HOW TO BECOME A CERTIFIED FAMILY LIFE EDUCATOR (CFLE)
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.
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
• CFLE Continuing Conversations - ongoing, free online discussion forum for all CFLEs
CFLE - Certified Family Life Educators
August 15

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 T, 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?
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
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
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
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 130 CFLE-approved programs

• 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
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 you major, so plan ahead.

• 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 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 3 times each year
  (March, July, & November)
  - Computer-based testing
  - Onsite at the NCFR Conference (November)
Preparing for the CFLE Exam

Exam Application Process

✔ Exam Application Form

✔ Exam Fee

✔ Official Transcript

✔ Signed Code of Ethics

Certified Family Life Educator (CFLE) Examination Application - 2017

Access this form on the NCFR website when you are ready to apply to ensure you have the most current information.

I. NAME: 
   Please type or print neatly as you would like your name to appear on your certificate.

II. CERTIFICATION LEVEL: I am applying for
   ✔ Full Certification**
   ❌ Provisional Certification

** Applicants applying for full certification must also complete the Family Life Education Work Experience Documentation Form—Exams and submit an RSU Employee Assessment and Verification Form(s) assessing at least 50% of documented work. Applicants applying for Provisional Certification complete only this CFLE Exam application.

Degree Type

- Family-Degree: I am an NCFR Approved Program graduate from two years ago.
- Family-Degree: I am a non-NCFR Approved Program graduate.
- Non-Family-Degree

Degree Specific: I am interested in participating in the online CFLE Exam. (I acknowledge that by checking this box I consent to my email address being offered to the study group leaders, and that I may opt out of this listing at any time.)

Certification Level:

- Full Certification
- Provisional Certification

Degree Type

- Family-Degree: Complete CFLE Exam and document 1,260 hours of work experience.
- Non-Family-Degree: Complete CFLE Exam and document at least 1,260 hours of work experience.

Certification Level

- Family-Degree: Complete CFLE Exam and document 1,000 hours of work experience.
- Non-Family-Degree: Complete CFLE Exam and document at least 1,000 hours of work experience.

NCFR Office: 1111 Lake Street, Suite 200 | Saint Paul, Minnesota 55101 | 888-781-0333 | 763-781-0333 | Fax: 763-781-0938 | info@ncfr.org | www.ncfr.org

Exam Dates:

- November 1 - 12, 2017 - Submission deadline postmarked October 3, 2017
- February 24 - March 17, 2018 - Submission deadline postmarked February 2, 2018
- July 14 - August 6, 2018 - Submission deadline postmarked June 22, 2018
- October 27 - November 17, 2018 - Submission deadline postmarked October 5, 2018

I plan to take the CFLE Exam online at the NCFR Annual Conference in Orlando, Florida. November 15, 2017.

Please contact the NCFR office if you have a documented need for special accommodations. Testing center locations:
National Council on Family Relations | 1111 Lake Street, Suite 200 | Saint Paul, Minnesota 55101 | 888-781-0333 | 763-781-0333 | Fax: 763-781-0938 | info@ncfr.org | www.ncfr.org
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>
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</table>
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).
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.

### 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.

<table>
<thead>
<tr>
<th>Employer/Sponsoring Organization</th>
<th>Job Title</th>
<th>Family Life Education Activity i.e. work shop presentation, published article, curriculum developed, direct service, etc. Supporting materials attached</th>
<th>Employment Dates &amp; # of Hours/Week/Year Total # of Hours</th>
<th>Content Area(s) Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Bachfield Community Education</td>
<td>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 &amp; promotional brochure)</td>
<td>Jan 2014 – Dec 2015 Taught two times each year (30 hours each session plus 8 prep time) 33 x 1 = 33 hours</td>
<td>#2, #3, #5 &amp; #7</td>
</tr>
<tr>
<td>Example</td>
<td>Family Service Agency</td>
<td>Case Manager Program development &amp; implementation Work with single teen mothers individually and in small groups. Teaching money management, goal setting and parenting. (included worksheet &amp; handouts used with clients, outlines of topics taught)</td>
<td>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</td>
<td>#3, #6, #7</td>
</tr>
<tr>
<td>Example</td>
<td>Riverside Clinic</td>
<td>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 &amp; handouts used, example of resource list, etc.)</td>
<td>May 2015 – March 2017 15 clients (15 hours per week plus 3 prep time) 18 x 110 weeks</td>
<td>#3, #4, #5</td>
</tr>
<tr>
<td>Example</td>
<td>College University</td>
<td>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</td>
<td>Fall 2014 - Fall 2016 4 course offerings x 60 hours + 240 hours</td>
<td>#2, #5</td>
</tr>
</tbody>
</table>
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.
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.
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 CEUs) 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?
Contact Us

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