Program Assistant Application for 6-Session Level 1 Training SJPHC
(500) South Jamaica Plain, MA

1. Please don’t apply to be a Program Assistant (PA) in this training if you have a dual/multiple relationship with the training’s Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, Lead Trainer Mentee, and/or Assistant Trainer Mentee.

2. To apply to be a Program Assistant (PA) in this training, you must:
   A. Already have earned the Certificate of Completion from a Level 1 IFS training program;
   B. Not apply to be a participant in this training;
   C. Complete this form and submit it to CSL (use contact information above), even if you’ve been a PA before or have spoken with a trainer about being a PA for this training. You may contact CSL to confirm that we received your PA application (training@selfleadership.org).

3. PAs are selected by each program’s trainers. PA applicants are notified by trainers about being chosen or not. Trainers may select some PAs before the application deadline, and/or shortly before the training begins. You may not hear from trainers about being selected until about two weeks before the training begins. Please contact the trainers if you have questions. Contact information is in the website’s “Trainer Directory” and/or “Find an IFS Therapist” listings.

4. A separate PA application is required for each training you apply for. PA applications from other trainings, or forms you create on your own, will not be accepted.

5. PA spaces are limited, and we recommend that you apply early.

6. For all the details about the training, including dates, daily schedules, location, lodging options, and more, please review the training’s brochure attached to this document.

7. If you accept a PA position in another IFS training after submitting this application, you are required to inform the Lead and Assistant Trainers of this training. Contact information is in the website’s “Trainer Directory” and/or “Find an IFS Therapist” directory.

8. PA Stipends
   A. Only experienced PAs receive stipends. An experienced PA is someone who has served as a Level 1 or Level 2 PA for an entire training that has already ended by the starting date of the new training.
   B. Daily stipends are paid for each full day an experienced PA is present. Stipends are not paid for training days with 2 or fewer training hours, days that are partially attended, or days a PA is absent.
   C. All experienced PAs are paid the same daily stipend amount in a particular training.
   D. The daily stipend amount is US$55/day/experienced PA.
9. Program Assistants may not make audio or visual recordings or take photographs of any part of any IFS training session, or use services such as Skype, Zoom, FaceTime, etc., to transmit or receive any part of any IFS training session.

10. If a Program Assistant receives a complaint from a participant about a training, the Program Assistant is required to handle it according to CSL’s Grievance Policy as posted at www.selfleadership.org.
Program Assistant Application for 6-Session Level 1 Training SJPHC (500)
South Jamaica Plain, MA

Please see the brochure at the end of this application for details about this training, which is being organized for participants affiliated with South Jamaica Plain Health Center.

Training City__________________________________________________________________________________

Training 3-digit number (available on the training’s website page)______________________________

1. Your contact information (print neatly so we can read it!)

First Name______________________________________________________________________________

Last Name_______________________________________________________________________________

Credentials______________________________________________________________________________

Street Address____________________________________________________________________________

City, State, Zip Code________________________________________________________________________

Phone (H)________________________________________________________________________________

Phone (W)________________________________________________________________________________

Phone (C)_________________________________________________________________________________

Email_____________________________________________________________________________________

2. Please list any other names you have used in the past:
________________________________________________________________________________________
________________________________________________________________________________________

If necessary, use a separate sheet to answer the remaining questions, and then attach it to your application. Please write clearly and use black ink so we can read it.

3. If accepted, will this be your 1st, 2nd, 3rd time, or more, as an IFS training PA?

1st time_____ 2nd time_____ 3rd time_____ More_____ 

4. Tell us about each completed IFS Level 1 and Level 2 training in which you have been a PA.
5. **Experienced PAs:** An experienced PA is someone who has served as a Level 1 or Level 2 PA for an entire training that has already ended by the starting date of the new training.
   ___ Check here if you are an experienced PA.

6. **Tell us about all Level 1, 2, and 3 training(s) from which you have already earned a certificate of completion.** To apply to be a PA, you must already have graduated from a Level 1 training.

