

Certified Family Life Educator (CFLE) Employer Work Experience- Assessment & Verification Form Internship/Practicum Substitution

This form is only for use with the CFLE-Approved School (Abbreviated) application process Practicum/Internship Substitution Option.

The CFLE applicant provides the information on this page. The CFLE applicant's employer provides ratings on pages 2-3, and employer information on page 4. **All four pages must be submitted to NCFR.** The **National Council on Family Relations (NCFR)** sponsors the **Certified Family Life Educator (CFLE)** program. In developing the CFLE credential, NCFR established standards and criteria for the practice of family life education.

NCFR requires that students applying through the CFLE-Approved Program (Abbreviated) application process complete a minimum of a 120 hour practicum/internship course. It is important that the practicum be supervised, graded, and that it appear on their transcript. We understand that in some cases an applicant may have already worked in the field of family life education. In this situation, students can apply for substitution approval by documenting **at least 120 hours** of work experience in family life education. The substitution request must also include a completed **CFLE-Approved Program (Abbreviated) application process Practicum/Internship Substitution Form.**

Employers are asked to provide information on the applicant in a two-step process. Step 1 involves an evaluation of the CFLE candidate's knowledge of the ten family life education content areas as well as their skills and abilities as a family life educator (pages 2 & 3). Step 2 involves verification of the applicant's family life education work experience hours (page 4). The following CFLE candidate has requested that you provide this information as part of their application for CFLE Certification (the information on this page is to be provided by the CFLE Applicant).

Name of CFLE applicant: _____

I am applying for Certification as a Certified Family Life Educator (CFLE) through the National Council on Family Relations (NCFR). I am required to provide documentation of **at least 120 hours** of work experience in family life education, **completed within the past 5 years**, to apply as a substitute for the Practicum/Internship requirement in the CFLE-Approved Program (Abbreviated) application process. I am requesting verification of the hours of family life education work experience provided at:

Name of agency/organization: _____

Position(job title): _____

Dates (mm/yyyy): _____ to _____

Total Hours: _____

I certify that the above information is accurate to the best of my knowledge. I also irrevocably agree to waive any and all rights to view any information submitted by my employer.

Applicant's Signature: _____ Date: _____

Applicant's E-mail Address: _____

Applicant's Phone: _____

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	Rate 1 - 5
The following family life education content areas represent the knowledge base identified as necessary for effective practice.	
1 - 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.	
2 - INTERNAL DYNAMICS OF FAMILIES An understanding of family strengths and weaknesses and how family members relate to each other.	
3 - HUMAN GROWTH & DEVELOPMENT ACROSS THE LIFESPAN An understanding of the developmental changes (both typical and atypical) of individuals in families across the lifespan. Based on knowledge of physical, emotional, cognitive, social, moral, and personality aspects.	
4 - HUMAN SEXUALITY An understanding of the physiological, psychological, & social aspects of sexual development throughout the life span, so as to achieve healthy sexual adjustment.	
5 - INTERPERSONAL RELATIONSHIPS An understanding of the development and maintenance of interpersonal relationships.	
6 - FAMILY RESOURCE MANAGEMENT An understanding of the decisions individuals and families make about developing and allocating resources including time, money, material assets, energy, friends, neighbors, and space, to meet their goals.	
7 - PARENT EDUCATION & GUIDANCE An understanding of how parents teach, guide, and influence children and adolescents.	
8 - FAMILY LAW & PUBLIC POLICY An understanding of legal issues, policies, and laws influencing the well-being of families.	
9 - 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.	
10 - 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.	

STEP ONE (Continued)

Applicant's Traits, Skills, and Abilities as a Family Life Educator

Name of CFLE applicant: _____

NCFR would also like you to rate the applicant on a variety of **traits, skills and abilities needed to be an effective family life educator**. When addressing the applicant's work as a family life educator, please consider the applicant's work experience in such activities as teaching, group facilitation, program development, public information and education, implementation of objectives, methods and evaluation procedures, when applicable.

The following traits, skills, and abilities have been determined to be critical to a successful family life educator. Please rate the applicant on the following scale. Room for comments is available below.

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

Traits, Skills, & Abilities Needed for Family Life Education	Rate 1 - 5
Works well with diverse audiences	
Engages in ethical decision-making	
Exhibits professionalism and maintains appropriate boundaries	
Problem solving skills	
Overall skill in educational methodology, (e.g., needs assessment, planning, implementing, and evaluating curriculums or programs)	
Interpersonal communication skills	
Public speaking skills	
Written communication skills	
Works well one-on-one	
Works well with groups	
Awareness of one's own personal attitudes and cultural values	
Accepts & integrates constructive feedback	
Emotional stability and maturity	
Empathy	
Self-confidence	
Flexibility	

COMMENTS:



STEP TWO: EMPLOYER VERIFICATION OF FAMILY LIFE EDUCATION EXPERIENCE HOURS

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

General Criteria for Family Life Education Work Experience

Family life education work experience can include a variety of activities (paid or unpaid) such as program development, program coordination/administration, program evaluation, needs assessments, marketing of family life education materials and programs, curriculum or resource development, publications, presentations, group facilitation, and community collaboration. In order to consider work experience activities as family life education the work should reflect these criteria:

- The work is educational and preventive in nature, rather than therapeutic
- The work is related to at least one of the ten family life content areas (see page 2)
- The work considers the whole family, even when working only with individuals (i.e., family systems perspective).
- The work reflects a lifespan perspective – childhood, adolescence, adulthood, later adulthood.
- The work includes identified content or a planned curriculum or program.

Name of CFLE applicant: _____

<u>EMPLOYER INFORMATION</u>	
Name: _____	
Agency/Organization where you worked with the applicant: _____ _____ _____	
Your title at the agency/organization: _____	
Your relationship to the applicant, i.e. supervisor, colleague, etc.: _____	
Your current phone number: _____	
Your current email address: _____	
I verify that the information I have provided reflects my perception of the applicant’s knowledge, skills and abilities (pages 2 and 3) and that the verification of employment hours (page 1) is accurate. All four pages of this form must be submitted to NCFR.	
_____ Employer Signature	_____ Date
<u>Comments:</u> 	

Thank you for taking the time to complete this form. Please mail to the attention of CFLE Program at 661 LaSalle Street, Suite 200, Saint Paul, MN 55114. If you have any questions, contact the CFLE program at 888-781-9331 or via email at CFLE@NCFR.org.