

# National Council on Family Relations Certified Family Life Educator (CFLE) Recertification Application Form

Access this form at <http://www.ncfr.org/cert/maintain/recert.asp> when you are ready to ensure that you have the most current information.

**FOR OFFICE USE ONLY**

Check/CC # \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

Approve

Date of original Certification \_\_\_\_\_

**I. Name** \_\_\_\_\_

*(Please print name exactly as you would like it to appear on your certificate)*

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_  Cell  Home  Work

Email \_\_\_\_\_

**Check if any information is new.**

Address

Phone

Email

**II.** Please include a current resume or vita listing applicable activities related to family life education.

**III.** If you have earned any additional degrees during the past five years, please indicate:

Institution	Major	Degree Awarded	Date Awarded

**IV.** Describe and/or document Academic Coursework, Professional Development, and/or Work Experience activities over the five year period. A minimum of 10 CEUs or 100 Contact Hours (one contact hour = 60 minutes) is required for approval. Please read *Guidelines for Continuing Education Credit* carefully before beginning to list continuing education activities.

**V.** Please attach certificates, transcripts, or evidence of continuing education activity, *when necessary*. See V. of Guidelines.

**VI.** Enclose a non-refundable recertification fee of \$125 (\$180 for non-NCFR members) with this form. Payable to NCFR. **This fee includes the CFLE Annual Fee for the next year.** If you have already submitted payment for this fee, please make note below.

NCFR Membership number (if paying member rate) \_\_\_\_\_  
*Found on membership card or on mailing label of journal/newsletter*

**Payment**

**Information:**  Check  Credit Card (Visa/Mastercard) \$ \_\_\_\_\_ **Amount Paid**

**Credit Card #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **CVD # (On back of card)** \_\_\_\_\_

**Name, street address & zip code of owner:** \_\_\_\_\_

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



I verify that all information provided is accurate and true.

\_\_\_\_\_  
*Signature*

National Council on Family Relations - 1201 West River Parkway, Suite 200, Minneapolis, MN 55454

888-781-9331 ☎ info@ncfr.org ☎ www.ncfr.org

# GUIDELINES FOR CONTINUING EDUCATION CREDIT FOR THE CERTIFIED FAMILY LIFE EDUCATOR (CFLE) PROGRAM

CFLE continuing education credits are due every five years. CFLE must submit the following as close to their CFLE anniversary date as possible:

1. CFLE Recertification Application form (found on the NCFR website at [www.ncfr.org](http://www.ncfr.org))
2. Listing of CFLE continuing education credits following required format
3. Recertification fee - See NCFR website for current fees
4. Signed CFLE Code of Ethics (please review and sign even if signed previously)

All CFLEs will be sent a reminder notice with appropriate forms approximately six months prior to their due date.

## I. Requirements for Recertification

A. Active involvement in family education (paid employment or as a volunteer) over the five-year period.

B. Participation in continuing education activities.

1. The CFLE must accrue a total of 10 Continuing Education Units (CEUs) or 100 Contact Hours within the five-year period following certification. One CEU = 10 Contact Hours. One Contact Hour is defined as 60 minutes in an approved learning experience. Ten CEUs = 100 Contact Hours. The amount of continuing education credit to be obtained in any one year is the decision of the individual.
2. Continuing education credits must be earned through Academic Preparation, Professional Development, and/or Work Experience (See II). Credits must be earned in at least two of these areas. For example, you may not earn all 10 CEUs by attending only professional conferences (Professional Development), or only through your Work Experience, or only through courses attended (Academic Preparation).
3. Continuing education activities must cover at least two of the ten Family Life Content Areas. The content areas in which credit for continuing education may be received are the same as those established for the certification program:
  1. Families & Individuals in Societal Contexts
  2. Internal Dynamics of Families
  3. Human Growth and Development
  4. Human Sexuality
  5. Interpersonal Relationships
  6. Family Resource Management
  7. Parent Education and Guidance
  8. Family Law and Public Policy
  9. Professional Ethics & Practice
  10. FLE Methodology
4. Continuing education activities can be part of one's normal work responsibilities but must reflect new learning. For example, credit would not be given for the instruction of a course or workshop that has been taught before or was being taught at the time of the original certification. Credit would be given for a new course, etc. which was developed and/or presented after the person was certified by NCFR or for a previously-taught course which has been substantially revised.