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<thead>
<tr>
<th>City</th>
<th>Year</th>
<th>Program Number</th>
<th>Lead Trainer Name(s)</th>
<th>Assistant Trainer Name</th>
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7. **Are you currently a PA in an IFS training?**  Yes_____ No_____  
   If “yes”, please tell us its:

<table>
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<th>City</th>
<th>Training Number</th>
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</table>
8. Have you been accepted, and agreed to be a PA for a future IFS training? Yes_____ No_____ 
If “yes”, please tell us its:  
City_________________________________________________ Training Number__________________ 
Starting Date_________________________ Ending Date____________________________

9. List all previous IFS events you have attended, such as workshops, consultations groups, conferences, etc., along with names of facilitators, workshop leaders, or trainers for each one. 
_______________________________________________________________________________ 
_______________________________________________________________________________ 
_______________________________________________________________________________ 

10. Comment on the following experiences you have had: IFS trainings, workshops, retreats; clinical trainings and experiences; teaching, training, clinical supervisory, and group leadership. 
_______________________________________________________________________________ 
_______________________________________________________________________________ 
_______________________________________________________________________________ 

11. Detail your reasons for wanting to be a PA and your qualifications for and/or constraints in doing so. Please refer to the Program Assistant requirements, responsibilities, and competencies listed at www.selfleadership.org. 
_______________________________________________________________________________ 
_______________________________________________________________________________ 
_______________________________________________________________________________ 

12. Can you attend all days of this training? Yes_____ No_____ 
If “no”, please list all the days that you cannot attend. 
_______________________________________________________________________________ 

13. What is your native language?  
_______________________________________________________________________________ 

14. List any other languages in which you are fluent.  
_______________________________________________________________________________ 

15. Do you have any special needs? If so, please explain. 
_______________________________________________________________________________ 

16. Sign the Dual/Multiple Relationship Policy below and return it with your PA application. Your PA application cannot be considered unless you return a signed Dual/Multiple Relationship Policy.
Before you submit your application, please:

- **Review it** to make sure it’s complete. Incomplete forms cannot be processed.
- **Sign** the Dual/Multiple Relationship Policy below.
- **Copy or save your application** for your records – most people eventually need it.
- **Please do not send photos** of your application.

*Thank you for your interest in The Center for Self Leadership’s training program, and for bringing more Self leadership into the world.*

3.18.19
Dual/Multiple Relationship Policy for Training Staff Members in Level 1, 2, and 3 Internal Family Systems™ (IFS™) Training Programs Organized by The Center for Self Leadership (CSL)

Definitions:

Trainer – For the purposes of this policy, any Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, Assistant Trainer Mentee, Program Assistant, and other person(s) teaching at an IFS Level 1, 2, or 3 training program organized by The Center for Self Leadership (CSL).

Participant – For the purposes of this policy, anyone who is a student in an IFS Level 1, 2, or 3 training program organized by CSL.

Roster – The document generated by CSL for each training that may list training applicants, accepted training participants, trainers, and their personal information. Rosters are routinely updated with additional applicants, participants, and trainers.

1. Different states, provinces, and other governmental jurisdictions may have different policies regarding dual/multiple relationships for counselors, therapists, and other professionals for whom dual/multiple relationships may exist. Therefore, trainers are expected to take responsibility for checking with their particular and applicable governing policies, and for adhering to the professional standards for dual/multiple relationships outlined therein. Trainers are also expected to adhere to the governing policies of their professional disciplines regarding dual/multiple relationships.

2. It is CSL’s policy that a trainer may not enter into a therapeutic or supervisory relationship with a training participant or other trainer in their training until the training is completed. Trainers are expected to adhere to the professional standards as in paragraph 1 above if those standards are more stringent or comprehensive than CSL’s.

