NATIONAL COUNCIL ON FAMILY RELATIONS



HOW TO BECOME A CERTIFIED FAMILY LIFE EDUCATOR (CFLE)



What is Family Life Education?

• Family Life Education focuses on healthy family functioning within a family systems perspective and provides a primarily preventive approach.

• 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.



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

• The goal of family life education is to teach and foster this knowledge and these skills to enable individuals and families to function optimally.



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.



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



Benefits of Certification

- Allows you to market yourself to employers, clients, and/or investors as meeting a nationally recognized standard in the field
- Validates experience and knowledge
- Quarterly newsletter Network
- Access to a directory of Certified Family Life Educators
- Access to CFLE discussion forum
- Access to Resource Library
 <u>http://www.ncfr.org/resource-library</u>
- CFLE Continuing Conversations ongoing, free online discussion forum for all CFLEs

Look up active NCFR n	nembers and Certified Family Life E
Affiliate:	Any CFLE NCFR
First Name:	
Last Name:	
City:	
State/Prov:	Minnesota 👻
Country:	Any 🗸
Biography Keyword:	
Area of Expertise:	
Records per page:	10 🛩
Find records that match:	 Find partial matches [?]: All specified fields (AND) At least one specified field (OR)
	Query Clear Selection



Benefits of Certification

- Opportunities to be involved in positions of leadership on CFLE program committees.
 - Academic Program Review Committee
 - Advisory Board
- Networking Opportunities CFLE Reception at the annual conference
- Other avenues for networking with other family life educators on local, national, and international levels through social media









Looking for materials or activities to include in a course you're teaching this fall? We have webinars for that!

Click on the link below for the complete list of NCFR webinar recordings available for classroom use.



Family Life Education

Are there any CFLE's in the group who are not parents? It is the belief of some in developing countries that if you are not a parent you are not justified to speak and offer input on parenting and family life. Is this same belief shared among members in this group?

Like Comment | 🖧 3 🗔 4



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NCFR CFLE @CFLE - Jul 13

Why should families "buy into" your family life education? bit.ly/1OcIX3m Webinar 11am CT! Strategies to increase your credibility



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

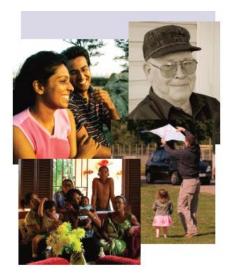
- Internal social processes
- Communication
- Conflict management
- Normal family stresses
- Family crises
- Special needs in families





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





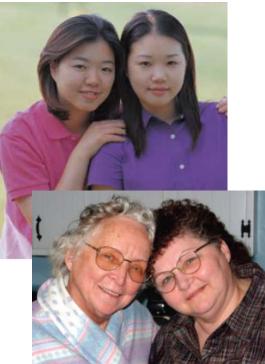


Family Resource Management

- 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

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THE APPLICATION PROCESS



Levels of Certification: Provisional and Full

• **Provisional Certification** – Demonstrated knowledge in the ten family life content areas but lacking sufficient work experience in family life education

• Full Certification – Demonstrated knowledge in the ten family life content areas *and* work experience in family life education

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Provisional Certification



Provisional Certification

• Provisional certification is available to those with at least a baccalaureate degree from a regionally accredited institution, but who lack sufficient work experience in family life education



Knowledge in FLE can be demonstrated through:

• Graduation from an NCFR CFLE-Approved Program (formerly called the Abbreviated application process)

• 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



Family Life Education

National academic program approval since August 2003

Certified Family Life Educator program

Bachelor of Science Child Development Marriage and Family Gerontology Master of Science Family and Child Studies Family Life Education

Campus Council on Family Relations (Student Affiliate)





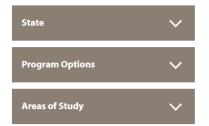
Look for our CFLE-Approved Programs Online

• Over 130 CFLE-approved programs

Showing 1 - 24 of 114 Resource(s)

Search Degree Programs

CFLE Approved Only



Ncfr.org/degree-programs



CFLE- Approved Program Application Materials

- ✓CFLE-Approved Program application
- ✓ CFLE-Approved Program fee
- ✓ Official Transcript
- ✓Approved Program Checklist
- ✓ Signed Code of Ethics

