



**Internal Family Systems Therapy  
Level 1 IFS Training Program (953)  
June – September 2024  
Hybrid Training  
On-Site Sessions: Beverly, MA  
Online Sessions (Live/Real Time):  
U.S. Eastern Time Zone  
Nickname: Sunset Point**

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### **Hybrid Format**

- On-site sessions of this training are only available on-site (Beverly, MA), and all training members attend the on-site sessions.
- Online sessions of this training are only available online (live, real time), and all training members attend the online sessions.

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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.

**Scope of Practice:** Materials and methods included in this course may include interventions or practices that are beyond your scope of practice. As a professional in your given field, you are responsible for reviewing the scope of practice, including activities that are defined by applicable law as beyond the boundaries of your practice, and applying your learning in compliance with your professional standards.

**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 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).

This training has sessions that meet online only (live, real time) and sessions that meet on-site only (Beverly, MA). Session dates and daily schedules are listed below.

- **On-site sessions of the training are only available on-site.** All training members attend the on-site sessions. Site information is listed later in this brochure.
- **Online sessions and Bridge Days of the training are only available online (live, real time).** All training members attend the online sessions. **Online sessions use the U.S. Eastern Time Zone** in effect during each online session 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. Eastern Time Zone use New York, NY as a reference location to determine how it relates to your time zone.**
  - **Online sessions 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 the online portions of the training.
- The training is only for training members. Please attend the training in a private space.
- IFS Institute cannot provide technical support related to your device, internet service, or Zoom account.

**Training Schedule**

- Session 1: June 10-13, 2024 (online)
- Bridge Day: June 25, 2024 (online)
- Session 2: July 15-18, 2024 (on-site)
- Bridge Day: August 12, 2024 (online)
- Session 3: September 9-12, 2024 (on-site)

<b>SESSION 1 Online</b>	Morning Meeting Includes 15-minute break		Afternoon Meeting Includes 15-minute break	Training/CE Hours
June 10, 2024	9:00am - 12:15pm		1:30pm - 6:00pm	7.25
June 11, 2024	9:00am - 12:15pm		1:30pm - 5:45pm	7.0
June 12, 2024	9:00am - 12:15pm		1:30pm - 5:45pm	7.0
June 13, 2024	9:00am - 12:15pm		1:15pm - 4:00pm (no break)	5.75
				Total: 27
<b>BRIDGE DAY Online</b> Includes (3) 15-minute breaks	Start Time		End Time	Training Hours (No CE)
June 25, 2024	12:00pm		5:30pm	Total: 4.75
<b>SESSION 2 On-Site</b>	Morning Meeting Includes 15-minute break	Lunch	Afternoon Meeting Includes 15-minute break	Training/CE Hours
July 15, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
July 16, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
July 17, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
July 18, 2024	9:00am - 12:15pm	12:15pm	1:15pm - 3:45pm (no break)	5.5
				Total: 26.5
<b>BRIDGE DAY Online</b> Includes (3) 15-minute breaks	Start Time		End Time	Training Hours (No CE)
August 12, 2024	12:00pm		5:30pm	Total: 4.75
<b>SESSION 3 On-Site</b>	Morning Meeting Includes 15-minute break	Lunch	Afternoon Meeting Includes 15-minute break	Training/CE Hours
September 9, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
September 10, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
September 11, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
September 12, 2024	9:00am - 12:15pm	12:15pm	1:15pm - 3:45pm (no break)	5.5
				Total: 26.5

## 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](#) 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: \$4,900**

**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: \$4,400** (\$4,900 Tuition - \$500 Tuition Deposit) **due and charged on May 1, 2024.**

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

The tuition for hybrid 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.

**Lunch and refreshments during breaks at the on-site location are included in the tuition.** All other lodging, meals, and any other travel-related expenses are not included in tuition. Except for lunch and refreshments during breaks at the on-site location, IFS Institute does not provide any other meals or lodging or make any travel arrangements for this training.

**Questions about billing, receipts, credit/debit card matters:** Contact [Finance@IFS-Institute.com](mailto:Finance@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 May 31, 2024.
- No refunds are issued if written notice of withdrawal is received by IFS Institute on or after June 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. The current average scholarship gift, if awarded, is \$250. 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**

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

**Rina Dubin**, Ed.D, Lic. Psych., IFS Certified

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

## **Required 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).
- 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.

**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 - 27.00 contact hours for Session 1; 26.50 contact hours for Sessions 2-3. 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:** For counselors seeking CE credit, The Institute for Continuing Education will submit a co-sponsorship application to NBCC for this program. **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 Provider 168-000108.