3. CSL is committed to maintaining the safety of its highly experiential IFS training programs. To that end, CSL is sensitive to the potential difficulties of any type of dual/multiple relationship between trainer and trainer, or trainer and participant. Therefore, CSL requires Lead Trainers, Co-Lead Trainers, Assistant Trainers, Guest Trainers, and Assistant Trainer Mentees, to review all applicants for their trainings to determine if they are in dual/multiple relationships with any of them.

If you, as a Lead Trainer, Co-Lead Trainer, Assistant Trainer, Guest Trainer, or Assistant Trainer Mentee, believe you are in a dual/multiple relationship with anyone that involves privileged communication, particularly (but not only) supervisory or therapeutic, you must contact the other person(s) and resolve the situation in accordance with this policy before the training begins, and thoroughly work out how the dual/multiple relationship will be managed through the end of the training. CSL acknowledges that dual/multiple relationships that involve privileged communication are confidential and, therefore, CSL cannot be responsible for resolving them or for their existence in its training programs.

4. If you, as a Lead Trainer, Co-Lead Trainer, Assistant Trainer, Guest Trainer, or Assistant Trainer Mentee, believe you are in a dual/multiple relationship with anyone that does not involve privileged communication, you may either contact the other person(s) and resolve the situation in accordance with this policy before the training begins, or contact your Lead Trainer before the training begins.

If a participant or trainer is going to be asked to withdraw from a training in order to resolve a dual/multiple relationship that does not involve privileged communication, and that person is dissatisfied with being asked to withdraw, then at that time the Lead Trainer will send an email to CSL’s Executive Director, and simultaneously send a copy of that email to CSL’s Director of Staffing and Training Program Coordinator for their information. The final decision about how to
handle a dual/multiple relationship that does not involve privileged communication rests with CSL’s Executive Director.

5. If any trainer wants to disclose their dual/multiple relationship to other trainers in their training, then the trainer with the dual/multiple relationship must have a signed agreement with the person with whom they have a dual/multiple relationship granting permission for such disclosure.

If any trainer wants to disclose their dual/multiple relationship to participants in their training, then the trainer with the dual/multiple relationship must have a signed agreement with the participant with whom they have a dual/multiple relationship granting permission for such disclosure. These written agreements must be provided, secured, and held by the trainer, and are not the responsibility of CSL. These written agreements must be completed before the training begins.

6. If you are a Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, or Assistant Trainer Mentee, you must access your trainings’ rosters on CSL’s file sharing system when you need to know more about who is involved with your trainings.

7. Dual/Multiple Relationships Involving Program Assistants, and Assistant Trainers’ Responsibility for Sharing Rosters with Program Assistant Applicants
   a. Anyone who has a potentially problematic dual/multiple relationship with a training’s Lead Trainer, Co-Lead Trainer, Guest Trainer, Assistant Trainer, and/or Assistant Trainer Mentee is discouraged from applying to be a Program Assistant in that training.
   b. Assistant Trainers must share their trainings’ current rosters with Program Assistant applicants before Program Assistants are chosen so they can screen for dual/multiple relationships.
   c. Assistant Trainers must share their trainings’ current rosters with Program Assistants who have been chosen so they can screen for dual/multiple relationships, and this must be done every 2-3 weeks thereafter, during the time before the training begins.
   d. If a Program Assistant has a dual/multiple relationship with a participant that involves privileged communication, and the dual/multiple relationship is potentially problematic such that it cannot be ethically managed within the training (as determined by those in the dual/multiple relationship and in accordance with CSL’s dual/multiple relationship policy), then the Program Assistant is required to withdraw from the training.
   e. If a Program Assistant has a dual/multiple relationship with a participant that does not involve privileged communication, then the Program Assistant may either contact the other person(s) and resolve the situation in accordance with this policy before the beginning of the training, and thoroughly work out how the dual/multiple relationship will be managed through the end of the training, or contact the Lead Trainer. If a participant or Program Assistant is going to be asked to withdraw from a training in order to resolve a dual/multiple relationship that does not involve privileged communication, and that person is dissatisfied with being asked to withdraw, then at that time the Lead Trainer will send an email to CSL’s Executive Director, and simultaneously send a copy of that email to CSL’s Director of Staffing and Training Program Coordinator for their information. The final decision about how to handle a dual/multiple relationship that does not involve privileged communication rests with CSL’s Executive Director.

