

# National Council on Family Relations' (NCFR) Abbreviated Application Process Directions



The National Council on Family Relations (NCFR) awards certification to qualified family life education professionals. Graduates of NCFR-Approved academic programs may qualify to apply for **Provisional** Certification as a Certified Family Life Educator (CFLE). Provisional Certification is intended for those who have demonstrated *current* knowledge in the ten FLE content areas, but who have not yet earned sufficient work experience hours in family life education to qualify for Full status.

CFLE-approved coursework must be completed *no more than* five years prior to graduation. The Abbreviated Application process is only available to students completing CFLE-approved coursework *after* the school's program has been approved by NCFR. (The program approval date is noted on the school's checklist). A list of current NCFR-approved programs can be found at: <http://www.ncfr.org/cert/academic/programs/>

Graduates must apply within two years of graduation. An extension can be granted for those who go on to graduate school *in a family-related program* immediately upon completing an undergraduate degree. Contact Maureen at [maureenbourgeois@ncfr.org](mailto:maureenbourgeois@ncfr.org) for more information about this option.

## **How to Apply for CFLE through the Abbreviated Application process**

You are required to submit the following:

- Abbreviated Application form (*signed*)
- Checklist of your schools' pre-approved coursework (from NCFR website or your school)
- Official transcript showing degree completion (no photocopies)
- Signed copy of the CFLE Code of Ethics
- Abbreviated Application fee - \$105 for NCFR members; \$150 for non-members (*Please note, application fees are non-refundable.*)
- Syllabi of any courses used as substitutions for NCFR-approved coursework

Mail to: **National Council on Family Relations** • 1201 West River Parkway, Suite 200 • Minneapolis MN 55454

### **Checklist of NCFR-approved coursework**

Locate your school on the NCFR website: <http://www.ncfr.org/cert/academic/programs/>

Print out your school's checklist of pre-approved courses. This checklist represents the courses offered by your school that meet the criteria for each of the ten family life content areas required for the CFLE credential. To apply for the CFLE credential through the Abbreviated Application process, you need to have completed all courses, or combination of courses, listed on your school's checklist. Course grades must be C- or better. Audited courses are not acceptable.

**Please note:** the courses listed on your school's checklist are required to cover the content for the CFLE designation. Even though a CFLE course might not be required for your degree program, you still need to take it (or an appropriate substitution) if you want to receive the CFLE designation.

Place a checkmark in the box to the left of the content area to indicate that you have completed that specific course. Be sure that the course is listed on your transcript using the same prefix, course number, and course title.

### **Course Substitutions**

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You may substitute up to *two* courses for those on the checklist. Place an \* in the checkbox if you have *not* completed the NCFR-approved course listed. In one of the open boxes at the bottom of the checklist, list the course that you have taken in place of the pre-approved course. The substituted course can be from the approved school or from another accredited school, but *must have been completed within the past five years*. If the substituted course was from another school and it does not appear specifically on your final transcript, an official transcript from the other school is required, as well. A course used as a substitution must cover the same content as the NCFR-approved course. You must submit a course syllabus for the course being used as a substitution so that NCFR can ensure the content is similar. For information on course content requirements go to <http://www.ncfr.org/cert/become/applicationprocessesnew.asp#abbreviated>

If you are missing more than two pre-approved courses you may still receive Provisional Certification but must do so by completing the CFLE Exam. See the NCFR website [http://www.ncfr.org/cert/become/app\\_reg.asp](http://www.ncfr.org/cert/become/app_reg.asp) for more information on the CFLE Exam or contact [Maureenbourgeois@ncfr.org](mailto:Maureenbourgeois@ncfr.org)

### **Transcript**

An official transcript contains a watermark or embossment. It does *not* need to be sealed in an envelope or mailed directly from the school. The transcript needs to show degree completion unless you are applying during your final semester (see *Application option for graduating senior* below). Photocopies and electronic versions of official transcripts will not be accepted.

### **Abbreviated Application Fee**

The application fee for the Abbreviated Application process is \$105.00 for members of NCFR and \$150.00 for non-members. Membership information is available at <http://www.ncfr.org/member/info.asp> (*Please note, application fees are non-refundable.*)

### **Submission Deadline**

There is no submission deadline for Abbreviated Applications; you may submit your application at any time within two years of graduation. NCFR will allow graduates to apply up to five years after graduation if they were enrolled in the NCFR approved program prior to 2005 (before the application window was shortened from five years to two years).

### **Application Option for Graduating Seniors**

Some NCFR-Approved programs prefer to incorporate the Abbreviated Application process into coursework in the final semester. In this case, you can submit the Abbreviated Application form, the checklist, a signed copy of the CFLE Code of Ethics, a \$50 deposit on the Abbreviated Application fee, and an unofficial transcript showing the courses you are enrolled in for the final term. Then, when your degree is posted on your transcript, send an official transcript and the remainder of the application fee (\$55 for NCFR-members or \$100 for non-members).

### **Work Experience Requirements**

You can maintain Provisional Certification for *up to* five years. As soon as you can document sufficient work experience in family life education you can upgrade to Full Certification. Information on upgrading to Full Certification can be found on the NCFR website at <http://www.ncfr.org/cert/become/upgrade.asp> and will be included in the Provisional approval packet.

The number of hours of work experience needed for Full Certification varies depending upon the relevancy and level of the degree. CFLEs with a family-specific degree at the Bachelor's level need to document 3,200

hours. Those with a family degree at the Master's or Ph.D. level need just 1,600 hours. Those with a non-family specific degree need to document at least 4,800 hours.

If you are applying through the Abbreviated Application process but have already earned sufficient work experience hours to qualify for Full Certification, you can apply for Full Certification through the Abbreviated Application processes by also submitting the Work Experience Summary form, the Employer Assessment and Verification form, and the Upgrade Application fee, at the same time that you submit the Abbreviated Application <http://www.ncfr.org/cert/become/workexperiencenew.asp> If everything is in order with the Abbreviated Application and work experience documentation, you will receive Full Certification.

Questions? Please contact [info@ncfr.org](mailto:info@ncfr.org) or call (888) 781-9331.