



**Internal Family Systems Therapy
Level 1 IFS Training Program (1000)
September 2024 – January 2025
Online Training (Live, Real Time)
U.S. Central Time Zone
Nickname: Steep Ravine**

This training is organized for participants who are members of the Global Majority.

Global Majority is a collective term that encourages us to recognize that together, those of African, Asian, Latin American, and Arab descent along with Indigenous people from around the world comprise the vast majority of people worldwide.

Table of Contents

- [The Internal Family Systems Model](#)
- [Diversity, Equity, and Inclusion](#)
- [Curriculum](#)
- [Training Schedule](#)
- [Certificate of Completion and Attendance Requirements](#)
- [Tuition and Fees](#)
- [Withdrawal/Refund](#)
- [Scholarships and Other Financial Resources](#)
- [Trainers](#)
- [Required Reading and Other Materials](#)
- [Continuing Education Contact Hours](#)
- [ADA](#)
- [Substance Use at Trainings](#)
- [Code of Conduct](#)

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 online training meets according to the dates and daily schedule 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. 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.**

- **This online training meets 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.
- 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: September 19-22, 2024
- Bridge Day: October 17, 2024
- Session 2: November 14-17, 2024
- Bridge Day: December 5, 2024
- Session 3: January 9-12, 2025

SESSION 1	Morning Meeting Includes 15-minute break	Afternoon Meeting Includes 15-minute break	Training/CE Hours
September 19, 2024	9:00am - 12:15pm	1:30pm - 6:00pm	7.25
September 20, 2024	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
September 21, 2024	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
September 22, 2024	9:00am - 12:15pm	1:15pm - 4:00pm (no break)	5.75
			Total: 27
BRIDGE DAY Includes (3) 15-minute breaks	Start Time	End Time	Training Hours (No CE)
October 17, 2024	12:00pm	5:30pm	Total: 4.75
SESSION 2	Morning Meeting Includes 15-minute break	Afternoon Meeting Includes 15-minute break	Training/CE Hours
November 14, 2024	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
November 15, 2024	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
November 16, 2024	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
November 17, 2024	9:00am - 12:15pm	1:15pm - 3:45pm (no break)	5.5
			Total: 26.5
BRIDGE DAY Includes (3) 15-minute breaks	Start Time	End Time	Training Hours (No CE)
December 5, 2024	12:00pm	5:30pm	Total: 4.75
SESSION 3	Morning Meeting Includes 15-minute break	Afternoon Meeting Includes 15-minute break	Training/CE Hours
January 9, 2025	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
January 10, 2025	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
January 11, 2025	9:00am - 12:15pm	1:30pm - 5:45pm	7.0
January 12, 2025	9:00am - 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. IFS Certification is a separate, advanced process that individuals can undertake to demonstrate IFS skills. To become IFS Certified, one must meet the prerequisites for, and successfully complete the IFS Certification process. Please visit [IFS Institute Certification](#) for details about prerequisites and other important 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: \$3,990

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: \$3,490 (\$3,990 Tuition - \$500 Tuition Deposit) **due and charged on July 1, 2024.**

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

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.

Questions about billing, receipts, credit/debit card matters: Contact 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.

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 July 31, 2024.
- No refunds are issued if written notice of withdrawal is received by IFS Institute on or after August 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/IFS-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. 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](#).

Kim Paulus, LMFT, IFS Certified

Crystal Jones, LCSW, IFS Certified

Gerard Grigsby, PhD, LCPC, LPC, 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. Bundle pricing may be available. If you need assistance, 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.

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.
- 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.

ADA

For ADA accommodations, please contact Eryca Rockwell 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.