HOW TO BECOME A CERTIFIED FAMILY LIFE EDUCATOR (CFLE)

Presented by Dawn Cassidy and Alisha Hardman
Outline

• What is Family Life Education?
• History and Background
• Benefits of Certification
• Where are CFLEs Employed?
• How to Become Certified
What is Family Life Education?

Family Life Education is a
• preventive,
• educational,
• strengths-based,
• research and theory-based, approach to providing individuals and families with knowledge and tools needed to function optimally.
• It incorporates a family system, lifespan perspective.
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

• Family Life Education involves being intentional about disseminating this knowledge and these skills.
Domains of Family Practice Model

Similarities and differences between:

Family Life Education
Family Case Management
Family Therapy

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.
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
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
Benefits of Certification

• Allows you to market yourself to employers, clients, and/or other stakeholders as meeting a nationally recognized standard in the field

• Validates experience and knowledge

• Quarterly newsletter *Network*

• Access to a directory of CFLEs

• Access to CFLE discussion forum

• CFLE price for NCFR webinars
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.

Neesha, CFLE-P
Child & Family Specialist

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?
Good morning,

I am looking for resources to encourage parents in navigating their child's anxiety (and their own) and to feel equipped to parent with confidence. What evidence-based resources/ media presentations/ etc. are out there that can be used in a single night (casual) or a series setting to help equip parents to navigate family life with confidence?

Currently, our staff is bringing parents together twice a year, meeting in a parish hall setting and serving 175-300 parents on any given "Crucial Conversations" night. We are located in an affluent community where kids are often over-scheduled and there is a bend (among youth and parents) towards competitive and achievement mindsets. The felt needs are around parenting with a desire to build confidence in their children - though there is no agreed upon definition on what parents mean by "confidence." The ascribed needs focus on letting kids make mistakes (and letting them learn from the mistakes), slowing down, and challenging expectations.

We are open to exploring various formats to meet the needs of our community parents. Most parents want to come to one night and receive information; however, we would like to have follow-up for those parents who want to and are ready to engage in a journey of change.

Thank you,

There is a good handout on helping children learn stress management techniques, but I think it's been updated. You can see free downloadable resources at:
https://psychologyfoundation.org/Public/Resources/KHST_Download_Resources/Public/Resources/KHST_Download_Resources/Copy_of_Download_Resources.aspx?hkey=0e18b555-9114-49b4-9838-084fab967f0e

I also have an article about over-scheduling and extra-curricular activities at:

How Can My Children Do Extra-Curricular Activities Without Creating More Family Stress?
http://parentstoolshop.com/parenting-challenges/family-stress
Benefits of Certification

• Opportunities to be involved in positions of leadership on CFLE program committees.
  • Academic Program Review Committee
  • Advisory Board
  • CFLE Exam Committee

• Networking Opportunities
  • CFLE discussion forum
  • CFLE Reception at the annual conference
  • With other Family Life Educators on local, national, and international levels through social media
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.
Experience as a Family Life Educator

![Experience as an FLE Graph](image_url)
Organizational Structure

- Non-profit: 54.46%
- For-profit: 31.57%
- Government: 13.98%
Organization Funding Source

- Private Foundations/Donors: 15.18%
- Public grants: 11.33%
- Federal funds: 6.51%
- Fees for service: 29.64%
- State funds: 18.31%
- Other: 19.04%
Focus of Organization

- Prevention: 65.63%
- Intervention: 9.38%
- Education: 15.14%
- Other: 9.86%
## Practice Settings

<table>
<thead>
<tr>
<th>Practice Setting</th>
<th>Frequency</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Courts/corrections system</td>
<td>4</td>
<td>0.96</td>
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<tr>
<td>Family/parent education-community or workplace</td>
<td>52</td>
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<td>Family/parent education-school based</td>
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<td>6.01</td>
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<tr>
<td>Government, administrative agency</td>
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<tr>
<td>Government, human services agency</td>
<td>17</td>
<td>4.09</td>
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<tr>
<td>Health/wellness clinic or agency</td>
<td>16</td>
<td>3.85</td>
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<tr>
<td>Human service agency, faith based</td>
<td>17</td>
<td>4.09</td>
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<tr>
<td>Human service agency, nonprofit, secular</td>
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<tr>
<td>Media/communications organization</td>
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<tr>
<td>Military-related agency</td>
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<td>1.44</td>
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<tr>
<td>Policy organization (analysis, advocacy, research)</td>
<td>2</td>
<td>0.48</td>
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<tr>
<td>PreK-12 teaching (center or school)</td>
<td>19</td>
<td>4.57</td>
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<tr>
<td>Private practice/consulting</td>
<td>15</td>
<td>3.61</td>
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<tr>
<td>University Extension/outreach</td>
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<td>11.06</td>
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<tr>
<td>University or college academic dept./school</td>
<td>128</td>
<td>30.77</td>
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<tr>
<td>Other</td>
<td>33</td>
<td>7.93</td>
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Focus of Practice

