit:** The \$500 non-refundable, non-transferrable tuition deposit is due and charged at the time you are accepted into the training. It is required to hold your place in the training.

**Tuition Balance:** \$5,240 (\$5,740 Tuition - \$500 Tuition Deposit) due and charged on December 1, 2023.

- This is a single, one-time payment. IFS Institute does not offer payment plans.

The tuition for on-site trainings reflects additional costs associated with organizing and running these trainings. We encourage you to consider one of our fully online trainings if that option better suits your financial circumstances.

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

**Lodging, meals, and any other travel-related expenses** are not included in tuition, and IFS Institute does not make arrangements for them, except for lunch during on-site training days (details are in the Site and Travel Information section of this brochure).

**Questions about billing, receipts, credit/debit card matters:** Contact IFS Institute Controller, Mary Mitrovich, [Mary@IFS-Institute.com](mailto:Mary@IFS-Institute.com).

## **Withdrawal/Refund**

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

**Application Fee:** The \$15 application fee is non-refundable and non-transferrable.

### **Tuition:**

- Tuition Deposit: The \$500 tuition deposit is non-refundable and non-transferrable.
- Tuition Balance: 75% of tuition paid minus the \$500 tuition deposit is refundable if written notice of withdrawal is received by IFS Institute on or before December 31, 2023.
- No refunds are issued if written notice of withdrawal is received by IFS Institute on or after January 1, 2024.
- Scholarship applicants will be given the chance to withdraw from the training when they receive their scholarship notification, at which time the \$500 tuition deposit will be refunded. Withdrawals after that time are subject to the remaining terms of the withdrawal/refund policy.

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

**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/IFSI-Initiated 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.

## **Scholarships and Other Financial Resources**

**Scholarships:** IFS Institute acknowledges the personal, professional, and financial investment that each person makes in order to participate in a training. Though we cannot significantly reduce all costs associated with participating in a training, we can offer the gift of a modest scholarship to those who may be eligible. Scholarships are not available for travel-related expenses. Scholarship information, including the application form and deadline are available here: [Scholarships – North American Trainings](#)

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

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

## **Trainers**

**Ann Sinko, LMFT, IFS Certified**

**Analía Castaños-Davis, MA, LMHC, IFS Certified**

**Amy Marcotte**, LCSW, BCD, IFS Certified

For information about IFS trainers, including their biographical statements, please visit: [Our Team: Trainers](#).

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

**Reading Materials:** All books listed below are available at IFS Institute's website store [www.IFS-Institute.com/store](http://www.IFS-Institute.com/store). Bundle pricing may be available. If you need assistance, please contact [Info@IFS-Institute.com](mailto:Info@IFS-Institute.com).

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

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

### **Required Training Materials:**

- Small box of crayons or sharpened colored pencils
- Several sheets of unlined paper
- Notebook (for journaling and taking notes)

**Additional Training Materials:** Trainers from each program 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.

## **Continuing Education Contact Hours**

- This training program is co-sponsored by IFS Institute and The Institute for Continuing Education (ICE). For continuing education credit questions, contact The Institute for Continuing Education at 800-557-1950 or [instconted@aol.com](mailto:instconted@aol.com).
- Continuing education contact hours are offered for the professional disciplines as listed.
- The course offers a total of 80.00 contact hours - 40.00 contact hours for Session 1; 40.00 contact hours for Session 2. Continuing education credit is offered only for the multi-day sessions of this course. Continuing education credit is not offered for 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 should sign up for it at the first session. You will need your license information (as applicable) to complete the CE forms.**
- 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 apply 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 listed on the IFS Institute website: [Level 1 IFS Training Learning Objectives](#).
- 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 The 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, ACEP Provider No. 5643. The Institute for Continuing Education solely is 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 40.00 hrs. for first session (February 20-25, 2024; and 40.00 hrs. for second session (April 11-16, 2024), for social work continuing education re-licensure, in accordance with 258 NASW-MA Chapter CE Approving Program. Authorizations: D-91362 / D-91263. **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. **Illinois Dept. Professional Regulation:** Provider 159-000606. **Florida Dept. Health, Division Social Work, Counseling, MFT,** Provider BAP 255, expiration 03/2025.

**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** Provider 168-000108. **Ohio Board MFT, Provider RTX 100501.**

## **Health and Safety Protocols**

### **During On-site Training Sessions**

- IFS Institute follows the guidance of training venues or relevant government entities regarding health and safety protocols for on-site sessions.
- If required by the training site or relevant government entities, all training participants and staff must observe health and safety protocols in effect at the training site.
- Required protocols can be imposed or lifted at any time before a training starts, before individual sessions start, and while a training is actively in session.
- Training members are responsible for determining, following, making, and adjusting travel plans related to protocols that might be in effect during their training.

