

Directions for Academic Program Renewal

NCFR Approved Family Programs for the Provisional CFLE

Academic Program Review (APR) is a function of the NCFR Education Department. To maintain NCFR approval for meeting the Certified Family Life Educator (CFLE) criteria, approved academic programs are reevaluated every five years via a Renewal Application. Universities and colleges seeking to renew their family degree programs must provide updated syllabi and descriptions for each program. A separate and complete set of all materials is required for each approved degree program, i.e., separate applications for undergraduate and graduate programs.

Accreditation:

NCFR-approved institutions must be accredited by one of the six regional Accreditation Boards. These include Middle States Association of Colleges and Schools, Northwest Association of Schools & Colleges, North Central Association of Colleges & Schools, New England Association of Schools & Colleges, Southern Association of Colleges & Schools, and Western Association of Schools & Colleges.

CFLE and NCFR members on faculty:

Approved institutions must have at least one NCFR member and one CFLE on staff within the department that is offering the degree for which approval is sought. This can be the same person. An NCFR membership application can be submitted at the same time as the Academic Program Renewal Application. The staff member should be a full-time, tenured or tenure-track faculty member.

If there are no current Certified Family Life Educators on faculty the application for program renewal can still be submitted, but final program renewal will not be granted until at least one faculty member is certified. For those not recently graduating from an NCFR-approved program, the CFLE designation is awarded via completion of the CFLE Exam which is offered three times each year. Email cfle@ncfr.org for information about the CFLE Exam.

Renewal processing fee:

Submission of the Renewal Application must be accompanied by the Renewal Application Fee. Please check the website for current fees. Institutions requesting approval for more than one program (i.e., both an undergraduate and a graduate degree program) must submit a separate processing fee for each program. A \$100 late fee will be assessed after 60 days; \$200 after 1 year. A Renewal Application form can be acquired via the NCFR website or from the APR Liaison, Deb Gentry, debgency@ncfr.org. Please mail a hard copy of the application form (with payment information or check payable to NCFR) to the HQ office at 661 LaSalle Street, Suite 200, Saint Paul, MN 55114. Email an electronic copy of the application form to debgency@ncfr.org.

When the application fee is received by NCFR, Dr. Gentry will provide you with submission directions. She will conduct a preliminary review and then submit the application materials to the Academic Program Review Committee for a complete review. Typically, submission materials consist of a narrative about proposed changes, a modified checklist reflecting any changes, and a full set of syllabi for all courses on the curriculum checklist. The APR Liaison may request additional materials based on the program's previous review or on new policies of the APR Committee.

Contact for questions about the NCFR CFLE Academic Program Renewal:

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