<table>
<thead>
<tr>
<th>Focus of Practice</th>
<th>Frequency</th>
<th>Percentage</th>
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<tr>
<td>Adoption/Foster Care</td>
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<tr>
<td>Aging/Gerontology</td>
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<td>2.86</td>
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<tr>
<td>Child &amp; Family Advocacy</td>
<td>18</td>
<td>4.29</td>
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<tr>
<td>Child Life Specialist</td>
<td>4</td>
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<tr>
<td>College/University Education</td>
<td>70</td>
<td>16.67</td>
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<tr>
<td>Community Action/Service</td>
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<td>1.43</td>
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<tr>
<td>Communication and Writing</td>
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<td>0.00</td>
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<tr>
<td>Cooperative Extension/Community Education</td>
<td>34</td>
<td>8.10</td>
</tr>
<tr>
<td>Counseling/Therapy</td>
<td>27</td>
<td>6.43</td>
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<tr>
<td>Criminal Justice</td>
<td>2</td>
<td>0.48</td>
</tr>
<tr>
<td>Crisis &amp; Hotline Services</td>
<td>2</td>
<td>0.48</td>
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<tr>
<td>Daycare/Preschool</td>
<td>5</td>
<td>1.19</td>
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<tr>
<td>Diversity/Cultural Awareness Education</td>
<td>3</td>
<td>0.71</td>
</tr>
<tr>
<td>Domestic Abuse/Violence Prevention</td>
<td>6</td>
<td>1.43</td>
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<table>
<thead>
<tr>
<th>Focus of Practice</th>
<th>Frequency</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Drug &amp; Alcohol Prevention</td>
<td>4</td>
<td>0.95</td>
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<tr>
<td>Early Childhood Education</td>
<td>24</td>
<td>5.71</td>
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<td>Employment Assistance</td>
<td>3</td>
<td>0.71</td>
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<tr>
<td>Family Financial Planning &amp; Counseling</td>
<td>3</td>
<td>0.71</td>
</tr>
<tr>
<td>Family Law</td>
<td>3</td>
<td>0.71</td>
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<tr>
<td>Family Policy</td>
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<tr>
<td>Family Preservation</td>
<td>7</td>
<td>1.67</td>
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<tr>
<td>Head Start Program</td>
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<tr>
<td>Healthcare and Wellness</td>
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<tr>
<td>Hospice</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Housing</td>
<td>4</td>
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<tr>
<td>K-12 Education</td>
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<td>Marriage/Relationship Education</td>
<td>21</td>
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<tr>
<td>Media (TV, Radio, Internet, Film)</td>
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<td>0.00</td>
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<tr>
<td>Military Family Support</td>
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Focus of Practice, continued

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<tr>
<td>Ministry</td>
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<tr>
<td>Nutrition Education &amp; Counseling</td>
<td>5</td>
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<td>Parenting Education</td>
<td>49</td>
<td>11.67</td>
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<tr>
<td>Pregnancy/Family Planning</td>
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<td>0.24</td>
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<tr>
<td>Program Evaluation &amp; Assessment</td>
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<td>0.48</td>
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<tr>
<td>Recreation</td>
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<td>Residential Treatment</td>
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<td>Sex Education</td>
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<tr>
<td>Victim/Witness Support Services</td>
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<tr>
<td>Vocational Rehabilitation &amp; Job Training</td>
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<td>0.00</td>
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<tr>
<td>Work-Life Balance</td>
<td>4</td>
<td>0.95</td>
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<tr>
<td>Youth Development Programs</td>
<td>7</td>
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<tr>
<td>Other</td>
<td>44</td>
<td>10.48</td>
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## Primary Professional Activity