By signing below, I agree to abide by the terms of this dual/multiple relationship policy for all CSL-organized IFS training programs in which I am a trainer, now and in the future.

__________________________________  ______________________________________
Signature                          Printed Name

__________________________________
Date

3.18.19
NOTE: You may apply to this training only if you are affiliated with and approved by South Jamaica Plain Health Center. If you have questions about your eligibility or if you wish to apply, please contact SJPHC.

The Internal Family Systems Model

Internal Family Systems℠ 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.

Richard C. Schwartz, PhD, has been developing the IFS model for more than 30 years, with IFS now practiced by thousands of licensed therapists and other professionals throughout the United States and internationally. Mental health care professionals and others trained in the IFS model can easily integrate it into a wide variety of practices using the unique methods IFS offers to create safe environments for clients to become Self-transforming. Internal Family Systems therapy is a simple yet sophisticated integration of psychology, spirituality, and intra-psychic and family systems theory that:

- Works well with couples, families, groups, and children;
- Can effectively treat trauma;
- Is a client-led approach that respects each client’s pace and goals;
- Establishes a productive, trusting, and collaborative partnership between therapist and client;
- Helps therapists remain centered and open-hearted.

Internal Family Systems: An Evidence-Based Practice

Internal Family Systems (IFS) is now posted on NREPP as an evidence-based practice. NREPP is the National Registry for Evidence-Based Programs and Practices, a national repository that is maintained by the U.S. government’s Substance Abuse and Mental Health Services Administration (SAMHSA). 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.

As a clinical treatment, IFS has been rated effective for improving general functioning and well-being. In addition, it has been rated promising for improving each of: phobia, panic, and generalized anxiety disorders and symptoms; physical health conditions and symptoms; personal resilience/self-concept; and depression and depressive symptoms.

These scientific findings and the listing of IFS on NREPP affirm the vast potential of IFS therapy for advancing emotional healing and mental well-being. In particular, they indicate promising effects on mind (depression, anxiety), body (physical health conditions), and spirit (personal resilience and self-concept).
IFS and Training Information Sources

This brochure contains many details about this program, including continuing education credit, certificate of completion attendance requirements, trainer biographies, finances, session and daily schedules, required readings, site information, and more.

For more information about IFS, please visit our website.

The Center for Self Leadership’s contact information and SJPHC’ contact information are at the end of this brochure. We invite you to contact us with any questions.

Training Location

South Jamaica Plain Health Center
640 Centre Street
Jamaica Plain, MA 02130

Curriculum

Overview: In addition to thoroughly learning IFS theory and techniques, the Internal Family Systems Level 1 training program invites participants to explore their own inner worlds in a safe, nurturing context. The training will help participants:

• Understand the conceptual basis of the IFS model;
• Apply basic IFS techniques to various clinical populations; and
• Take advantage of the opportunities IFS offers for personal development.

Learning Objectives: Please visit www.selfleadership.org, FAQ page.

Format: The training includes lecture, discussion, demonstration, experiential exercise, video review, and small group supervision and practice. Teleconferences occur between the on-site sessions and enable participants to have contact with their trainers, and each other, in order to ask questions and further integrate material already presented.

Program Hours: This training comprises six, 3-day sessions, totaling 108 program hours. Each 3-day session comprises 18 program hours. Session and daily schedules are listed later in this brochure.
**Lead Trainer: Paul Neustadt, MSS, LICSW,** is an IFS AAMFT approved supervisor. In his private practice in Arlington, MA, he specializes in couples therapy, parent coaching, and IFS consultation. For 17 years he was the director of a community counseling and prevention program for children, adolescents, and their families, before which he worked in a college counseling center and community mental health center. Paul has also taught couples and family therapy at a family therapy institute and in graduate programs. As an IFS trainer, Paul is known for creating a safe, accepting group atmosphere using his warmth, openness, and humor.