(NCFR defines "recent as wit	ecent graduates of an Natio	to https://www	amily Relations (NCFR) ncfr.org to access the	<u>CFLE-approved academic programs</u> <u>Abbreviated Application form</u> (a current information.
Name:Please prin	t or type exactly as you would	like your name to	appear on your certificat	e. (Maximum 30 characters).
Preferred Mailing Address:				
Telephone: Work:		Home:		Cell:
E-mail:		Alternate	E-mail:	
CERTIFICATION LEVEL:	I am applying for			Provisional Certification
Certification as a Certified Fam	ily Life Educator (CFLE), an	applicant must d	locument sufficient fan	nily life education work experier devance of the applicant's degree
Full Certification	Bachelor's Level	5	Maste	er's or PH.D. Level
Complete this application form and document FLE work experience hours by completing the FLE Work Experience Summary Form	Document at least 3,200 P experience	nours FLE work	Document at least 1,	600 hours FLE work experience
All Applicants must submit:	rm			
 Official Transcript- Approved School Cl 	this must show degree o	ompletion.		
Signed Code of Ethi Provisional or Full C	cs			
For Full certification, please	ummary form			
Employment Assess Current Resume/Vi	sment form			
	Major	D	ee Level Awarded	Year



Course Requirements

 Courses on the checklist (approved or substitutions) must have been successfully completed with a grade of Cor better. NCFR does not accept audited courses.

• The oldest course used on the checklist needs to have been completed no more than seven years prior to your graduation date.





Substitutions

• Up to two substitutions are allowed

• Submit a course syllabus (or detailed course description) from the time that the course was completed.

• Please send in an official transcript if the substitute course was taking from a different school

• Courses can be pre-approved by NCFR.

• If proposing a substitute course for the Internship/Practicum requirement please email <u>cfle@ncfr.org</u> to get the proper forms.

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CFLE Exam Application Process



CFLE Exam

- 150 Multiple Choice Questions
- Offered at testing sites throughout the United states, Canada, and several other countries
- Exam is offered 3 times each year (March, July, & November)
 - Computer-based testing
 - Onsite at the NCFR Conference (November)





Exam Application Process

Exam Application Form

✓Exam Fee

✓Official Transcript

✓ Signed Code of Ethics

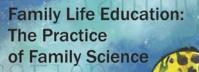
catalyzing research, theory and practice	xaminatio	ily Life Educator (n Application - 20	CFLE) Date D17 Amount :	
Access this form on the NCFR web I. NAME:		ready to apply to ensure you ha		tion.
Preferred Mailing Address:	case type or print ex	actiy as you would like your name t	o appear on your certificate.	
City, State, Zip/Postal Code:				
Telephone # Office:		Home:	Cell:	
Email:				
consent to my email address bu II. CERTIFICATION LEVEL: ** Applicants applying for Full cer Exam and submit an FLE Employe applying for Provisional Certificati	I am applying f tification must also r Assessment and	Full Certification** o complete the Family Life Educiverification form(s) assessing at	Provisional Co	ertification
Degree Type	Provisional Certification	Full Certification	Bachelor's Level	Master's or PH.D. Level
Family Degree * from an NCFR- Approved Program earned more than two years ago Family Degree from a non-NCFR- Approved Program	Complete CFLE Exam	Complete CFLE Exam and document FLE work experience hours by completing the FLE Work	Document at least 3,200 hours FLE work experience	Document at least 1,600 hours FLE work experience
Non-Family Degree	1	Experience Documentation form	Document at least 4,800 ho experience to gualify for Fu	
window:	e ten content areas. If y Exam by comput		alify as family-specific, contact the N	CFR office.
February 24- March 17	, 2018 - Submiss	ion deadline postmarked Feb	oruary 2, 2018	
		eadline postmarked June 22,		
I plan to take the CFLE (8:30 am) - Submission deadlin		he NCFR Annual Conference ctober 3, 2017.	in Orlando, Florida. Nove	mber 15, 2017
	amily Relations	umented need for special ac 661 LaSalle Street, Suite 2 1 Fax: 763-781-9348 info	200 Saint Paul, Minneso	ta 55114



Preparing for the CFLE Exam

• <u>www.ncfr.org/cfle-certification/become-</u> <u>certified/exam-application-process/cfle-exam-study-</u> <u>materials</u>

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



Edited by

Michael J. Walcheski, PhD, CFLE Concordia University St. Paul Jennifer S. Reinke, PhD, CFLE University of Wisconsin – Stout

National Council on Family Relations



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



Criteria for FLE Work Experience

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





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.