C. Payment of the recertification fee upon submission of continuing education activity at the end of the five-year period.

- D. The Recertification fee includes the CFLE Annual fee for the following calendar year. Therefore it is important that you submit your continuing education documentation as close to your anniversary month as possible to avoid duplicate payment of this fee.
- E. The list of continuing education credits must follow the following **Sample Format** (Page 4).

## II. Criteria for Continuing Education Activities

The following will be accepted for continuing education credit for the NCFR Certified Family Life Educator program:

- A. Academic courses provided by accredited universities and colleges, or other accredited learning institutions, including both those for credit and official audit, and also directed independent study. Please note: a 3 credit quarter class = 30 hours; a 3 credit semester class = 36 hours. Example: A 3 credit course meeting for 30 Contact Hours would be worth 3 CEUs.
- B. Attendance at a relevant training workshop, seminar, symposia, lecture, or in-service. Example: A five-hour training workshop would equal .5 CEUs/5 Contact Hours.
- C. Attendance at meetings and conferences of relevant professional organizations. Example: Each hour of participation in a content session would equal .1 CEU/1 Contact Hour.
- D. Work experience in family life education.
  1. Development and/or instruction of new courses/curriculum/community education. Instructors and developers of programs/courses receive double credit. (Length of program [in hours] x 2.)
  2. Publication of your work. Examples: Journal articles, newsletters, books, articles, research, preparation and presentation of speech. (See III A & B on how to assign credit.)
  3. Other work experience as appropriate, e.g., counseling, therapy, or ministry. Applicant must show applicability to content areas and preventative and educational aspect of work.
  4. Volunteer work in family life education. Volunteer work should be supported with applicable training. Ideally the CFLE should include paid work in addition to volunteer work.

## III. Maximum Credit Value for Some Continuing Education Activities

Because some continuing education activities are not easily measured in CEUs or Contact Hours, guide lines and maximum values have been established. It is up to the CFLE to assign the appropriate value to each activity depending upon their personal situation. For example, up to 1.5 CEUs (15 Contact Hours) may be earned for writing a published article. The CFLE must determine how much time was spent in writing the article and assign credit accordingly. Maximum credit allowances are as follows:

- A. No more than 5 CEUs/50 Contact Hours may be earned for writing a published book. In most cases a CFLE would have spent more than 50 hours in preparation of a book but a limit has been set in order to assure a variety of learning experiences. Again, the CFLE must make a judgment call as to how many CEUs to assign depending upon the applicability of the subject matter to family life education and the amount of time spent on the activity. The topic of the book must relate specifically to at least one of the ten family life content areas in order to qualify for the full 5 CEUs/50 Contact Hours.

- B. Authorship of a published article in a professional journal, newsletter, chapter in a book, etc. - Maximum of 1.5 CEUs/15 Contact Hours.
- C. Development and/or instruction of a new course/curriculum/community education program, etc. - Maximum of 5 CEUs or 50 Contact Hours.

**IV. Continuing Education Credit Will Not Be Granted for the Following:**

- A. Self-directed independent study.
- B. Family life education activities that are a part of one's regular work responsibilities and do not reflect additional learning since initial certification.
- C. Participation in social activities, business or committee meetings, or entertainment during conferences and workshops. Travel to and from workshops.

**V. Documentation of Continuing Education Activities**

Documentation of continuing education activities is not necessary unless the title of the course, article, book, workshop, etc. does not readily show a connection to family life education. When documentation is necessary, it can include course outlines, descriptive brochures, syllabi, copies of chapters or articles or the table of contents of a book, etc.