### **Before You Apply to This Training, Please Consider the Following:**

- On-site sessions are only available at the training site, in the site's meeting space.
- On-site sessions are not available on Zoom, FaceTime, or other online platforms.
- Recordings and transcripts of training sessions are not available.
- Each training includes about 50 people, meeting in both large and small groups.
- Training members may be traveling from places near and far, sometimes internationally.
- Please review IFS Institute's withdrawal/refund policies in this brochure.

**We understand that an individual's comfort level regarding on-site, indoor meetings can change as COVID levels, COVID protocols, or personal circumstances change, sometimes unexpectedly.**

Given your own situation, please do not apply to this training if you cannot or do not wish to attend an on-site session where no protocols are required, or are uncomfortable with the possibility of health and safety protocols being imposed or lifted at any time, or cannot or do not want to abide by protocols that may be required (or may need something other than these protocols). Instead, we suggest that you consider an online training.

### **If Running an On-Site Session Online Is Required:**

IFS Institute fully intends to run on-site sessions of this training at the site listed. However, if circumstances change and health and safety restrictions are imposed by government or other entities with authority, it may be necessary to move on-site sessions to an online platform. Health and safety protocols can be imposed or lifted at any time. If any on-site sessions must be moved online, IFS Institute will act as quickly as possible to keep training members informed.

## **Site and Travel Information**

**Training Site: Q Center**  
1405 North Fifth Avenue  
St. Charles, IL 60174  
(630) 377-3100  
<https://qcenter.com/>

### **Questions about the site:**

- Please review all relevant sections of this brochure.
- Training site websites often have information about site amenities, parking, etc.
- If you need additional information about the site, please contact IFS Institute's Site Specialist, [Alexandra@IFS-Institute.com](mailto:Alexandra@IFS-Institute.com).

**COVID-19 health and safety protocols:** Please see earlier parts of this brochure and note that there may be no COVID-  
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19 protocols in effect.

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

**Lodging and meals:** We realize that this training, which has some online-only sessions and some on-site-only 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 does not provide lodging or meals for this training, and training members are responsible for their own lodging and meal arrangements, **except lunch will be available for all training members during each on-site training day at no extra charge;** training members requesting Kosher lunch will be charged a fee determined by Q Center for external catering – contact [Alexandra@ifs-institute.com](mailto:Alexandra@ifs-institute.com) for details. Lunches will be served in the Q Center’s open-seating dining room(s). All food and beverages must be prepared (except for Kosher lunch as noted above) and supplied by the Q Center. You are also welcome to go off-site for lunch if you prefer.

#### **Q Center reservations and information:**

- If you wish to stay overnight at the Q Center, IFS Institute’s Site Specialist will send a “Facility Online Reservation” link for training members to make and guarantee their own reservations (you must use a valid credit card). **IFS Institute cannot make, manage, or pay for overnight reservations.**
- The Q Center is offering rooms on an availability basis until January 5, 2024, for the February Session, and until March 8, 2024 for the April Session.
- **Lodging and use of the Q Center’s facilities during each on-site session training are reserved for training members only.** Some training members may wish to bring a spouse, partner, friend, or children to stay overnight with them, but we don’t recommend this and cannot accommodate them at the Q Center. The training schedule can be an intensive undertaking and, while you will have free time after each training day is over, you may prefer to spend it on your own or socializing with other training members who may also be staying at the Q Center. If you wish to have a non-training member stay with you in overnight accommodations, you are welcome to explore other lodging options.
- Room Rates:
  - o Standard Room (single occupancy): \$125 per person per day, plus applicable state and local taxes that will be added to the rate. Overnight accommodations at the Q Center include a full breakfast buffet, buffet meals are served in the facility dining room.
  - o Q Center sets its own policies and prices, and bills you directly. If you would like to know more about the Q Center, please visit their website or call them directly.
- Reservation Cancellation: If you need to cancel your reservations, please contact the Q Center directly.
  - o February Session: On January 19, 2024, you will be charged by the Q Center in full for your stay, and these charges will be non-refundable as of January 19, 2024.
  - o April Session: On March 11, 2024, you will be charged by the Q Center in full for your stay, and these charges will be non-refundable as of March 11, 2024.

**Site Parking:** Parking at the Q Center is free and self-park.

**Travel information:** Please visit your favorite travel websites or contact a travel agent for information about airlines, rental cars, restaurants, alternative lodging options, and 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. If



you need information about the site before choosing to apply to the training, please visit the training site's website and/or contact them directly (see above for their website address).

**Individual requests:** IFS Institute offers professional training programs and, while we make reasonable efforts to enhance your experience at the training site, it may not be possible to address each person's unique or individual needs or requests as may be possible when on a vacation, visiting a spa, or going on a personal retreat experience.

## **ADA**

For ADA accommodations, please contact Eryca Rockwell [Eryca@IFS-Institute.com](mailto:Eryca@IFS-Institute.com) as soon as you are accepted into this training.

## **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.

## **Code of Conduct**

Please review the IFS Institute Code of Conduct in the General FAQ section of the IFS Institute website [here](#), or on your copy of the training program application.