

HOW TO BECOME A CERTIFIED FAMILY LIFE EDUCATOR (CFLE)

Presented by Jessica Oswald
and Emily Vang

Outline

- What is Family Life Education?
- History and Background
- Benefits of Certification
- Where are CFLEs Employed?
- How to Become Certified

What is Family Life Education?

Family Life Education is a

- preventive,
- educational,
- strengths-based,
- research and theory-based, approach to providing individuals and families with knowledge and tools needed to function optimally.
- It incorporates a family system, lifespan perspective.

What is Family Life Education? *continued*

- The skills and knowledge needed for healthy functioning are widely known:
 - strong communication skills
 - knowledge of typical human development
 - good decision-making skills
 - positive self-esteem
 - healthy interpersonal relationships
- Family Life Education involves being intentional about disseminating this knowledge and these skills.

Domains of Family Practice Model

Similarities and differences between:

Family Life Education

Family Case Management

Family Therapy

While various professionals assist families, it is the Family Life Educator who incorporates a family-systems, preventive, and educational approach to individual and family issues

Certified Family Life Educator (CFLE)

- Introduced in 1985 to establish standards for practice
- Bring increased recognition and value to the practice of FLE
- Provide networking opportunities for practicing professionals

Family Life Education Content Areas

1. Individuals and Families in Societal Contexts
2. Internal Dynamics of Families
3. Human Growth & Development across the Lifespan
4. Human Sexuality
5. Interpersonal Relationships
6. Family Resource Management
7. Parent Education and Guidance
8. Family Law & Public Policy
9. Professional Ethics & Practice
10. Family Life Education Methodology

Individuals and Families in Societal Contexts

- Structures and functions
- Cultural variations
- Dating
- Courtship
- Marital choice
- Kinship
- Cross-cultural and minority families
- Changing gender roles
- Demographic trends
- Historical issues
- Work-family relationships



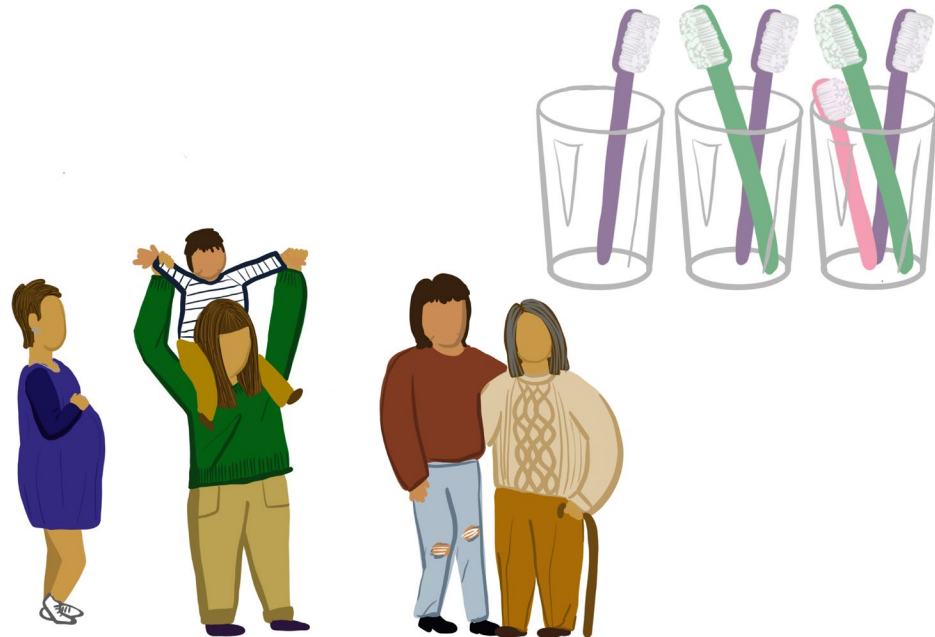
Internal Dynamics of Families

- Internal social processes
- Communication
- Conflict management
- Normal family stresses
- Family crises
- Special needs in families

