

Guidelines for Continuing Education Credit for the Certified Family Life Educator (CFLE) Program (Recertification)

A Certified Family Life Educator (CFLE) with full certification must submit evidence of at least 100 hours of continuing education activity every five years. Continuing education credits can be earned through completion of academic courses; 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 or program.

The month in which you are first approved as a CFLE is considered your anniversary month, and that month marks the beginning of your five-year cycle. Continuing education credits are due in the final month of the five-year cycle. (For example, the cycle for a CFLE receiving full certification in July 2018 would run from July 1, 2018, to June 30, 2023).

You may enter credits in the online CFLE portal as you earn them. However, you cannot formally submit credits for review until the last month of your five-year cycle. Information on recertification is included in your original CFLE approval packet, and NCFR will send you a reminder notice approximately nine months before the credits are due.

Submitting Your Continuing Education Credits (Recertification)

The CFLE recertification process can be completed through NCFR's online portal. Log in at my.ncfr.org and select the CFLE application in the **My CFLE Certification** box.

During the online process to recertify, here is what you will be asked to do:

- Update your NCFR profile (contact, employment, and education information)
- Submit 100 hours of continuing education credits in academic preparation, professional development, and/or work experience
- Upload an optional resume/vita
- Read and sign the [CFLE Code of Professional Ethics](#)
- Pay the recertification application fee. Please visit our [CFLE fees webpage](#) for current information.

Once your application is reviewed and approved, your CFLE credential will be renewed and NCFR will issue you a new CFLE certificate covering the next five years.

I. Requirements for Recertification

- A. Active involvement in Family Life Education (FLE) — through paid employment or as a volunteer — over the five-year period.
- B. Documentation of participation in continuing education activities.
 1. As a CFLE, you must accrue at least 100 hours of continuing education activity within the five-year period. One continuing education credit = 60 minutes/1 hour in an approved learning experience. The number of continuing education credits you obtain in any one year is your decision.

2. Continuing education credits must be earned through academic preparation, professional development, and/or work experience (See II).
 3. Continuing education activities must cover at least **two** of the 10 Family Life Education content areas. The content areas in which you may receive credit are the same as those established for the certification program:

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|--|-----------------------------------|
| 1. Families & Individuals in Societal Contexts | 6. Family Resource Management |
| 2. Internal Dynamics of Families | 7. Parent Education and Guidance |
| 3. Human Growth and Development | 8. Family Law and Public Policy |
| 4. Human Sexuality | 9. Professional Ethics & Practice |
| 5. Interpersonal Relationships | 10. FLE Methodology |
 4. Continuing education activities can be part of your normal work responsibilities but must reflect *new learning*. For example, credit *would not* be given for the instruction of a course or workshop that you have taught before or were teaching at the time of your original certification. Credit *would be* given for a *new* course that was developed and/or presented after you were certified by NCFR, or for a course you previously taught that has been substantially revised.
- C. Payment of the recertification fee when you submit your continuing education activity at the end of your five-year certification period. The recertification fee includes your CFLE annual fee for the next year.

II. Criteria for Continuing Education Activities

The following activities will be accepted for continuing education credit for the NCFR Certified Family Life Educator program. See the **continuing education maximum credits table** below for guidance on the maximum number of credits allowed for each activity.

- A. **Academic Preparation:** Completion of academic courses offered by accredited universities and colleges, including both those for credit and official audit, and directed independent study.
- B. **Professional Development:** Attendance at a relevant workshop, seminar, training, symposium, lecture, or in-service; attendance at meetings and conferences of relevant professional organizations. (Credit is not allowed for time spent taking breaks, eating meals, or attending business meetings.)
- C. **Work Experience in Family Life Education:**
 1. Development, presentation, or instruction of new courses, curricula, or community education. Preparation time can be included in the calculation of credits.
 2. Publication of work, e.g., authorship of journal articles, newsletters, books, articles, research, or research papers.
 3. Other work experience as appropriate, e.g., counseling, social work, therapy, or ministry. You must show applicability to FLE content area(s) and the preventive and educational aspect of the work.
 4. Volunteer work in Family Life Education. Volunteer work should be supported with applicable training. Ideally you should list paid work in addition to volunteer work.

III. Opportunities for Which Continuing Education Credit Will Not Be Granted

- A. Self-directed independent study.
- B. Family Life Education activities that are a part of your regular work responsibilities and do not reflect additional learning since your initial certification.
- C. Participation in social activities, business or committee meetings, or entertainment during conferences and workshops; travel to and from workshops.

IV. Documentation of Continuing Education Activities

Documentation of continuing education activities is not necessary unless the title of the course, article, book, workshop, etc., does not show a clear connection to Family Life Education.

When documentation *is* necessary, it can include course outlines, lesson plans, sample worksheets or handouts, descriptive brochures, syllabi, copies of chapters or articles or the table of contents of a book, etc. You do not need to provide documentation for all activities; a few examples should be enough. NCFR will request additional information if needed.

