



## Logon Instructions for *Respectful Parenting*

IFS has several online courses available to help educate our families about important adoption and parenting related topics. Follow these instructions, when registering for the "**Respectful Parenting**" course. (Please read all of these instructions before proceeding.) **Please note: this course is only available to families who have completed their adoptions and currently have the child in their home.**

1. Log onto [www.ifservices.org](http://www.ifservices.org)
2. Click on the "Family Training" link located on the sidebar.
3. Scroll down until you see information on the "Respectful Parenting" course.
4. After reading about the course, click on the "CLICK HERE" link.
5. You will have the choice to take one of the three classes listed. Read the information provided on each class and decide on the one that best meets your needs. You are required to choose one of the classes when completing the registration page.
6. To begin the registration process, you need to select one of the following choices:

**Choice #1:** If you answer YES, to any of the questions below, click on the following link:

- I contracted with IFS before November 1, 2004.
- I have not yet contracted with IFS, but I will be contracting soon.
- I have no affiliation with IFS, but want to take this course.

### [If You Contracted with IFS BEFORE November 1, 2004](#)

*By choosing #1, you will be required to pay the full registration fee. This fee will not be refunded if you choose to contract with IFS in the future.*

**Choice #2:** If you answer YES to the question below, click the following link:

I am contracted with IFS for adoption services AND my contract is dated on or after November 1, 2004.

### [If You Contracted with IFS AFTER November 1, 2004](#)

7. If you selected Choice #1, you will be directed to complete a registration page. Payment information will also be taken at this time. Once this information is submitted, you should receive a confirmation of your registration by email directly from the course provider, LifeMatters.com, within a day or two. The workbook and complete logon instructions will arrive approximately one to two weeks prior to the start of the course. If you do not receive this information, please contact your Program Director or email us at [classes@ifservices.org](mailto:classes@ifservices.org).
8. If you selected Choice #2, you will be directed to complete a registration page. This information will be sent to IFS for confirmation prior to your beginning the course. After the registration has been confirmed, you will receive an email from LifeMatters.com within two to three weeks. The workbook and complete logon instructions will arrive approximately one to two weeks prior to the start of the course. If you do not receive this information, please contact your Program Director or email us at [classes@ifservices.org](mailto:classes@ifservices.org).

Other important information:

- This is an online course moderated by a licensed family therapist.
- This course is available to families who have completed their adoptions and currently have the child or children in their home.
- Each prospective adoptive parent needs to enroll in and complete this course.
- Documentation of completion of this course needs to be submitted prior to the one-year post-placement report.
- The only document IFS needs for our file is the Certificate of Completion. Families **do not** need to provide copies of homework or other assignments, although, some social workers and/or home study agencies may require these additional documents.
- When you complete the course, an online Certificate of Completion will be available to you. Print off the Certificate and fax it to the IFS-Texas office at 281-992-3179.

If you have any additional questions about the online courses, please email us at [classes@ifservices.org](mailto:classes@ifservices.org).