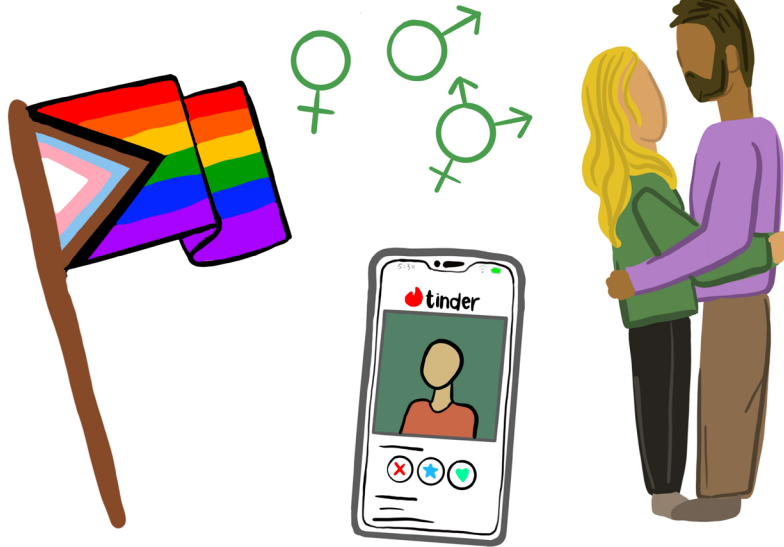


Human Growth & Development across the Lifespan

- Prenatal
- Infancy
- Early & Middle Childhood
- Adolescence
- Adulthood
- Later Adulthood



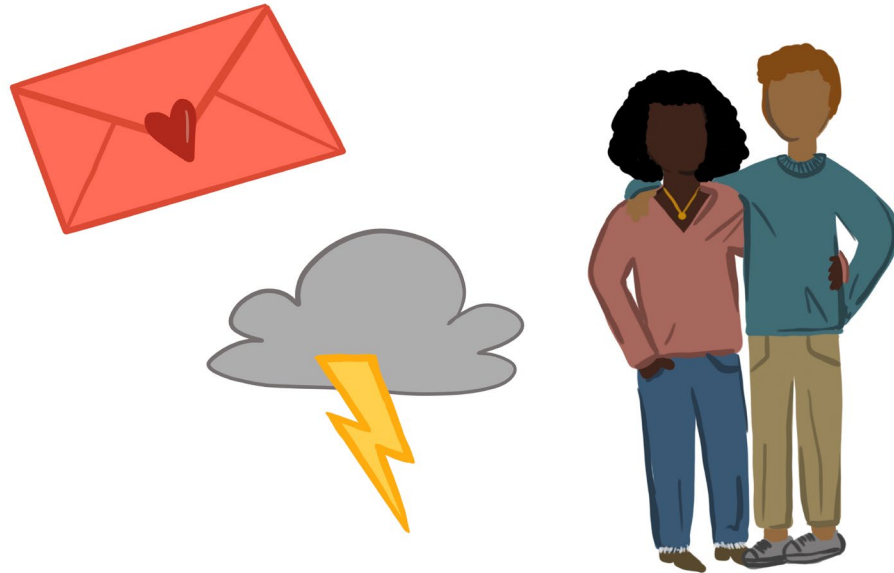
Human Sexuality



- Reproductive physiology
- Biological determinants
- Aspects of sexual involvement
- Sexual behaviors
- Sexual values and decision-making
- Family planning
- Sexual response
- Influence on relationships

Interpersonal Relationships

- Self & others
- Communication skills
- Intimacy
- Love
- Romance
- Relating to others



Family Resource Management

- Goal-setting & decision-making
- Development & allocation of resources
- Social environment influences
- Life cycle & family structure influences
- Consumer issues & decisions



Parent Education and Guidance



- Parenting rights & responsibilities
- Parenting practices & processes
- Parent-child relationships
- Variation in parenting solutions
- Changing parenting roles over the life cycle

Family Law and Public Policy

- Family and the law
- Family and social services
- Family and education
- Family and the economy
- Family and religion
- Policy and the family



Professional Ethics and Practice

- Formation of values
- Diversity of values in pluralistic society
- Examining ideologies
- Social consequences of value choices
- Ethics & technological change
- Ethics of professional practice



Family Life Education Methodology



- Needs Assessment
- Planning & implementing
- Evaluation
- Education techniques
- Sensitivity to others
- Sensitivity to community concern

Benefits of Certification

- Allows you to market yourself to employers, clients, and/or other stakeholders as meeting a nationally recognized standard in the field
- Validates experience and knowledge
- Access to Quarterly *Network* newsletter
- Networking opportunities
- CFLE price for NCFR webinars
- Opportunities to be involved in positions of leadership on CFLE program committees.