**Assistant Trainer: Rina Dubin, Ed,D,** is a licensed psychologist in private practice in Newton, MA who works with individuals and couples. She has been involved with the IFS community since 2004. She has a broad background in trauma and offers supervision and consultation. She loves being involved in the process of healing and IFS has become a centerpiece in this work. She has also been involved with IFSNE since its beginning in 2009 and as a member of the Steering Committee, has been thrilled with the accelerating growth of IFS in the greater New England area.
Training Schedule

Session 1: October 25-27, 2019
Session 2: January 10-12, 2020
Session 3: March 13-15, 2020
Session 4: May 15-17, 2020
Session 5: July 10-12, 2020
Session 6: September 11-13, 2020

Daily Schedule

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<tr>
<th></th>
<th>Morning Session</th>
<th>Morning Stretch</th>
<th>Afternoon Session</th>
<th>Afternoon Snack</th>
<th>Training/CE Hours</th>
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<tbody>
<tr>
<td>Friday</td>
<td>9:30 - 12:30</td>
<td>15 min.</td>
<td>2 – 6</td>
<td>15 min.</td>
<td>6.5 hours</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 - 12:30</td>
<td>15 min.</td>
<td>2 – 6</td>
<td>15 min.</td>
<td>7.0 hours</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 – 11:30</td>
<td>X</td>
<td>Noon – 2</td>
<td>X</td>
<td>4.5 hours</td>
</tr>
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|        |                 |                 |                  |                 | 18 Total          |

Certificate of Completion

A Certificate of Completion (non-CE) is awarded by The Center for Self Leadership and a participant must complete 90 of the 108 program hours offered in order to be eligible to earn this certificate. Participants are responsible for ensuring that they attend sufficient training hours to earn the Certificate of Completion and track their own attendance.

IFS Certification

Participants are not Certified IFS Therapists or Practitioners until they successfully complete the IFS Certification process. Information about the criteria and procedures for becoming IFS Certified is available on the CSL website certification page, or by emailing certification@selfleadership.org.

Eligibility for Future Trainings

By earning The Center for Self Leadership’s Certificate of Completion for this training, a participant is eligible to apply for a Level 2 IFS training program. Participants are not required to be Certified IFS Therapists or Certified IFS Practitioners to enroll in IFS trainings.
To Apply

Who Should Apply: Both therapists and non-therapists are invited to apply per The Center for Self Leadership’s policies, and we welcome applications from people involved in the activities listed below. Please contact SJPHC to learn of their application criteria.

- Mental and medical health care practitioners
- Pastoral counselors
- Business and academic professionals
- Masters or doctoral students
- Dance, art, and music therapists
- Body workers
- Those from the professional public seeking personal and spiritual growth
- Anyone seeking a community of like-minded professionals

Application Form: Please use the application form that CSL provided to SJPHC for this training.

Continuing Education Contact Hours

- This training program is co-sponsored by The Center for Self Leadership and The Institute for Continuing Education (ICE).

- Continuing education contact hours are offered for the professional disciplines as listed.

- The course offers 18 contact hours per session (total of 108 contact hours per course). CE covers all scheduled course sessions.

- CE hours are awarded on a session-by-session basis, with full attendance required at sessions attended. Attendees must attend each scheduled session in full, sign in/out daily, and complete a session evaluation and other required CE materials.

- Applications for continuing education contact hours will be available at the initial course session, along with other pertinent continuing education information.

- If you want CE credit for this training, you must sign up for it at the first session – you must bring your license information (as applicable) to the first session if you want CE credit. No late CE applications can be accepted.

- CE verification is mailed to participants by ICE following each session.

- There is no charge for CE.

