

Certified Family Life Educator (CFLE) CFLE-Approved Program- Practicum/Internship Substitution Form

National Council on Family Relations (NCFR) requires that students applying through the CFLE-Approved Program (Abbreviated) application process complete a minimum of 120-hour practicum/internship course. It is important that the practicum be supervised, graded and appear on your 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 submitting this form documenting **at least 120 hours** of work experience in family life education. The substitution request must also include a completed **FLE Employer Assessment and Verification form – Internship/Practicum Substitution** (filled out by an employer or supervisor).

The work experience can be from paid employment, volunteer work, or an internship. It must have been completed within the past **5 years**, and must be relevant to at least **one** of the ten FLE content areas.

I. Name: _____

II. Institution: _____

III. Highest Degree Earned: _____ IV. Degree Conferment Date: _____

Applicant Information

V. I certify that the foregoing information is accurate to the best of my knowledge.

Name: _____ Date: _____

Signature: _____

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 below)
- 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.

Family Life Education Content Areas

1 - FAMILIES & INDIVIDUALS IN SOCIETAL CONTEXTS

An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, health care, 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 across 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 as well as the changing nature, dynamics and needs of the parent child relationship across the lifespan

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.

Documentation of Work Experience

Applicants must provide sample documentation of work experience in family life education. This can include outlines of topics taught, course syllabi, sample handouts and worksheets, promotional brochures and flyers, etc. Please see the next page for examples of work experience. You will need to fill out the final page of this document.

If you work in a setting that would not normally be considered family life education, i.e., nursing home, day care, social work agency, but you feel there are educational and preventative aspects to your work, please provide support that would reflect and/or demonstrate these aspects of your work. It is the responsibility of the CFLE designate to show the preventative and educational nature of their work and its relevance to the ten content areas. This information can be provided on a separate piece of paper if necessary.

EXAMPLE

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. * Please provide supporting materials: i.e., brochures, worksheets, program outline, table of contents, etc. | Employment Dates & # of Hours/Week/Year Total # of Hours | Content Area(s) Addressed |
|-------------------|---|---|--|---|----------------------------------|
| Example #1 | Lake Forest Community Center | Community Education Intern Assisted in the teaching of parenting workshops | “Truth and Consequences: Sex Ed for Parents and Parenting Your Sexually Active Teenager” 11-week workshop (3 hours per week x 11 = 33 hours) Workshops included: parenting styles & cultural/generational differences, talking to your children and teens about sex: “Where do you start?,” “sexting” & “hooking up,” date/acquaintance rape, sexually transmitted diseases, contraception, teenage pregnancy & parenthood | February 2017 – August 2018 Taught three times – Community Center + 2 high schools (33 hours each session plus 7 hours prep time) 40 x 3 = 120 hours | #2, #3, #4, #5 & #7 |
| | YWCA | Youth Program Assistant Program implementation | Summer Youth Education Program Provided educational workshops for youth ages 12-18. The workshops included: infant, child & young adult development (including babysitting), employment searches & planning for college, travel & learning about diverse cultures. | May – August 2016 6 hours workshop/week 2 hours prep/week 8 hours x 15 weeks 120 hours | #1, #3, & #6 |
| Example #3 | Saint Stephen’s Catholic Church | Christian Life Assistant Taught Financial Management Sessions | Financial Management Sessions Facilitated classes, arranged speakers, led group discussions, weekly communication with participants. Sessions: Budgeting, Investments, Getting Out of Debt, Creating a Savings Plan, Preventing & Recovering From Identity Theft, Wills & Planned Giving | January 2016 – January 2017 2 hours/class 4 class/month 6 monthly sessions/year 36 hours prep time 180 hours | #6 & #8 |

Total # of Hours of Work Experience = 420

Applicant Name: _____ Date: _____

ABBREVIATED APPLICATION PROCESS PRACTICUM/INTERNSHIP SUBSTITUTION FORM

To be completed only by those seeking to substitute work experience for the Practicum/Internship requirement in the Abbreviated Application Process for the Certified Family Life Educator (CFLE) designation.

Duplicate this form as necessary. If you would like to receive this form as a Word document, contact Maddie at maddiehansen@ncfr.org

| Employer/Sponsoring Organization | Job Title | Family Life Education Activity i.e. work shop presentation, published article, curriculum developed, direct service, etc. * Please provide supporting materials: i.e., brochures, worksheets, program outline, table of contents, etc. | Employment Dates & # of Hours/Week/Year = Total # of Hours | Content Area(s)Addressed |
|---|------------------|--|---|---------------------------------|
| | | | | |

Total # of Hours of all Work Experiences =