CFLE Conversations: One-Hour Online Networking Sessions

October 27, 2021 1:00pm - 2:00pm CT

Free for CFLEs

Location: Online via Zoom



Where are Family Life Educators Employed?



- Practice - teaching, education, program or curricula development,
- Administration - leadership or management, organizing, coordinating,
- Promotion - public policy, lobbying, advocating for system change and awareness.

THE APPLICATION PROCESS

Levels of Certification: Provisional and Full

- **Provisional Certification** – Demonstrated knowledge in the 10 family life content areas but don't yet have enough work experience in Family Life Education
- **Full Certification**– Demonstrated knowledge in the 10 family life content areas *and* work experience in Family Life Education

Two ways to demonstrate this is:


- Graduation from an NCFR CFLE-approved program (formerly called the Abbreviated application process)

OR

- Successful completion of the CFLE Exam

CFLE-Approved Program Process

- Graduates of CFLE-approved programs can apply for certification *up to* two years after they graduate

NATIONAL COUNCIL ON FAMILY RELATIONS


CFLE-Approved Program Checklist

Provisional Certified Family Life Educator (CFLE)

Submit this checklist with all other materials required for the CFLE-approved program (abbreviated) application process. Find information and forms at: <https://www.ncfr.org/cfle-approved-program>

Instructions: Confirm that the courses listed below appear on your transcript. For any course substitutions (maximum two), include course syllabi from the year you completed the course. Use the blank row at the bottom to indicate content area and course title.

✓	CFLE Content Area	CFLE-Approved Program (Abbreviated) Coursework
	1. Families & Individuals in Societal Contexts	
	2. Internal Dynamics of Families	
	3. Human Growth & Dev across the Lifespan	
	4. Human Sexuality	
	5. Interpersonal Relationships	
	6. Family Resource Management	
	7. Parent Education & Guidance	
	8. Family Law & Public Policy	
	9. Professional Ethics & Practice	
	10. Family Life Education Methodology	
	Internship/Practicum (minimum 120 hours)	

Institution name, Undergrad or Grad
B.S., B.A., M.S., or Ph.D. / degree name
CFLE-Approved Program since XXXX

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08/2017

Look for our CFLE-Approved Programs Online

CFLE-Approved Programs

This page lists all CFLE-approved degree programs in the U.S. and Canada, including each program's CFLE course checklist and program contact/representative.

The National Council on Family Relations (NCFR) recognizes degree programs that offer coursework covering the 10 Family Life Education content areas as **CFLE-approved programs**.

Graduates of these programs can apply for the provisional-level **Certified Family Life Educator (CFLE) credential** offered by NCFR, using an abbreviated application process.

With questions about CFLE approval or the CFLE credential, please **email NCFR's Emily Vang** .

▼ Interactive Map of CFLE-Approved Programs (Click to Expand)

Search by school



- Over 127 CFLE-approved programs
- www.ncfr.org/cfle-certification/cfle-approved-programs

CFLE- Approved Program Application Materials

- ✓ Review/Update Your Profile
- ✓ Review/Update Your Education
- ✓ Select Your CFLE-Approved Program Checklist
- ✓ Request Official Transcript
- ✓ Agree to Code of Ethics
- ✓ Review Application
- ✓ Submit Payment

Application: CFLE Approved Program

Type: CFLE Approved Program

Application ID: 10

Application Status: Incomplete

Instructions

Review/Update Your Profile

Review/Update Your Education

Select Your Certification

Approved Program Checklist

Request Official Transcript

Agree to Code of Ethics

Review Application

Instructions

The **CFLE-approved program application** is for recent graduates of CFLE-approved academic programs. Applicants must apply through the CFLE-approved program application process within two years of their graduation date.

Each CFLE-approved program has a checklist of coursework that has been approved by the National Council on Family Relations (NCFR) to meet the CFLE requirements. Students must complete all courses on the school checklist with grades of C- or better (in addition to an internship/practicum of at least 120 hours) to qualify for application. You can [find instructions and course-content guidelines here](#).

