

CFLE-Approved School (Abbreviated) Application Process Directions

The National Council on Family Relations (NCFR) awards certification to qualified family life education (FLE) professionals. Graduates of NCFR CFLE-Approved academic programs may qualify to apply for certification as a Certified Family Life Educator (CFLE) through the Approved School (Abbreviated) Application Process.

There are two levels of certification: **Provisional** and **Full**.

- **Provisional Certification** is intended for those who have demonstrated *current* knowledge in the ten FLE content areas, but who have not yet earned sufficient work experience hours in family life education to qualify for Full status. (*All Provisional CFLEs must upgrade their designation to Full status within five years of their original certification date.*)
- **Full Certification** is available for individuals who can demonstrate *current* knowledge in each of the ten family life content areas, and have earned the required amount of family life education work experience. The amount of hours depends on the level and relevancy of your degree. For more information on applying for Full Certification through the Approved School (Abbreviated) application process, go to **page 2**.

CFLE-approved coursework (and any substitute coursework) must have been completed *no more than* five years prior to graduation (or program completion). The Approved School (Abbreviated) application process is only available to students completing CFLE-approved coursework *after* the school's program has been approved by NCFR. (The program approval date is noted on the school's checklist). A list of current NCFR CFLE-approved programs can be found at: <https://www.ncfr.org/cfle-certification/become-certified/abbreviated-application-process>.

Graduates must apply within two years of graduation. An extension can be granted for those who go on to graduate school *in a family-related program* immediately upon completing an undergraduate degree. Contact the CFLE program at CFLE@NCFR.org for more information about this option.

How to Apply for Provisional Certification through the Approved School (Abbreviated) Application Process

You can apply for Provisional Certification through the Approved School (Abbreviated) application process by submitting the appropriate application materials and fee. Provisional Certification is for applicants who have not yet acquired the required amount of FLE work experience.

You are required to submit the following if applying for Provisional Certification (go to page 2 to see what is required for applying for Full Certification):

- Approved School (Abbreviated) Application form (*signed*)
- Approved School (Abbreviated) Application fee (Provisional Certification) - \$126 for NCFR members; \$172 for non-members (*Please note, application fees are non-refundable.*)
- Signed copy of the CFLE Code of Ethics
- Checklist of your schools' pre-approved coursework (from NCFR website or your school)

- Original official transcript showing degree completion (see page two for details)
- Syllabi of any courses used as substitutions for NCFR-approved coursework

You can maintain Provisional Certification for up to five years. As soon as you can document sufficient work experience in family life education you can upgrade to Full Certification. Information on upgrading to Full Certification can be found on the NCFR website at <http://www.ncfr.org/cfle-certification/maintain-your-certification/upgrading-provisional-full-certification>, and will be included in the Provisional approval packet. Upgrade application materials should be submitted as close to your anniversary month as possible.

How to Apply for Full Certification through the Approved School (Abbreviated) Application Process

If you are applying through the Approved School (Abbreviated) Application Process and have already earned sufficient work experience hours to qualify for Full Certification, you can apply for Full Certification through the Approved School (Abbreviated) Application Process. In addition to the materials mentioned on **page 1** you must also submit:

- Approved School (Abbreviated) Application fee (Full Certification) – Please visit our website for current rates
- Work Experience Summary form
- FLE Employer Assessment and Verification Form (*This form is filled out by an employer or supervisor.*)
- Work experience examples, i.e. course outlines/syllabi, brochures, handouts, worksheets, table of contents for curriculum, publications, etc.

If everything is in order with the Approved School (Abbreviated) Application and work experience documentation, you will receive Full Certification. You can access all documents for documenting your work experience on the NCFR website at: <http://www.ncfr.org/cfle-certification/become-certified/work-experience-full-certification>.

NOTE: Please make sure you are submitting the most up-to-date application materials. The forms can be found at: <http://www.ncfr.org/cfle-certification/become-certified/abbreviated-application-process>

Approved School (Abbreviated) Application Process Details

Checklist of NCFR-approved coursework

Locate your school here- https://www.ncfr.org/degree-programs?f%5b0%5d=facet_is_cfle_approved_accredited_institute%3A1. Print out your school's checklist of pre-approved courses and fill out according to the instructions. This checklist represents the courses offered by your school that meet the criteria for each of the ten family life content areas required for the CFLE credential. To apply for the CFLE credential through the Approved School (Abbreviated) Application process, you need to have completed all courses or combination of courses, plus the internship/practicum (120 hour minimum) listed on your school's checklist. Course grades must be C- or better. Audited courses are not acceptable.