- It is the responsibility of attendees to check with their state licensing/certification board to determine if CE credit offered by The Institute for Continuing Education meets the regulations of their state board.

- Learning objectives are available on the FAQ page at www.selfleadership.org.

- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education: 800-557-1950. Email: instconted@aol.com.
Psychology: The Institute for Continuing Education is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. The Institute for Continuing Education maintains responsibility for this program and its content.

Counseling: For counselors seeking credit, The Institute for Continuing Education will submit a co-sponsorship application to NBCC for this program.

Social Work: The Institute for Continuing Education, Provider 1007, is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB), www.aswb.org, through the Approved Continuing Education (ACE) program. The Institute for Continuing Education maintains responsibility for the program. ASWB Approval Period: 04-13-2018 - 04-13-2021. Social workers should contact their regulatory board to determine course approval.

Marriage-Family Therapy: The Institute for Continuing Education will submit an application to the MA Board of Registration of Allied Mental Health Services Professionals for LMFT professional continuing education

Required Pre-Training Reading and Other Materials

1. Reading Materials: All books listed below are available at The Center for Self Leadership’s website store (www.selfleadership.org). Bundle pricing may be available. If you need assistance with the Store, please call 708.383.2659 or email info@selfleadership.org.

Required reading before the training begins:


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:


2. Additional Training Materials: Each program’s trainers may ask participants to purchase up to $20 in additional training materials. If additional training materials are required, participants will be notified as the starting date of the training approaches.

Financial Assistance

Payment plans: Payment plans are listed on the program application. If you have questions about the plans, please contact CSL Controller, Mary Mitrovich, at mary@selfleadership.org.
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.

Tuition scholarships: Details and CSL’s scholarship application form are on the website’s Training FAQ page.

ADA If you have special needs, please contact SJPHC.

TRAVEL INFORMATION

If you need additional travel information, please visit websites such as MapQuest or GoogleMaps.

You may also wish to visit priceline.com, orbitz.com, kayak.com, or other websites to find travel deals for airfare, rental cars, etc. CSL is not affiliated with any of these sites, but many people have success with them.

ON-SITE SESSIONS 1, 2 and 3

Training Site: South Jamaica Plain Health Center
640 Centre Street
Jamaica Plain, MA 02130
(617) 983-4100
Website

If you need additional travel information, please visit websites such as MapQuest or Google Maps.

You may wish to visit priceline.com, orbitz.com, kayak.com, or other websites to find travel deals for airfare, hotels, rental cars, etc. While CSL is not affiliated with any of these sites, many people have success with them.
AIRPORTS:

Logan International Airport
Approximately 30 minutes from site.
For directions from this airport click HERE.

DRIVING:

For driving or public transit directions from…
  • (Portsmouth, NH) click HERE.
  • (New York City) click HERE.
  • (Boston) click HERE.
  • (Albany, NY) click HERE.

PUBLIC TRANSIT:

Boston MBTA
Includes trip planner for buses and the T. HERE

TRAINS:

For Amtrak information please click HERE.

MEALS: To see restaurants in the area please click HERE.

LODGING: For lodging near the site please click HERE

Contact Information for SJPHC:

South Jamaica Plain Health Center
640 Centre Street
Jamaica Plain, MA 02130
Tyler Haaren
Phone: 617-983-4236
thaaren@bwh.harvard.edu

The Center for Self Leadership
www.selfleadership.org
CSL’s training coordinator for this training:

Jeffery John
Jefferyjohn11@gmail.com
301.655.6671 (Eastern Time Zone, USA)

Other CSL contact information:

IFS Certification: 828.215.6307
IFS Circle/Continuity Webinars: 708.383.2659
IFS Store & Everything Else IFS: 708.383.2659

Fax: 708.383.2399

Mailing Address: P.O. Box 3969, Oak Park, IL 60303

Email:
IFS Certification: certification@selfleadership.org
IFS Circle/Continuity Webinars: info@selfleadership.org
IFS Store & Everything Else IFS: info@selfleadership.org