You can find your school's checklist by going to NCFR's online [Degree Programs Guide](#), searching for and clicking on your program, and then scrolling to the bottom of your program's webpage to find the PDF checklist. Here is what is required for this application:


- Update your NCFR profile
- Select provisional or full level of certification
- Upload your CFLE-approved program checklist
- Request an official transcript from your school to be sent to NCFR
- Read and agree to the CFLE Code of Professional Ethics
- Pay the CFLE-approved program application fee

Next

Course Requirements

- Courses on the checklist (approved or substitutions) must have been successfully completed with a grade of C- or better. NCFR does not accept audited courses.
- The checklist may contain courses that are not required of your major, so plan ahead
- The oldest course used on the checklist needs to have been completed no more than seven years from the time of application.

NATIONAL COUNCIL ON FAMILY RELATIONS



 catalyzing research,

 theory and practice

CFLE-Approved Program Checklist
Provisional Certified Family Life Educator (CFLE)

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	10. Family Life Education Methodology	
	Internship/Practicum (minimum 120 hours)	

Institution name, Undergrad or Grad
B.S., B.A., M.S., or Ph.D. / degree name
CFLE-Approved Program since XXXX

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08/2017

Substitutions

- Up to two substitutions are allowed
- Submit a course syllabus (or detailed course description) from the time that the course was completed.
- Upload the syllabus in the online application under the “checklist” tab.
- Please email (preferred) or mail an official transcript if the substitute course was taken at a different school.
- Courses can be pre-approved by NCFR.
- If proposing a substitute course for the Internship/Practicum requirement, please email cfle@ncfr.org to get the proper forms.

CFLE Exam Application Process

CFLE Exam

- 150 Multiple Choice Questions
- Offered at testing sites throughout the United States, Canada, and throughout the world.
- Remote Proctoring also available!
- Paper and Pencil Exam is offered every year at the NCFR conference

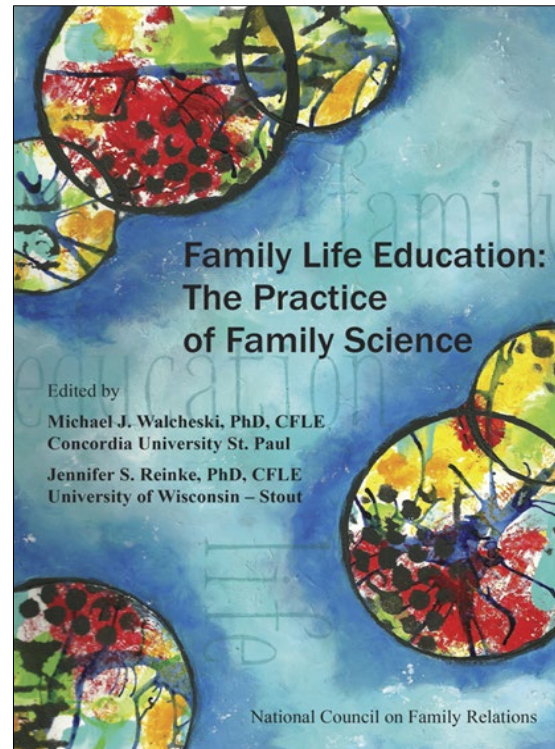


Exam Application Deadline	Exam Testing Period
Jan. 15	Feb. 15–May 15
Feb. 15	March 15–June 15
March 15	April 15–July 15
April 15	May 15–Aug. 15
May 15	June 15–Sept. 15
June 15	July 15–Oct. 15
July 15	Aug. 15–Nov. 15
Aug. 15	Sept. 15–Dec. 15
Sept. 15	Oct. 15–Jan. 15
Oct. 15	Nov. 15–Feb. 15
Nov. 15	Dec. 15–March 15

Preparing for the CFLE Exam

- www.ncfr.org/cfle-certification/become-certified/exam-application-process/cfle-exam-study-materials

Families and Individuals in Societal Contexts	12%
Internal Dynamics of Families	12%
Human Growth and Development across the Lifespan	12%
Human Sexuality across the Lifespan	8%
Interpersonal Relationships	9%
Family Resource Management	10%
Parenting Education and Guidance	10%
Family Law and Public Policy	8%
Professional Ethics and Practice	7%
Family Life Education	12%