## **Health and Safety Protocols**

### **On-Site Sessions:**

- IFS Institute follows COVID and other health and safety protocols as required by the training site and relevant government entities, and all training participants and staff must comply with any such protocols that are in effect at the training site, for example, masking, vaccination, testing, reporting, social distancing, etc.
- Required protocols can be imposed or lifted at any time, whether before a training starts, before individual sessions start, or while a training is actively meeting.
- Training members are welcome to wear masks at any time but are not required to do so except as above.
- On-site sessions are available only in the site's designated meeting space while the training is meeting. On-site sessions are not available via online platforms, and recordings and transcripts are not available.
- Each participant may miss up to a certain amount of training time due to illness or other reasons. Attendance requirements, daily schedules, and information about withdrawals and refunds are in this brochure.
- Each training includes about 50 people.

**We understand that there is uncertainty about things such as COVID, and that an individual's comfort level about on-site, in-person meetings can change**, especially as levels of COVID or other illnesses change, as protocols change, and as personal circumstances change, sometimes unexpectedly.

**Given your own situation, please do not apply for this training if you...**

- Cannot or may not want to attend on-site sessions where protocols are not required.
- Are or may become uncomfortable with the possibility of protocols being imposed or lifted at any time.
- Cannot or may not want to abide by protocols that may be required, or if you may need something other than these protocols.

**Current Protocols for This Training:**

As of this writing February 2024, if you test positive for Covid while on-site, the Wylie Conference Center asks that you quarantine yourself. There are no COVID or other such required protocols for this training's site. IFS Institute's Site Specialist, Alexandra DeWald, [Alexandra@IFS-Institute.com](mailto:Alexandra@IFS-Institute.com), will contact people enrolled in the training if that changes.

Out of respect for all training members and in order for the training group to remain in compliance with required protocols that may exist, IFS Institute expects that everyone attending the training will abide by requirements in effect for this training.

**If Moving an On-Site Session to an Online Platform Is Required**

IFS Institute is eager and intends to run this training's on-site session(s) at the site listed. However, if circumstances change and COVID or other health and safety restrictions are imposed by the site or government entity with authority, it may be necessary to move on-site session(s) to an online platform. If this occurs, IFS Institute will act as quickly as possible to keep training members informed.

**Online Sessions & Bridge Days:**

- Online sessions and Bridge Days are only available live, in real-time, and no recordings or transcripts are available.
- Each participant may miss up to a certain amount of training time due to illness or other reasons. Attendance requirements, daily schedules, and information about withdrawals and refunds are in this brochure.

**Site and Travel Information**

**Training Site:** Wylie Center and Tupper Manor at Endicott College  
295 Hale Street  
Beverly, MA 01915  
978.867.1800  
[www.wyliecenter.com](http://www.wyliecenter.com)

**Questions about the site:**

- Please review the training site website for information about site amenities, parking, etc.
- If you need additional information about the site, please contact [Alexandra@IFS-Institute.com](mailto:Alexandra@IFS-Institute.com).

**Pets are not permitted, even if the site allows them.** This is for the benefit and safety of all training members.

**Lunch and refreshments during breaks at the on-site location are included in the tuition.** All other lodging, meals, and any other travel-related expenses are not included in tuition. Except for lunch and refreshments during breaks at the on-site location, IFS Institute does not provide any other meals or lodging or make any travel arrangements for this training.



**Additional lodging information:**

- If you would like to stay overnight at the site and you have received an acceptance email from IFS Institute for this training program, please call the site at 978.867.1800 and identify yourself as a member of this IFS Institute Training Program. If the site has rooms available, you can make reservations and pay the site directly.
- Below is a list of area hotels provided as a courtesy by the training site. This information is for your convenience only. IFS Institute has no relationship with and makes no endorsements of the hotels, and if you would like to find out more about them or make reservations, please contact them directly.

**Salem Waterfront Hotel & Suites**

225 Derby St., Salem  
 Phone: 978-740-8788  
 salemwaterfronthotel.com

**DoubleTree by Hilton Boston North**

Shore  
 50 Ferncroft Rd., Danvers  
 Phone: 978-77-2500  
 hilton.com

Hampton Inn Boston/Peabody  
 59 Newbury St. – Rt. 1, Peabody  
 Phone: 978-536-2020  
 hilton.com

**Hampton Inn Salem Boston**

11 Dodge St., Salem  
 Phone: 978-414-3100  
 Contact Jill Gray, ext. 7152  
 hilton.com

**Sonesta Select Boston Danvers**

275 Independence Way, Danvers  
 Phone: 978-777-8630  
 sonesta.com

**Best Western Plus North Shore**

50 Dayton St., Danvers  
 Phone: 978-777-1700  
 bestwestern.com

**Boston Marriott Peabody**  
 8A Centennial Dr., Peabody  
 Phone: 978-977-9700  
 mariott.com

**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.

**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.