• Work experience should have been earned within the past five years (at the time of applying for Full Certification)





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.	



Full Certification Application Process

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



FLE Work Experience Summary Form

• 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.

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
Example	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. (Included outline of workshop & promotional brochure)	Jan 2014 – Dec 2015 Taught two times each year (30 hours each session plus 8 hours prep time) 38 x 4 = 152 hours	#2, #3, #5 & #7
Example	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. (Included worksheet & hondouts used with clients, outlines of topics taught)	March 2013 to present 8 clients. (25 hours per week plus 5 hours prep time) 40 weeks to date 30 x 40 = 1,200 hours	#3, #6, #7
Example	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 (Include outlines of topics covered, worksheets & handouts used, example of resource list, etc.)	May 2015 – March 2017 15 clients (15 hours per week plus 3 hours prep time) 18 x 110 weeks 1,980 hours	#3, #4, #6
Example	College University	Assistant Professor Develop and teach college courses	Taught Family Science 101 (3 hours/week x 15 weeks = 45 hours + 15 hours prep time = 60 each time) x 4 = 240 hours Topics include family communication, intimacy, relationship conflicts, dissolution and intervention. Sample syllabus included	Fall 2014-Fall 2016 4 course offerings x 60 hours = 240 hours	#2, #5



Employer Assessment & Verification

• Work experience must be assessed and verified by someone other than the applicant

• At least 50% of the required work experience hours must be verified

STEP ONE: EMPLOYER'S ASSESSMENT FORM

Name of CFLE Applicant: _____

The following information should be completed by the employer, not the CFLE applicant.

Based on your experience in working with the CFLE applicant, please rate his/her knowledge in each of the ten family life content areas.

Rate on scale: 1) Unable to rate 2) Minimal 3) Average 4) Very Good 5) Excellent

Applicant's Knowledge in the NCFR Family Life Education Content Areas		
The following family life education content areas represent the knowledge base identified as necessary for effective practice.		
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.		
HUMAN SEXUALITY		
An understanding of the physiological, psychological, & social aspects of sexual development throughout		
the life span, so as to achieve healthy sexual adjustment.		
INTERPERSONAL RELATIONSHIPS		
An understanding of the development and maintenance of interpersonal relationships.		
FAMILY RESOURCE MANAGEMENT		
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.		
PARENT EDUCATION & GUIDANCE		
An understanding of how parents teach, guide, and influence children and adolescents.		
FAMILY LAW & PUBLIC POLICY		
An understanding of legal issues, policies, and laws influencing the well-being of families.		
PROFESSIONAL ETHICS & PRACTICE		
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.		
FAMILY LIFE EDUCATION METHODOLOGY		
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.		



Situations that can delay review of your application

- Application form(s) not signed/dated.
- An unofficial transcript was submitted.
- The correct form was not used.
- Required materials were missing, or incomplete, for certification level applicant is applying for.
- 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.



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 listserv, and general maintenance of the CFLE program.

	Network		
N THIS ISSUE	Summer 2017 Velume 29.3		
Adverse Childhood Experiences (ACEs) 2 - OKI net how 3 - Book hows 6 - ANTipules 9 - OKI Domeson 19 - OKI Program 19 - OKI Program 19 - Decigonatification 19 - Decigonatifica	cruix momitant Adverse Childhood Experiences: Implications for Schools		
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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





Recertification

- CFLEs with Full status must recertify every five years by submitting the following:
 - ✓ Recertification Application Form and fee

✓ Documentation of at least 100 Contact Hours (10 CEUs) in continuing education credit

✓Current Resume/Vita

✓ Signed CFLE Code of Ethics





Contact Us

- <u>www.ncfr.org/cfle-certification</u>
- Visit the NCFR website for information on the CFLE program or contact the CFLE program <u>CFLE@ncfr.org</u>
- (763) 781-9331

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Questions?



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