Exam Application Process

- ✓ Review/Update Your Profile
- ✓ Review/Update Your Education
- ✓ Select Your Certification Level
- ✓ Select Exam Window
- ✓ Request Official Transcript
- ✓ Agree to Code of Ethics
- ✓ Review Application
- ✓ Submit Payment



National Council on Family Relations

Rosemary Johnson | [Log Out](#)[My Profile](#) [My Account](#) [Membership](#) [Events](#) [Products](#) [Donate](#)[Search](#)

Applicant: Rosemary Johnson
Application: CFLE Exam
Type: By Exam
Application ID: 530
Application Status: Incomplete

Instructions

[Review/Update Your Profile](#)[Review/Update Your Education](#)[Select Your Certification](#)[Select Exam Window](#)[Request Official Transcript](#)[Agree to Code of Ethics](#)[Review Application](#)

Instructions

Candidates who have not recently graduated from a CFLE-approved academic program can take the CFLE exam to become certified.

To qualify to sit for the exam you need at least a bachelor's degree from an accredited college/university. Here is what is required for the exam application:

- Update your NCFR profile
- Select provisional or full level of certification
- Select your exam window
- Request an official transcript from your school to be sent to NCFR
- Read and agree to the CFLE Code of Professional Ethics
- Pay the exam application fee

It looks like you are not currently an NCFR member. [Join NCFR now](#) to receive a discount on your application fee. Note: You must join and pay for membership before completing this application in order to receive the discount.

[Next](#)

Full Certification

Full Certification

- Full certification is available to those with demonstrated knowledge in Family Life Education and sufficient work experience in Family Life Education

Hours Needed

Requirements for full certification	Bachelor's degree	Master's or Ph.D.
Family degree	3,200 hours work experience	1,600 hours work experience
Non-family degree	4,800 hours work experience for bachelor's, master's, or Ph.D.	

Criteria for FLE Work Experience

- Preventive & educational in nature
- Incorporates a family & lifespan perspective
- Intentional – it doesn't just happen
- Includes a planned curriculum or lesson
- Relates to at least one of the 10 FLE content areas
- Focuses on normal family stressors
- Focuses on skills & abilities



Photo courtesy Start Early (formerly The Ounce)

Family Life Education Experience

- Volunteer or internships work supported with training or formal preparation can be accepted
- You can use work experience earned prior to or while earning a degree.
- Most of your work experience should have been earned within the past five years (at the time of applying for full certification)



