



Certified Family Life Educator (CFLE) Employer Work Experience Assessment & Verification Form National Council on Family Relations

The CFLE applicant provides the information on this page. The remainder of this form, (pages 2-4) is to be completed by the CFLE applicant's employer. **All four pages must be submitted to NCFR.**

The **National Council on Family Relations (NCFR)** sponsors the **Certified Family Life Educator (CFLE)** program. In developing the CFLE credential, NCFR established standards and criteria for the practice of family life education.

In order to receive the CFLE *Provisional* designation, Certified Family Life Educators (CFLE) must demonstrate knowledge in ten family life education content areas (see page 2) through completion of NCFR-approved academic coursework or successful completion of the CFLE Exam. Those pursuing *Full* Certification must also submit documentation of sufficient and applicable work experience in family life education. All applicants must have at least a bachelor's level degree from a regionally accredited institution.

Employers are asked to provide information on the applicant in a two-step process. Step one involves an evaluation of the CFLE candidate's knowledge of the ten family life education content areas as well as their skills and abilities as a family life educator (pages 2 & 3). Step two involves verification of the applicant's family life education work experience hours (page 4). This information is confidential and will not be shared with the applicant.

The following CFLE candidate has requested that you provide this information as part of their application for *Full* CFLE Certification (the information on this page is to be provided by the CFLE Applicant).

Name of CFLE applicant: _____

I am applying for Full Certification as a Certified Family Life Educator (CFLE) through the National Council on Family Relations (NCFR). I am required to provide documentation of at least _____ hours of work experience in family life education based on the applicability and level of my degree:

Family-specific degree - Bachelors	3,200 hours of experience in family life education
Family-specific degree - Masters or Doctorate	1,600 hours of experience in family life education
Non-family-specific degree - Bachelors, Masters or Doctorate	4,800 hours of experience in family life education

I am requesting verification of the hours of family life education work experience provided at:

Name of agency/organization: _____

in the position of (*job title*)* _____

for the period from _____ mm/yyyy to _____ mm/yyyy for approximately _____ total hours.

*If the CFLE applicant was hired as a consultant please specify their role.

Applicant's Signature: _____ Applicant's Phone _____

Applicant's E-mail Address: _____ Date: _____

I certify that the above information is accurate to the best of my knowledge. I also irrevocably agree to waive any and all rights to view any information submitted by my employer.



STEP ONE: EMPLOYER'S ASSESSMENT FORM

Name of CFLE Applicant: _____

The following information should be completed by the *employer*, **not** the CFLE applicant.

Based on your experience in working with the CFLE applicant, please rate his/her knowledge in each of the ten family life content areas.

Rate on scale: 1) Unable to rate 2) Minimal 3) Average 4) Excellent

Applicant's Knowledge in the NCFR Family Life Education Content Areas	Rate 1 - 4
The following family life education content areas represent the knowledge base identified as necessary for effective practice.	
FAMILIES & INDIVIDUALS IN SOCIETAL CONTEXTS An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, and occupational institutions in society.	
INTERNAL DYNAMICS OF FAMILIES An understanding of family strengths and weaknesses and how family members relate to each other.	
HUMAN GROWTH & DEVELOPMENT ACROSS THE LIFESPAN An understanding of the developmental changes of individuals in families throughout the lifespan (including prenatal, infancy, early and middle childhood, adolescence, adult, and aging) to meet their changing needs.	
HUMAN SEXUALITY An understanding of the physiological, psychological, & social aspects of sexual development throughout the life span, so as to achieve healthy sexual adjustment.	
INTERPERSONAL RELATIONSHIPS An understanding of the development and maintenance of interpersonal relationships.	
FAMILY RESOURCE MANAGEMENT An understanding of the decisions individuals and families make about developing and allocating resources (e.g., time, money, material assets, energy, friends, neighbors, and space) to meet their goals.	
PARENT EDUCATION & GUIDANCE An understanding of how parents teach, guide, and influence children and adolescents.	
FAMILY LAW & PUBLIC POLICY An understanding of legal issues, policies, and laws influencing the well-being of families.	
PROFESSIONAL ETHICS & PRACTICE An understanding of the character and quality of human social conduct and the ability to critically examine ethical questions and issues as they relate to professional practice.	
FAMILY LIFE EDUCATION METHODOLOGY An understanding of the general philosophy and broad principles of family life education in conjunction with the ability to plan, implement, and evaluate such educational programs.	

STEP ONE (Continued)

Applicant's Traits, Skills, and Abilities as a Family Life Educator

Name of CFLE applicant: _____

In addition to rating the applicant's knowledge of the ten family life content areas, NCFR would also like you to rate the applicant on a variety of traits, skills and abilities needed to be an effective family life educator. When addressing the applicant's work as a family life educator, please consider the applicant's work experience in such activities as teaching, group facilitation, program development, public information and education, implementation of objectives, methods and evaluation procedures, when applicable.

The following traits, skills, and abilities have been determined to be critical to a successful family life educator. Please rate the applicant on the following scale. Room for comments is available below.

Rate on scale: 1) Unable to rate 2) Minimal 3) Average 4) Excellent

Traits, Skills, & Abilities Needed for Family Life Education	Rate 1 - 4
Works well with diverse audiences	
Engages in ethical decision-making	
Exhibits professionalism and maintains appropriate boundaries	
Problem solving skills	
Overall skill in educational methodology, (e.g., needs assessment, planning, implementing, and evaluating curriculums or programs)	
Interpersonal communication skills	
Public speaking skills	
Written communication skills	
Works well one-on-one	
Works well with groups	
Awareness of one's own personal attitudes and cultural values	
Accepts & integrates constructive feedback	
Emotional stability and maturity	
Empathy	
Self-confidence	
Flexibility	
COMMENTS:	

STEP TWO: EMPLOYER VERIFICATION OF FAMILY LIFE EDUCATION EXPERIENCE HOURS

The following information should be completed by the *employer*, **not** the CFLE applicant.

General Criteria for Family Life Education Work Experience

Family life education work experience can include a variety of activities (paid or unpaid) such as program development, program coordination/administration, program evaluation, needs assessments, marketing of family life education materials and programs, curriculum or resource development, publications, presentations, group facilitation, and community collaboration. In order to consider work experience activities as family life education the work should reflect these criteria:

- The work is educational and preventive in nature, rather than therapeutic
- The work is related to at least one of the ten family life content areas (see page 2)
- The work considers the whole family, even when working only with individuals (i.e., family systems perspective).
- The work reflects a lifespan perspective – childhood, adolescence, adulthood, later adulthood.
- The work includes identified content or a planned curriculum or program.

Name of CFLE applicant: _____

I verify that the information I have provided reflects my perception of the applicant's knowledge, skills and abilities (pages 2 and 3) and that the verification of employment hours (page 1) is accurate. All **four** pages of this form should be submitted to NCFR.

Employer Signature

Date

EMPLOYER INFORMATION

Please provide the following information about yourself.

Name: _____

Agency/Organization where you worked with the applicant: _____

Your title at the agency/organization: _____

Your relationship to the applicant, i.e. supervisor, colleague, etc.: _____

Your current phone number: _____

Your current email address: _____

Comments:

Thank you for taking the time to complete this form. Please mail to the attention of Dawn Cassidy at 1201 West River Parkway, Suite 200, Minneapolis, MN 55454. If you have any questions, contact Dawn Cassidy, M.Ed., CFLE, at 763-231-2882 or via email at dawncassidy@ncfr.org