



**Internal Family Systems Therapy  
Level 3 Training Program (988)  
April 2024  
Online Training (Live, Real Time)  
U.S. Eastern Time Zone**

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

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

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

**Scope of Practice:** Programs - 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 the IFS Institute website: [Level 3 IFS Training Learning Objectives](#).

**This online training meets according to the dates and daily schedule below using the U.S. Eastern Time Zone** in effect during each 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 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.
- 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.

### **Eligibility: Level 3 Training**

**Prerequisite:** Those who have earned the Certificate of Completion from a Level 2 training program are eligible to apply to a Level 3 training program.

**To be eligible for a Level 3 training program,** the last day of a participant's first Level 2 training must be six (6) or more months before the first day of a Level 3 training.

### **Training Schedule**

#### **2024: April 8-12**

<b>Daily Schedule</b>	<b>Morning Meeting Includes 15-minute break</b>	<b>Afternoon Meeting Includes 15-minute break</b>	<b>Training/CE Hours</b>
April 8, 2024	10:00-1:15	2:00-4:45	5.5 (5 CE & 0.5 personal growth)
April 9, 2024	10:00-1:15	2:00-4:45	5.5 (5 CE & 0.5 personal growth)
April 10, 2024	10:00-1:15	2:00-4:45	5.5 (5 CE & 0.5 personal growth)
April 11, 2024	10:00-1:15	2:00-4:45	5.5 (5 CE & 0.5 personal growth)
April 12, 2024	10:00-1:15	2:00-4:45	5.5 (personal growth)
			<b>Total: 20 CE/7.5 personal growth</b>

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

A Certificate of Completion (non-CE) is awarded by IFS Institute for the completion of the training. Level 3 trainings include 20 instructional/contact hours and 7.5 personal growth hours. Participants must complete 16 of the 20 instructional/contact program hours offered to be eligible to earn this certificate.

- Over the course of the entire training participants may miss a maximum of 4 instructional/contact 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: \$2,700**

**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:** \$2,200 (\$2,700 Tuition - \$500 Tuition Deposit) **due and charged on February 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](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 February 29, 2024.
- No refunds are issued if written notice of withdrawal is received by IFS Institute on or after March 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-Instituted 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 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 good source of funding for continuing education.** 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](#).

**Chris Burris**, LMFT, IFS Certified

## Required Reading and Other Materials

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

### Required reading before the training begins:

Journal Articles (that's the title)

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

### 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.

**Additional Training Materials:** Your program's trainer may ask you to purchase up to \$20 in additional training materials. If additional training materials are required, participants will be notified as the start 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 training offers 20 instructional/continuing education contact hours (and 7.5 personal growth hours).
- CE hours are awarded on a session-by-session basis, with full attendance required at sessions attended. Partial session CE credit is not offered.
- Attendees must complete all CE materials, comply with attendance monitoring requirements, and complete a session evaluation.
- Applications for continuing education contact hours will be provided by IFS Institute at the initial course session, along with other pertinent continuing education information.
- **If you would like CE credit for this training, you must sign up for it at the training. You will need your license information (as applicable) to complete the CE forms. No late CE applications can be accepted.**
- CE verification is mailed to participants by ICE (the CE sponsor) after the training (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 3 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 psychologist, #PSY-0043.

**Counseling:** The Institute for Continuing Education and 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 20.00 hours for social work continuing education re-licensure, in accordance with 258 CMR, NASW-MA CE Approving Program. Authorization: D-91865. **New York:** The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. Provider SW-0025. **Illinois Department Professional Regulation**, Provider 159-00606 **Ohio Board Counseling/ Social Work**, Provider RCS 030001. **Florida Department Health, Division Social Work, Counseling, MFT**, Provider BAP 255. **New Jersey:** This training has not been submitted for pre-approval for CE credit for New Jersey social workers.

**Marriage/Family Therapy:** **New York:** The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for Licensed Marriage and Family Therapists. Provider MFT-0012. **Illinois:** The Institute for Continuing Education is recognized as a provider of continuing education by the Illinois Board of Marriage and Family Therapy, Provider 168-00108. **California:** The Institute for Continuing Education, Provider 56590, is approved by the California Association of Marriage and Family Therapists to sponsor continuing education for LMFTs, LCSWs, LPCCs. The Institute for Continuing Education maintains responsibility for this program and its content. This Course meets the qualifications for 20.00 hours per session of continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences.

## **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.