Here are guidelines for when documentation is necessary for each type of continuing education activity:

- A. **Academic Preparation:** If the course title does not readily show its connection to Family Life Education, provide a thorough course description or syllabus.
- B. **Professional Development:** If it is not readily evident how the event included Family Life Education and/or one or more FLE content areas, please provide an event flier, brochure, session outline, or other document that shows the connection.
- C. **Work Experience:** If the connection to Family Life Education is not readily evident, provide a brief description, outline, or other appropriate material. For books or articles, provide a copy of the title page and credit line, an abstract, or the table of contents.

Regarding Verification of Continuing Education Activity: It is not necessary for you to pay for verification of continuing education credits at conferences and seminars for CFLE purposes. Proof of conference attendance is not required. However, you may wish to pay for credits to receive documentation of your attendance for your own recordkeeping purposes.

Continuing Education Maximum Credits

It is up to you as a CFLE to assign the appropriate value to each of your continuing education activities. To ensure that you obtain a variety of learning experiences, maximum values for specific continuing education activities have been established (see table for maximum credit allowances). For example, you may earn no more than 50 credits for writing a published book. The topic of the book must relate specifically to at least one of the 10 Family Life Education content areas to qualify for the maximum allowed. You must determine how much time you spent writing the book and assign credit accordingly. In most cases, it's likely you would have spent more than 50 hours preparing a book, but again, NCFR has set a limit to ensure you obtain a variety of learning experiences through multiple continuing education activities.

| Academic Preparation Activities | |
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| Completion of academic courses offered by accredited universities and colleges — both for-credit and official audit courses — and directed independent study. | Maximum hours allowed |
| 1 credit quarter | 10 |
| 1 credit semester | 15 |
| 2 credits quarter | 20 |
| 2 credits semester | 30 |
| 3 credits quarter | 30 |
| 3 credits semester | 45 |

| Professional Development Activities | |
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| Attendance at a relevant conference, seminar, workshop, training, symposium, lecture, or in-service. <i>1 hour of attendance = 1 continuing education credit</i> | Maximum hours allowed |
| Conference | 25 |
| Seminar | 6 |
| Training | 50 |
| Workshop | 25 |

| Work Experience Activities | |
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| Work Experience Activities - Academic Course Development/Revision | |
| Development of <i>new</i> academic courses. Preparation time can be included in the calculation of credits. | Maximum hours allowed |
| Development of face-to-face course | 50 |
| Development of hybrid face-to-face/online course | 50 |
| Development of online course - asynchronous | 50 |
| Development of online course - synchronous | 50 |
| Development of online hybrid course, a mix of online synchronous & asynchronous | 50 |
| Revision of a course - major (adopting a new textbook or overhauling the majority of course content) | 30 |
| Revision of course - minor (updating assignments or course content) | 20 |

| Work Experience Activities - Academic Teaching | |
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| Teaching of courses in an academic setting | Maximum hours allowed |
| Teaching traditional face-to-face or online course - 1 credit | 20 |
| Teaching traditional face-to-face or online course - 2 credits | 36 |
| Teaching traditional face-to-face or online course - 3 credits | 50 |
| Work Experience Activities – Leadership/Community Service | |
| | Maximum hours allowed |
| Board service | 20 |
| Committee / taskforce service | 20 |
| Development of funding proposals for grants, contracts, or cooperative agreements | 20 |
| Volunteer work in Family Life Education | 50 |
| Work Experience Activity – Practitioner Curriculum/Program Development/Teaching/Presenting | |
| Development and presentation of Family Life Education information and materials for public audience | Maximum hours allowed |
| Curriculum development | 50 |
| Curriculum delivery | 50 |
| Curriculum revision | 20 |
| Panel discussion - preparation and delivery | 4 |
| Paper - preparation and delivery | 5 |
| Poster - preparation and delivery | 3 |
| Roundtable - preparation and delivery | 4 |
| Workshop/class - development | 50 |
| Workshop/class - delivery | 50 |
| Workshop/class - revision | 20 |
| Work Experience Activities – Writing/Publication | |
| Publication of work, e.g., journal articles, magazine/newsletters, books, articles, research, or research papers | Maximum hours allowed |
| Article in a peer-reviewed journal/publication - sole author | 15 |
| Article in a peer-reviewed journal/publication - co-author | 8 |
| Article in a non-peer-reviewed journal/publication - sole author | 10 |
| Article in a non-peer-reviewed journal - co-author | 5 |
| Book chapter/monograph/report - sole author | 15 |
| Book chapter/monograph/report - co-author | 8 |
| Book chapter/monograph/report - revision | 5 |
| Book/text - sole author | 50 |
| Book/text - co-author | 30 |

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| Book/text - revision | 20 |
| Book/text editor | 25 |
| Book/text co-editor | 15 |
| Dissertation | 45 |
| Fact sheet/pamphlet | 3 |
| Newsletter/magazine article - author | 5 |
| Thesis | 25 |

| Other Work Experience Activities | |
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| Other work experience as appropriate, e.g., counseling, social work, therapy, or ministry. You must show applicability to FLE content area(s) and the preventive and educational aspect of the work. | Maximum hours allowed |
| | 50 |