The CFLE Exam Study Group Listserv is available only to those interested in taking the CFLE Exam, and have not previously taken the exam. The purpose of the CFLE Exam Study Group listserv is to allow interested parties the chance to connect with others who are preparing to take the exam and benefit from a group study experience. NCFR has established the following policies regarding the content of postings and general “netiquette.”

**Accessing the CFLE Exam Study Group listserv**
You can join the CFLE Exam Study Group listserv at any time after you have decided that you are interested in taking the CFLE Exam, whether that be a month or over a year prior to your intended testing window.

In order to ensure the security of the CFLE Exam, NCFR has decided to remove individuals from the listserv who are scheduled to take the exam. This will happen as close to the tester’s exam date as possible. For example: If you take the exam on a Tuesday, you would be removed on the Monday before.

Candidates who have taken the CFLE Exam will no longer have access to the CFLE Exam Study Group listserv, even if they do not pass the test. This ensures that no one who has seen the exam questions is able to participate in the study group (willingly or unwillingly giving unfair advantage to those who have not taken the exam).

**Archive**
Please note that conversations on the CFLE Exam Study Group Listserv are archived. Any information that you share with the group either within the text of an email message or as an attachment will be accessible to future listserv subscribers.

The CFLE Exam Study Group Listserv can be accessed at [http://listmanager.ncfr.org/read/?forum=cfle-exam-study-group](http://listmanager.ncfr.org/read/?forum=cfle-exam-study-group).

By accessing the archive you can view conversations, attachments and notes shared by previous and current subscribers. You can enter keywords into the search field to find conversations on specific topics. To assist in the search process we recommend including FLE content area terms i.e. *Internal Dynamics of Families*, in the subject line of your message.

**General “Netiquette”**

**Postings: General**

1. **Subject lines**
   To help other members screen messages that may be on topics of interest to them, use a short phrase in your subject line (no more than 5 – 7 words) that describes the topic(s) included in your message. You may wish to include the Content Area name in the subject line (ex. *Human Sexuality in older adults*).

2. **Short responses**
   Do not send one-line responses or other responses that do not add substantively to the discussion.

3. **Long responses**
   If you are responding to a long message, it is best to cut out those parts of that message that are not relevant to your response.
4. **Signatures**
   It is helpful and courteous to "sign" your message or to include your signature with every message.

5. **Postings to individual members**
   To post a message to the entire list, send the message to the listserv address [cfle-exam-study-group@listmanager.ncfr.org](mailto:cfle-exam-study-group@listmanager.ncfr.org). If you want to send a reply to an individual list member only, remember to change the address in the "To:" field of your outgoing message to that individual member’s email address, not the list discussion address.

6. **Attachments**
   Many people have prepared notes to use in their studies and are interested in sharing them with the group, so you are welcome to include small attachments in your messages. Since some email systems are unable to handle large attachments, we ask that you not post large attachments to the list. The CFLE Exam Study Group listserv is set to automatically reject any message over 100KB.

7. **Copyright**
   Do not post any information or material protected by copyright without permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received the required permission from the copyright owner. In addition, the posting party grants NCFR and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or material.

8. **Personal messages**
   It generally **IS NOT** appropriate to post to the entire list a message of a personal nature intended for one person. Simply send such a message directly to the person.

**Respect for All Participants**

It is expected that list members will respect the views of others on the list in all online conversations, regardless of how different the others’ views are from their own. Please be respectful of all participants and note that the use of profanity or derogatory comments is not appropriate.

**CFLE Exam Study Group Listserv Guidelines**

The purpose of the CFLE Exam Study Group listserv is to provide a group study experience to individuals interested in taking the Certified Family Life Educator (CFLE) exam. Only individuals who have not yet taken the exam may participate.

This is a non-moderated list. Members of NCFR staff will be on the list and will monitor communication but it is the responsibility of the group to organize themselves and coordinate communication.

NCFR has established the following guidelines for the CFLE Exam Study Group Listserv:

1. Only members of the list are allowed to post.
2. You are welcome to use any of the “study materials” found on [http://www.ncfr.org/cfle-certification/become-certified/exam-application-process](http://www.ncfr.org/cfle-certification/become-certified/exam-application-process) while in discussion on the listserv.
3. Use of specific questions that appear on the CFLE Exam is strictly prohibited and will result in the sender’s removal from the list.
4. Do not send administrative messages, such as “remove me from the list,” through the listserv. To unsubscribe, follow the directions at the bottom of the listserv email or send an email requesting to be unsubscribed to maureenbourgeois@ncfr.org.
5. The listserv is provided as a service of NCFR. NCFR is not responsible for the opinions and information posted on this site by others; postings represent the viewpoint of the writer and are not endorsed by
NCFR. In no event shall NCFR be liable for any special, indirect, or consequential damages or any damages whatsoever in connection with the use of any information posted on the listserv.

If you have a question about the appropriateness of a posting that you would like to make to the list, or a complaint or comment about a posting that was made to the list, please contact the Maureen Bourgeois (maureenbourgeois@ncfr.org, 888-781-9331).

NCFR will contact individuals who appear to be unaware of this policy, reminding them of our purpose. NCFR reserves the right to remove individuals from the list who do not follow the guidelines outlined above.

ADMINISTRATIVE ISSUES

Note that if your electronic mailbox becomes full or if your e-mail server is down, those who send you email messages will have their messages bounced back as error messages. If this happens when you are subscribed to a listserv list, messages sent to you through the list by other list members will be bounced back to the list administrator's mailbox.

SETTINGS AND OPTIONS

Setting Mail Options for CFLE
There are three different mail options for the CFLE Exam Study Group listserv:

- **MAIL**: Messages arrive in your mail box one at a time as they are posted to the listserv. This is the setting you are AUTOMATICALLY given when you subscribe. It is very easy to respond directly to messages received, but some people find that so many separate messages can clutter up their mail box.

- **NOMAIL**: You remain subscribed to the CFLE listserv, but new messages will not be sent to you. This is a good way to keep your mail box from filling up if you will be on vacation or away from your e-mail account for an extended period.

- **DIGEST**: You will receive only ONE message per day from the CFLE listserv which includes ALL of the day's postings collected together. Digests are nice if you don't like wading through lots of separate messages, but it's harder to reply to any one specific posting.

If you would like to change your mail option, please contact maureenbourgeois@ncfr.org.

How to Subscribe
The CFLE Exam Study Group listserv is a closed list for which automatic subscriptions are not possible. NCFR will subscribe interested parties to the list upon request.

How to Unsubscribe
You can unsubscribe from the CFLE Exam Study Group listserv at any time. Directions are included at the bottom of every listserv message. You can also send an email to Maureen at maureenbourgeois@ncfr.org and request to be unsubscribed.

ADDITIONAL INFORMATION

If you have any technical questions about the list, please contact the list administrator at: allisonwickler@ncfr.org or 888-781-9331 x2892.

NCFR welcomes your questions, comments or concerns about the CFLE Exam Study Group listserv and website. Contact Maureen Bourgeois at maureenbourgeois@ncfr.org.
NCFR follows the list-serve policies established by the Early Childhood and Parenting Collaborative (ECAP).