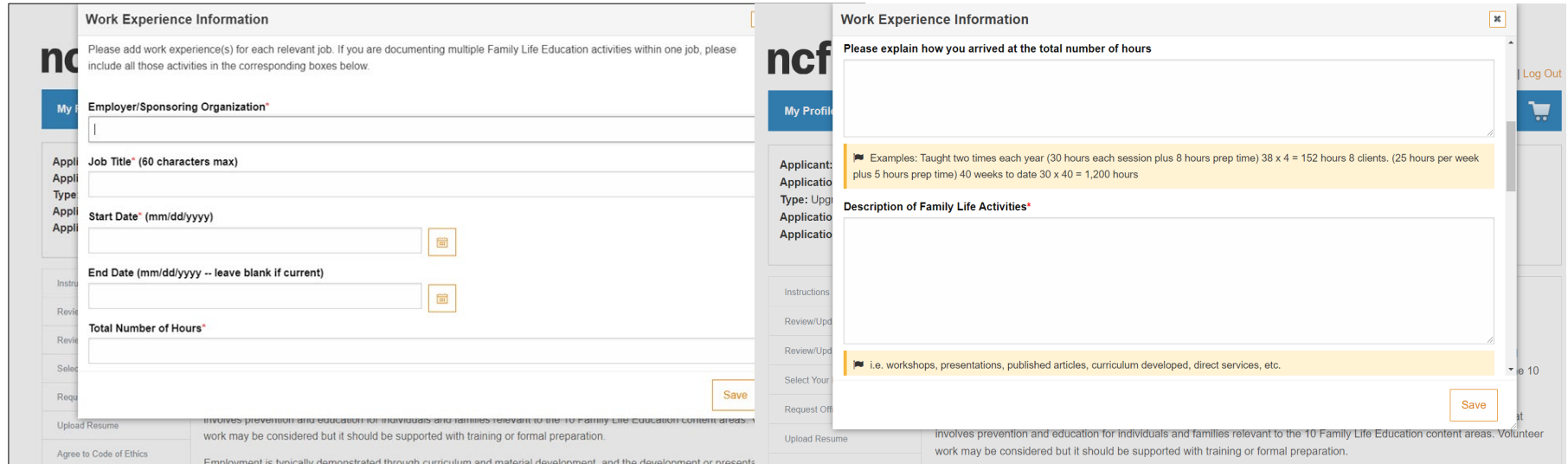
Full Certification Application Process

- ✓ Work Experience Summary Form
- ✓ Work Experience Supporting Materials
- ✓ Employer Assessment and Verification Form
- ✓ Current Resume or Vita
- ✓ Agree to Code of Ethics

Instructions	<h2>Certification Level</h2> <p>Provisional Certification Provisional certification is available to applicants who can demonstrate content knowledge in each of the 10 Family Life Education content areas, but who have not yet earned enough work experience hours in Family Life Education to qualify for full-certification status.</p> <p>Full Certification Full certification is available to CFLE applicants who can demonstrate <i>both</i> content knowledge and enough work experience in Family Life Education. Please visit the website to learn more about work experience materials and requirements for full certification.</p> <p>In addition to submitting all exam application materials, applicants applying for full certification must also:</p> <ul style="list-style-type: none">• document relevant work experiences, including:<ul style="list-style-type: none">• job title• start and end dates• total hours for each employment setting/activity• calculations showing how you arrived at those hours• brief description of activity, and• the content areas addressed. <p>Supporting documentation can be uploaded.</p> <ul style="list-style-type: none">• request submission of employer verification and assessment forms for at least half of the work experience hours listed. <p>Certification Level*</p> <div>Full Certification ▼</div> <div>Next</div>
Review/Update Your Profile	
Review/Update Your Education	
Select Your Certification	
Select Your Degree Area/Level	
Select Exam Window	
Request Official Transcript	
Upload Resume	
Agree to Code of Ethics	
Work Experience / Verification & Assessment	
Review Application	
Application Summary	

FLE Work Experience Verification

- If the work experience is educational and preventative in nature and related to at least one of the ten content areas, it can count as work experience.



Work Experience Information

Please add work experience(s) for each relevant job. If you are documenting multiple Family Life Education activities within one job, please include all those activities in the corresponding boxes below.

Employer/Sponsoring Organization*

Job Title* (60 characters max)

Start Date* (mm/dd/yyyy)

End Date (mm/dd/yyyy -- leave blank if current)

Total Number of Hours*

Save

Work Experience Information

Please explain how you arrived at the total number of hours

Examples: Taught two times each year (30 hours each session plus 8 hours prep time) 38 x 4 = 152 hours 8 clients, (25 hours per week plus 5 hours prep time) 40 weeks to date 30 x 40 = 1,200 hours