<table>
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<tr>
<th>Primary Professional Activity</th>
<th>Frequency</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Administration (all settings)</td>
<td>35</td>
<td>8.37</td>
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<tr>
<td>Family life education</td>
<td>125</td>
<td>29.90</td>
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<td>Health services</td>
<td>7</td>
<td>1.67</td>
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<tr>
<td>Journalism</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Marriage, Family Therapy, Counseling</td>
<td>21</td>
<td>5.02</td>
</tr>
<tr>
<td>Ministry</td>
<td>6</td>
<td>1.44</td>
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<tr>
<td>Policy study/formulation</td>
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<td>0.24</td>
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<tr>
<td>PreK-12 teaching</td>
<td>16</td>
<td>3.83</td>
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<tr>
<td>Program/curriculum development</td>
<td>15</td>
<td>3.59</td>
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<td>Research</td>
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<td>1.67</td>
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<tr>
<td>Retired</td>
<td>4</td>
<td>0.96</td>
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<tr>
<td>Social work/human services</td>
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<td>10.77</td>
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<td>Student</td>
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<tr>
<td>University/college teaching</td>
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<td>23.44</td>
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<tr>
<td>Other</td>
<td>36</td>
<td>8.61</td>
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</table>
Individual/Families Served in an Average Week

- 31.64% 5 or less
- 8.45% 6 to 10
- 10.39% 11 to 15
- 10.63% 15 to 20
- 11.11% More than 20
- 27.78% Don’t work directly with families
Employment Status

- Self-employed: 1.20%
- I have an employer: 83.45%
- Unemployed: 4.08%
- Retired: 11.27%
THE APPLICATION PROCESS
Levels of Certification: Provisional and Full

• **Provisional Certification** – Demonstrated knowledge in the 10 family life content areas but don’t yet have enough work experience in Family Life Education

• **Full Certification** – Demonstrated knowledge in the 10 family life content areas *and* work experience in Family Life Education
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)

OR

- 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.
Look for our CFLE-Approved Programs Online

- Over 127 CFLE-approved programs
- Ncfr.org/degree-programs
CFLE- Approved Program Application Materials

- Review/Update Your Profile
- Review/Update Your Education
- Select Your CFLE-Approved Program Checklist
- Request Official Transcript
- Agree to Code of Ethics
- Review Application

Application: CFLE Approved Program
Type: CFLE Approved Program
Application ID: 10
Application Status: Incomplete

Instructions

The CFLE-approved program application is for recent graduates of CFLE-approved academic programs. Applicants must apply through the CFLE-approved program application process within two years of their graduation date.

Each CFLE-approved program has a checklist of coursework that has been approved by the National Council on Family Relations (NCFR) to meet the CFLE requirements. Students must complete all courses on the school checklist with grades of C- or better (in addition to an internship/practicum of at least 120 hours) to qualify for application. You can find instructions and course-content guidelines here.

You can find your school’s checklist by going to NCFR’s online Degree Programs Guide, searching for and clicking on your program, and then scrolling to the bottom of your program’s webpage to find the PDF checklist. Here is what is required for this application:

- Update your NCFR profile
- Select provisional or full level of certification
- Upload your CFLE-approved program checklist
- Request an official transcript from your school to be sent to NCFR
- Read and agree to the CFLE Code of Professional Ethics
- Pay the CFLE-approved program application fee

Next
Course Requirements

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

• The checklist may contain courses that are not required of your major, so plan ahead

• The oldest course used on the checklist needs to have been completed no more than seven years from the time of application.
Substitutions

• Up to two substitutions are allowed
• Submit a course syllabus (or detailed course description) from the time that the course was completed.
• Upload the syllabus in the online application under the “checklist” tab.
• Please email (preferred) or mail an official transcript if the substitute course was taken at a different school.
• Courses can be pre-approved by NCFR.
• If proposing a substitute course for the Internship/Practicum requirement, please email cfle@ncfr.org to get the proper forms.
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 every year at the NCFR conference

<table>
<thead>
<tr>
<th>Exam Application Deadline</th>
<th>Exam Testing Period</th>
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<tr>
<td>Feb. 15, 2020</td>
<td>March 15–June 15, 2020</td>
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<tr>
<td>March 15, 2020</td>
<td>April 15–July 15, 2020</td>
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<tr>
<td>April 15, 2020</td>
<td>May 15–Aug. 15, 2020</td>
</tr>
<tr>
<td>May 15, 2020</td>
<td>June 15–Sept. 15, 2020</td>
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<td>June 15, 2020</td>
<td>July 15–Oct. 15, 2020</td>
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<tr>
<td>July 15, 2020</td>
<td>Aug. 15–Nov. 15, 2020</td>
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<td>Aug. 15, 2020</td>
<td>Sept. 15–Dec. 15, 2020</td>
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<tr>
<td>(Conference Exam Deadline)</td>
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<td>Oct. 15, 2019</td>
<td>Nov. 15, 2019–Feb. 15, 2020</td>
</tr>
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<td>Nov. 15, 2019</td>
<td>Dec. 15, 2019–March 15, 2020</td>
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Preparing for the CFLE Exam