IT IS NOT NECESSARY FOR YOU TO PAY FOR CONTINUING EDUCATION CREDITS AT CONFERENCES AND SEMINARS FOR CFLE PURPOSES. PROOF OF ATTENDANCE IS NOT REQUIRED. However you may wish to pay for credits in order to receive documentation of your attendance for your own recordkeeping purposes.

**REQUIRED FORMAT  
FOR CFLE CONTINUING EDUCATION ACTIVITY INFORMATION**

The following sample format must be followed when listing your CFLE continuing education credits. Continuing education activities must be obtained in at least two of the ten Family Life Content Areas.

Be sure to include pertinent information for each activity, i.e., title of course, sponsoring organization, date, and total CEUs or Contact Hours earned.

Continuing education activities need to be listed under at least two of the three categories: Academic Preparation, Professional Development, and Work Experience.

**Academic Preparation** - College and university courses attended. Include course title, sponsoring organization, date, number of semester or quarter credits, the number of CEUs or Contact Hours, and which Content Areas were covered. If the course title does not readily show its connection to family life education, provide a course description or syllabus.

**Professional Development** - Workshops, conferences, seminars attended. Again, if it is not readily evident how they dealt with family life education or the Content Area they are applied to, provide a description or brochure, which shows the connection.

**Work Experience** - Published books and/or articles written, new courses/programs developed and/or presented, and other family life work experiences that apply. If the connection to family life is not readily evident, provide a brief description, outline, or other appropriate material. For books or articles, provide a copy of the title page and credit line, an abstract, or the table of contents.

## SAMPLE FORMAT

### ACADEMIC PREPARATION

"Family Development," University of \_\_\_\_\_, Fall 2009, 3 credits (quarter), 30 Contact Hours or 3 CEUs. (List Contact Hours or CEUs - not both.) Content Areas #1 & #2.

**TOTAL Contact Hours or CEUs in Academic Preparation** \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT

"AIDS Information Workshop," New York City Board of Education, April 15, 2008, 5 Contact Hours or .5 CEUs. Content Area #4.

"Families Over the Life Course," National Council on Family Relations, 64th Annual Conference, November 21-24, 2009, 20 Contact Hours or 2 CEUs. Content Areas #2, #3, & #5.

"Building Bridges: Creating Balance," American Association of Marriage and Family Therapists, 47th Annual Conference, October 26-29, 2010, 15 Contact Hours or 1.5 CEUs. Content Areas #2, #5, & #7.

**TOTAL Contact Hours or CEUs in Professional Development** \_\_\_\_\_

### WORK EXPERIENCE

Development and implementation of "Parent Education & Drug Abuse Workshop,"\* \_\_\_\_\_ Church, Fall, 2010, 20 Contact Hours or 2 CEUs. Content Areas #2 & #7.

\*Program was 10 Contact Hours but as developer/presenter, 20 Contact Hours or 2 CEUs could be earned.

Authored article, "Death and the Family," Journal of Marriage and the Family, Vol. 33, #2, May, 2008, 15 Contact Hours or 1.5 CEUs. Content Areas #2 & #5.

Instructor, "Sociology of the Family," University of \_\_\_\_\_, Spring 2011, 3 semester credits, 50 Contact Hours or 5 CEUs.\*\* Content Area #1.

\*\*Instructors receive 2 x course length. A 3 semester credit course would be approximately 30 Contact Hours so 2 x would be 60 Contact Hours or 6 CEUs. However, the maximum allowed for any one activity is 50 Contact Hours or 5 CEUs.

**TOTAL Contact Hours or CEUs in Work Experience** \_\_\_\_\_

**GRAND TOTAL Number of Contact Hours/CEUs** \_\_\_\_\_  
(Must be at least 100 Contact Hours or 10 CEUs)

**CREDITS MUST BE LISTED IN EITHER CEUs OR CONTACT HOURS - NOT BOTH.**  
Please try to be consistent and use only CEUs or only Contact Hours for all credits earned.