



# Family Life Education Work Experience Summary Form Exam Applicants

This form is only for those taking the CFLE Exam and pursuing **FULL Certification** at the same time. It is to be completed by the Certified Family Life Educator (CFLE) Applicant.

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

**Exam** applicants wishing to receive Full Certification must complete this form, the **Employer Assessment & Verification Form**, and the **CFLE Exam Application Form**.

If you are already a **Provisional CFLE** and want to upgrade to Full Certification, **do not use this form**. Instead, complete the **Work Experience Summary Form Upgrade**. You must also submit a completed **Employer Assessment & Verification Form**.

**I. NAME:** \_\_\_\_\_  
Name of Applicant.

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone # Office:** \_\_\_\_\_ **Home:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## General Criteria for Family Life Education Work Experience

The National Council on Family Relations (NCFR) considers family life education work experience to be employment that involves **prevention and education** for individuals and families relevant to the ten FLE content areas. Volunteer work may be considered but it should be supported with some kind of training or formal preparation. Employment is typically demonstrated through curriculum and material development, and the development or presentation of workshops, courses or programs involving life skills; i.e. communication, parenting, financial management, sexuality, etc. Family life education can also involve research, program administration and policy development. Applicants who work in a non-traditional family life education setting, but have incorporated family life education methods, and/or a preventive and educational approach into their work, can provide clarification as to how this is done. *(An example might be someone who works in a nursing home and has developed a series of classes and support materials for residents and family members about coping with change, making decisions, and/or managing assets.)* Each work experience should be relevant to at least one of the ten content areas.

Relevant work experiences should have occurred within the past five years. Experience earned before graduation can be used, but the majority of the work experience should be earned post graduation. Experience used during an internship can be used but must be supported with other work experiences.

Requirements for Full Certification		
	Bachelor's Degree	Master's or Ph.D. Degree
Family Degree	3,200 hours work experience	1,600 hours work experience



<b>Non-family Degree</b>	<b>4,800 hours work experience</b>
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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 below)
- 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.

In order to receive Full Certification as a Certified Family Life Educator (CFLE), an applicant must document sufficient family life education work experience activity. The number of hours of work experience needed varies depending upon the level and relevance of the applicant's degree (see requirement table above). Each work experience should be relevant to at least one of the ten content areas.

<b>Family Life Education Content Areas</b>	
<b>FAMILIES &amp; INDIVIDUALS IN SOCIETAL CONTEXTS</b>	An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, and occupational institutions in society.
<b>INTERNAL DYNAMICS OF FAMILIES</b>	An understanding of family strengths and weaknesses and how family members relate to each other.
<b>HUMAN GROWTH &amp; DEVELOPMENT ACROSS THE LIFESPAN</b>	An understanding of the developmental changes of individuals in families across the lifespan (including prenatal, infancy, early and middle childhood, adolescence, adult, and aging) to meet their changing needs.
<b>HUMAN SEXUALITY</b>	An understanding of the physiological, psychological, & social aspects of sexual development across the life span, so as to achieve healthy sexual adjustment.
<b>INTERPERSONAL RELATIONSHIPS</b>	An understanding of the development and maintenance of interpersonal relationships.
<b>FAMILY RESOURCE MANAGEMENT</b>	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.
<b>PARENT EDUCATION &amp; GUIDANCE</b>	An understanding of how parents teach, guide, and influence children and adolescents as well as the changing nature, dynamics and needs of the parent child relationship across the lifespan
<b>FAMILY LAW &amp; PUBLIC POLICY</b>	An understanding of legal issues, policies, and laws influencing the well-being of families.
<b>PROFESSIONAL ETHICS &amp; PRACTICE</b>	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.
<b>FAMILY LIFE EDUCATION METHODOLOGY</b>	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.

## Documentation of Work Experience

Applicants must provide sample documentation of work experience in family life education. This can include outlines of topics taught, course syllabi, sample handouts and worksheets, promotional brochures and flyers, etc. It is not necessary to document all work experience activities listed.

# EXAMPLE

## FAMILY LIFE EDUCATION WORK EXPERIENCE SUMMARY FORM



This is not meant to be from one person but rather examples of how to document a variety of work experience activities.

Employer/Sponsoring Organization	Job Title Include brief description of responsibilities	Family Life Education Activity i.e. work shop presentation, published article, curriculum developed, direct service, etc. Supporting materials attached	Employment Dates & # of Hours/Week/Year Total # of Hours	Content Area(s) Addressed	
<b>Example Example Example</b>	Richfield Community Education	Community Educator  Develop and teach parenting classes	Parenting Works! Workshop 12 week workshop (2.5 hours per week x 12 = 30 hours) Topics include parenting styles, discipline, communication skills, etc.  <i>(Include outline of workshop &amp; promotional brochure)</i>	2001 - 2002 Taught two times each year (30 hours each session plus 30 hours prep time) 60 x 4 = <b>240 hours</b>	#2, #3, #5 & #7
	Family Service Agency	Case Manager  Program development & implementation	Work with single teen mothers individually and in small groups, teaching money management, goal-setting and parenting.  <i>(Include worksheet &amp; handouts used with clients, outlines of topics taught)</i>	March 2002 to present 8 clients 25 hours per week (40 weeks to date)  <b>1000 hours</b>	#3, #6, #7
	Riverside Clinic	Health Educator  Develop and implement programs	Work in an HIV support program in which HIV positive clients are supported as they negotiate life planning with their families  Support provided through education in communication skills, financial management, coordination of community resources  <i>(Include outlines of topics covered, worksheets &amp; handouts used, example of resource list, etc.)</i>	March 2002 – present 15 clients 15 hours per week (40 weeks to date)  <b>600 hours</b>	#3, #4, #6

**Total # of Hours of Work Experience =**

# FAMILY LIFE EDUCATION WORK EXPERIENCE SUMMARY FORM

**To be completed only by those seeking Full certification** for the Certified Family Life Educator (CFLE) designation

Duplicate this form as necessary. If you would like to receive this form as a Word document, contact Dawn at [Dawncassidy@ncfr.org](mailto:Dawncassidy@ncfr.org)



**Note:** If you work in a setting that would not normally be considered family life education, i.e., nursing home, day care, social work agency, but you feel there are educational and preventative aspects to your work, please provide support that would reflect and/or demonstrate these aspects of your work. It is the responsibility of the CFLE designate to show the preventative and educational nature of their work and its relevance to the ten content areas. This information can be provided on a separate piece of paper if necessary.

Employer/Sponsoring Organization	Job Title	Family Life Education Activity i.e. workshop presentation, published article, curriculum developed, direct service, etc. <b>Supporting materials attached</b>	Employment Dates & # of Hours/Week/Year = Total # of Hours	Content Area(s) Addressed
			<b>Total =</b>	
			<b>Total =</b>	
			<b>Total =</b>	

**Applicant Name:** \_\_\_\_\_

**Total # of Hours of all Work Experiences =**