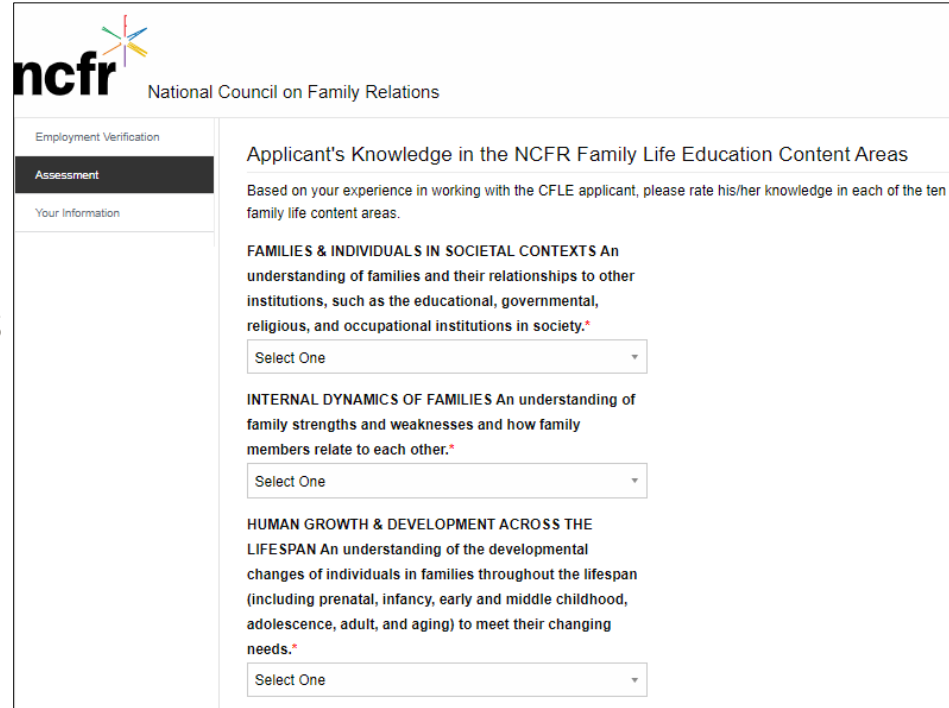
Description of Family Life Activities*

i.e. workshops, presentations, published articles, curriculum developed, direct services, etc.

Save

Employer Assessment & Verification

- Work experience must be assessed and verified by someone other than the applicant
- Employer verification request will be emailed to the indicated employer as soon as you submit your application
- Please make sure you let your employer know a verification request is coming their way
- At least 50% of the required work experience hours must be verified



The screenshot shows a web form titled "Employment Verification" with a sidebar menu containing "Assessment" (selected), "Your Information", and "Employment Verification". The main content area is titled "Applicant's Knowledge in the NCFR Family Life Education Content Areas" and includes instructions: "Based on your experience in working with the CFLE applicant, please rate his/her knowledge in each of the ten family life content areas." There are three assessment sections, each with a description and a "Select One" dropdown menu:

- 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.*

Situations that can delay review of your application

- Applicant did not include a completed checklist for their approved program.
- Applicant did not indicate a substitution on the checklist and/or did not provide a syllabus for a substitute course.
- Applicant did not provide sufficient supporting documentation for their work experiences (examples include course outlines/syllabi, brochures, handouts, worksheets, table of contents for curriculum, etc.)
- Employer Verification form has not been completed/employer email not included in the application
- Application fee was not paid

CFLE Fees

	NCFR Member	Nonmember
CFLE Exam Application - Provisional	\$227	\$302
CFLE Exam Application - Full	\$312	\$417
CFLE Exam Retake	\$145	\$145
CFLE-Approved Program - Provisional	\$147	\$202
CFLE-Approved Program - Full	\$232	\$317

2023 prices

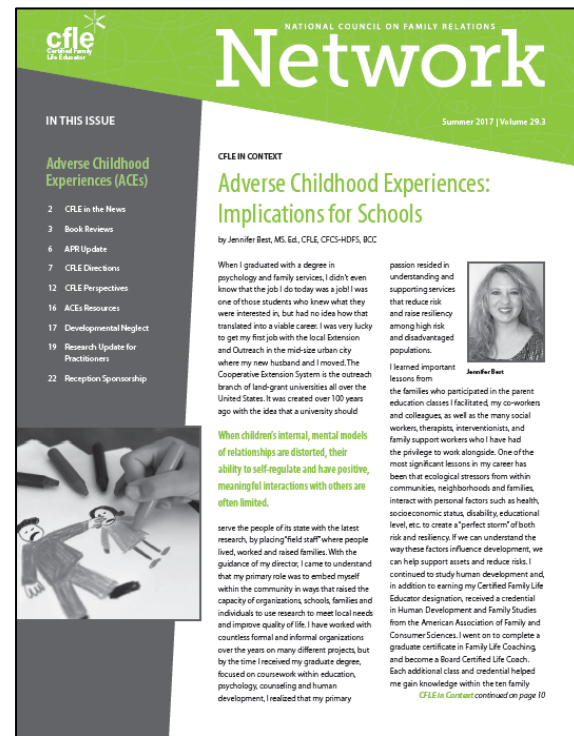
*prices subject to change

Maintaining Your CFLE Designation

CFLE Annual Fee

- Provisional, Full, and Retired CFLEs must pay the CFLE Annual Fee in order to maintain their designation.
- Fee covers cost of CFLE newsletter *Network*, CFLE discussion group, access to NCFR webinars at the *\$45 rate as well as archived webinars after one year, and general maintenance of the CFLE program.