<table>
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<tr>
<th>Topic</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Families and Individuals in Societal Contexts</td>
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</tr>
<tr>
<td>Internal Dynamics of Families</td>
<td>12%</td>
</tr>
<tr>
<td>Human Growth and Development across the Lifespan</td>
<td>12%</td>
</tr>
<tr>
<td>Human Sexuality across the Lifespan</td>
<td>8%</td>
</tr>
<tr>
<td>Interpersonal Relationships</td>
<td>9%</td>
</tr>
<tr>
<td>Family Resource Management</td>
<td>10%</td>
</tr>
<tr>
<td>Parenting Education and Guidance</td>
<td>10%</td>
</tr>
<tr>
<td>Family Law and Public Policy</td>
<td>8%</td>
</tr>
<tr>
<td>Professional Ethics and Practice</td>
<td>7%</td>
</tr>
<tr>
<td>Family Life Education</td>
<td>12%</td>
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</table>
Exam Application Process

- Review/Update Your Profile
- Review/Update Your Education
- Select Your Certification Level
- Select Exam Window
- Request Official Transcript
- Agree to Code of Ethics
- Review Application
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
# Hours Needed

<table>
<thead>
<tr>
<th>Requirements for full certification</th>
<th>Bachelor's degree</th>
<th>Master's or Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family degree</td>
<td>3,200 hours work experience</td>
<td>1,600 hours work experience</td>
</tr>
<tr>
<td>Non-family degree</td>
<td>4,800 hours work experience for bachelor's, master's, or Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>
Criteria for FLE Work Experience

• Preventive & educational in nature
• Incorporates a family & lifespan perspective
• Intentional – it doesn’t just happen
• Includes a planned curriculum or lesson
• Relates to at least one of the 10 FLE content areas
• Focuses on normal family stressors
• Focuses on skills & abilities

https://www.pexels.com/photo/people-having-meeting-inside-conference-room-1181395/
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)
Full Certification Application Process

✔ Work Experience Summary Form

✔ Work Experience Supporting Materials

✔ Employer Assessment and Verification Form

✔ Current Resume or Vita

✔ CFLE Code of Professional Ethics

Certification Level

Provisional Certification
Provisional certification is available to applicants who can demonstrate content knowledge in each of the 10 Family Life Education content areas, but who have not yet earned enough work experience hours in Family Life Education to qualify for full-certification status.

Full Certification
Full certification is available to CFLE applicants who can demonstrate both content knowledge and enough work experience in Family Life Education. Please visit the website to learn more about work experience materials and requirements for full certification.

In addition to submitting all exam application materials, applicants applying for full certification must also:

- document relevant work experiences, including:
  - job title
  - start and end dates
  - total hours for each employment setting/activity
  - calculations showing how you arrived at those hours
  - brief description of activity, and
  - the content areas addressed

Supporting documentation can be uploaded.

- request submission of employer verification and assessment forms for at least half of the work experience hours listed.

Certification Level:

Full Certification

Next
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.
**Employer Assessment & Verification**

- Work experience must be assessed and verified by someone other than the applicant.
- Employer verification request will be emailed as soon as you submit your application.
- Please make sure you let your employer know a verification request is coming their way.
- At least 50% of the required work experience hours must be verified.

### Applicant's Knowledge in the NCFR Family Life Education Content Areas

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Families &amp; Individuals in Societal Contexts</td>
<td></td>
</tr>
<tr>
<td>An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, and occupational institutions in society.</td>
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<tr>
<td>Internal Dynamics of Families</td>
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<tr>
<td>An understanding of family strengths and weaknesses and how family members relate to each other.</td>
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<tr>
<td>Human Growth &amp; Development Across the Life Span</td>
<td></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Human Sexuality</td>
<td></td>
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<tr>
<td>An understanding of the physiological, psychological, &amp; social aspects of sexual development throughout the life span, so as to achieve healthy sexual adjustment.</td>
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</tr>
<tr>
<td>Interpersonal Relationships</td>
<td></td>
</tr>
<tr>
<td>An understanding of the development and maintenance of interpersonal relationships.</td>
<td></td>
</tr>
<tr>
<td>Family Resource Management</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
Situations that can delay review of your application

• 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.
• Employer Verification form has not been completed
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 discussion group, access to NCFR webinars at the $45 rate as well as archived webinars after one year, and general maintenance of the CFLE program.
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 submitting documentation of at least 100 Contact Hours (10 CEs) in continuing education credit.
Contact Us

- [www.ncfr.org/cfle-certification](http://www.ncfr.org/cfle-certification)

- Visit the NCFR website for information on the CFLE program or contact the CFLE program [CFLE@ncfr.org](mailto:CFLE@ncfr.org)

- (763) 781-9331
Questions?