



**Internal Family Systems Therapy
Level 1 IFS Training Program (983)
August – December 2024
Hybrid Training
On-Site Sessions: St. Charles, IL
Online Sessions (Live/Real Time):
U.S. Central Time Zone
Nickname: Mission Peak**

Hybrid Format

- On-site sessions of this training are only available on-site (St. Charles, IL), 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 (St. Charles, IL). 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. Central Time Zone** in effect during each online 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**
 - **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: August 21-24, 2024 (on-site)
- Bridge Day: September 4, 2024 (online)
- Session 2: October 30 - November 2, 2024 (online)
- Bridge Day: November 25, 2024 (online)
- Session 3: December 12-15, 2024 (on-site)

SESSION 1 On-Site	Morning Meeting Includes 15-minute break	Lunch	Afternoon Meeting Includes 15-minute break	Training/CE Hours
August 21, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 6:00pm	7.25
August 22, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
August 23, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
August 24, 2024	9:00am - 12:00pm	12:00pm	1:00pm - 4:00pm (no break)	5.75
				Total: 27
BRIDGE DAY Online Includes (3) 15-minute breaks	Start Time		End Time	Training Hours (No CE)
September 4, 2024	10:00am		3:30pm	Total: 4.75
SESSION 2 Online	Morning Meeting Includes 15-minute break		Afternoon Meeting Includes 15-minute break	Training/CE Hours
October 30, 2024	9:00am - 12:15pm		1:30pm - 5:45pm	7.0
October 31, 2024	9:00am - 12:15pm		1:30pm - 5:45pm	7.0
November 1, 2024	9:00am - 12:15pm		1:30pm - 5:45pm	7.0
November 2, 2024	9:00am - 12:15pm		1:15pm - 3:45pm (no break)	5.5
				Total: 26.5
BRIDGE DAY Online Includes (3) 15-minute breaks	Start Time		End Time	Training Hours (No CE)
November 25, 2024	10:00am		3:30pm	Total: 4.75
SESSION 3 On-Site	Morning Meeting Includes 15-minute break	Lunch	Afternoon Meeting Includes 15-minute break	Training/CE Hours
December 12, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
December 13, 2024	9:00am - 12:15pm	12:15pm	1:30pm - 5:45pm	7.0
December 14, 2024	9:00am - 12:00pm	12:00pm	1:15pm - 5:45pm	7.0
December 15, 2024	9:00am - 12:00pm	12:00pm	1:00pm - 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 June 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.

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 June 30, 2024.
- No refunds are issued if written notice of withdrawal is received by IFS Institute on or after July 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](#).

Terri Dalton, PhD, LCSW, 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. 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.

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, the Q Center will follow the guidelines of the CDC. 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, 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: 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.

COVID-19 health and safety protocols: Please see earlier parts of this brochure and note that there may be no COVID-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 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 July 19, 2024 for the August Session, and until November 8, 2024 for the December Session.
- **Lodging and use of the Q Center’s facilities during each on-site training session 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:

- Standard Room (single occupancy): \$145 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.
- 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 August Session: On July 22, 2024, you will be charged by the Q Center in full for your stay, and these charges will be non-refundable as of July 22, 2024.
 - o December Session: On November 11, 2024, you will be charged by the Q Center in full for your stay, and these charges will be non-refundable as of November 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 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.