*prices subject to change



Upgrading to Full Certification

- Once Provisional CFLEs have earned sufficient work experience in Family Life Education, they can upgrade to Full status by submitting work experience documentation

My CFLE Certification

CFLE Since: 2019
Level: Provisional CFLE
Status: ACTIVE

Your upgrade application is due by 05/31/2024.

[Start Upgrade Application](#)

Application: CFLE Upgrade
Type: Upgrade
Application ID: 532
Application Status: Incomplete

Instructions

[Review/Update Your Profile](#)

[Review/Update Your Education](#)

[Select Your Degree Area/Level](#)

[Request Official Transcript](#)

[Upload Resume](#)

[Agree to Code of Ethics](#)

[Work Experience / Verification & Assessment](#)

[Review Application](#)

[Application Summary](#)

Instructions

Certified Family Life Educators (CFLEs) with provisional certification must document and submit sufficient Family Life Education work experience activity to upgrade to full status within five years of their original month of certification. Here are the requirements for the upgrade application:

- Document relevant work experiences, including:
 - job title
 - start and end dates
 - total hours for each employment setting/activity
 - calculations showing how you arrived at those hours
 - brief description of activity, and
 - the content areas addressed.

Supporting documentation can be uploaded.

- Request submission of employer verification and assessment forms for at least half of the work experience hours listed.
- Upload a resume/vita
- Request an official transcript if you earned a family degree that NCFR does not have on record
- Read and agree to the CFLE Code of Professional Ethics
- Pay the upgrade application fee

[Next](#)

Provisional Extension Option

- Provisional CFLEs not eligible to upgrade to full certification by the end of the fifth year of provisional certification can apply for a provisional certification extension
- Submit 20 hours of continuing education credits

Recertification

- CFLEs with Full status must recertify every five years submitting documentation of at least 100 Contact Hours (10 CE) in continuing education credit

My CFLE Certification

CFLE Since: 1999

Level: Full CFLE

Status: ACTIVE

Your recertification application is due by 10/31/2019. Your recertification application is incomplete.

[Continue](#)

Application: CFLE Recertification

Type: Recertification

Application ID: 304

Application Status: Incomplete

Instructions

[Review/Update Your Profile](#)[Review/Update Your Education](#)[Continuing Education Credits](#)[Upload Resume \(Optional\)](#)[Agree to Code of Ethics](#)[Application Summary](#)

Instructions

Certified Family Life Educators (CFLEs) with full certification must submit evidence of 100 hours of continuing education activity every five years. Continuing education includes additional academic courses completed, attendance at conferences, seminars, workshops and trainings; and work experiences that are new or different from those included in the original CFLE application, e.g., development and/or teaching of a new course/program. Here is what is required for this application:

- Update your NCFR profile
- Submit 100 hours of continuing education credits in academic preparation, professional development, and/or work experience
- Upload an optional resume/vita
- Read and agree to the CFLE Code of Professional Ethics
- Pay the recertification application fee

[Next](#)

Forfeiture of the CFLE Credential

The CFLE credential will be forfeited under the following conditions:

- Non-payment of the CFLE annual fee.
- Failure to submit continuing education credits and the Recertification fee every five years.
- For provisional CFLEs, failure to submit evidence of sufficient work experience at the end of the five-year provisional period.

Reinstatement

- Forfeited CFLEs may reinstate their credential by paying the Reinstatement fee and the current annual fee.
- In addition, they must submit any continuing education or work experience information, and related fees, that would have been due had they not forfeited.
- Reinstatement is only available within five years of forfeiture. CFLEs who have been inactive for more than five years must reapply.

*CFLE Fees

	NCFR Member	Nonmember
CFLE Annual	\$87	\$112
CFLE Annual - retired	\$60	\$85
Upgrade to Full	\$162	\$217
Recertification	\$152	\$208
CFLE Reinstatement	\$37	\$37
CFLE Emeritus	\$185	\$185

2023 prices

*prices subject to change

Contact Us

- www.ncfr.org/cfle-certification
- Visit the NCFR website for information on the CFLE program or contact the CFLE program CFLE@ncfr.org

Questions?