Please note: The courses listed on your school's checklist are required to cover the content for the CFLE designation. Even though a CFLE course might not be required for your degree program, you still need to take it (or an appropriate substitution) if you want to receive the CFLE designation through the Approved School (Abbreviated) Application Process.

Place a checkmark in the box to the left of the content area to indicate that you have completed that specific course. Be sure that the course is listed on your transcript using the same prefix, course number, and course title.

Course Substitutions

You may substitute up to 2 courses for those on the checklist. Place an * in the checkbox if you have *not* completed the NCFR-approved course listed. In one of the open boxes at the bottom of the checklist (or on the reverse side), list the course that you have taken in place of the pre-approved course. The substituted course can be from the approved school or from another accredited school, but *must have been completed no more than five years prior to your graduation (or program completion) date*. If the substituted course was from another school and it does not appear specifically on your final transcript, an official transcript from the other school is required, as well.

The transcript should provide the following information about the course:

- Course designator (Ex: HDFS)
- Course number
- Course name
- Term taken
- Grade received

A course used as a substitution must cover the same content as the NCFR-approved course and your grade received must be C- or better. You must submit a course syllabus for the course being used as a substitution so that NCFR can ensure the content is similar. For information on course content requirements go to <http://www.ncfr.org/cfle-certification/become-certified/abbreviated-application-process>.

Transfer Credits

There are many circumstances where CFLE requirements are not the same as degree requirements. NCFR will not automatically accept transfer credits in place of NCFR CFLE-approved courses because the criteria used by a school in accepting transfer credits may be different than the criteria used by NCFR in evaluating coverage of the CFLE content areas. Transfer courses are still considered substitutes to the approved course on a CFLE checklist and must be approved by NCFR by following the substitution process.

If you are missing more than two pre-approved courses you may still apply to receive Provisional (or Full) Certification but must do so by completing the CFLE Exam. See the NCFR website <http://www.ncfr.org/cfle-certification/become-certified/exam-application-process> for more information on the CFLE Exam, or contact CFLE@NCFR.org

Transcript

An original official transcript showing degree completion and successful completion of the required coursework is required. Transcript must have watermark or embossment or other authenticating marks as described on the document. It does *not* have to be mailed directly from the school or be in a sealed envelope. If you would like to submit an electronic transcript it must be an official transcript and be emailed directly to CFLE@ncfr.org from the university (include "Maddie Hansen" and NCFR's address for intended recipient information). *Please note that we cannot accept photocopied, scanned, or faxed transcripts.*

If you are applying during your final semester you may submit an unofficial transcript with your initial paperwork (see *Application option for graduating seniors* below).

Approved School (Abbreviated) Application Fee

The application fees for applying for certification through the Abbreviated Application Process differ depending on which level of certification you are applying for and whether or not you are a member of NCFR. Please visit our website to view current rates- <https://www.ncfr.org/cfle-certification/cfle-fees>

Members of NCFR receive a discount on the application fees, but you are not required to be a member to apply for certification. Membership information is available at <http://www.ncfr.org/membership>. *(Please note, application fees are non-refundable.)*

Application Option for Graduating Seniors

Some NCFR CFLE-Approved programs prefer to incorporate the Approved School (Abbreviated) Application Process into coursework in the final semester. In this case, you can submit the Approved School (Abbreviated) Application form, the checklist, a signed copy of the CFLE Code of Ethics, a \$50 deposit on the Approved School (Abbreviated) Application fee, and an *unofficial* transcript showing the courses you are enrolled in for the final term. Once your degree is posted on your transcript, send an original official transcript (showing degree conferment) and the remainder of the application fee. *(Please note, application fees are non-refundable.)*

Work Experience Requirements

All CFLEs must eventually submit proof of family life education work experience hours to be considered for Full Certification. The number of hours of work experience needed for Full Certification varies depending upon the relevancy and level of the degree.

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.	

For more information on what qualifies as FLE work experience and how to document it, please visit our website: <http://www.ncfr.org/cfle-certification/become-certified/work-experience-full-certification>.

Submitting Application Materials

There is no specific submission deadline for Approved School (Abbreviated) Applications, but applicants must apply for certification *within two years* of their graduation/program completion date. NCFR will accept applications at any time within that time period. **Example:** An applicant who graduated in May 2017 has until **May 31, 2019** to submit their application materials.

Please note that completion of an approved program does not guarantee approval of certification. Certification (Provisional or Full) cannot be approved until all materials (and fees) have been received and all requirements have been met.

Please mail your application materials to:
National Council on Family Relations
661 LaSalle Street, Suite 200
Saint Paul, MN 55114

Questions? Please contact the CFLE program at CFLE@NCFR.org or call (888) 781-9331.