

## Application for Prior Approval of Continuing Education Credit in NCFR Certified Family Life Educator (CFLE) Credential

**Instructions:** Please submit **four weeks prior** to the date you would like to receive verification of continuing education credits for your program. The most current version of this form can be accessed on the NCFR website at: <https://www.ncfr.org/cfle-certification/cfle-continuing-education>.

**Return to:** CFLE@NCFR.org

**Program Sponsor** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Website for Event** \_\_\_\_\_

**Location of the Event** \_\_\_\_\_

**Name and Title of Contact Person** \_\_\_\_\_

**1. Activity/Program Title** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Type of Activity (check one)	Start Date	End Date	Ongoing
_____ Professional Meeting	_____	_____	_____
_____ Non-credit Course/Workshop	_____	_____	_____
_____ Academic Credit Course	_____	_____	_____
_____ Other (Please specify)	_____	_____	_____

**3. Objectives of Activity/Program** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Target Audience/Clientele** \_\_\_\_\_

\_\_\_\_\_

5. **Brief Program Description (Attach program/course description, outline, course syllabi, etc. including time schedule (including breaks if applicable))\*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Please attach conference/training agenda including breaks, start and end times, and a description of each session to the email**

6. **Major Content Areas Included: (Please check those which will be covered in your presentation)**

- \_\_\_\_\_ **Families and Individuals in Societal Contexts** - *Structures and Functions; Cultural Variations; Dating, Courtship, Marital Choice; Kinship; Cross-Cultural and Minority; Changing Gender Roles; Demographic Trends; Historical Issues; Work-Family Relationships; Societal Relations.*
- \_\_\_\_\_ **Internal Dynamics of Families** - *Internal Social Processes; Communication; Conflict Management; Normal Family Stresses; Family Crises; Special Needs in Families.*
- \_\_\_\_\_ **Human Growth and Development** - *Prenatal; Infancy; Early and Middle Childhood; Adolescence; Adulthood; Aging.*
- \_\_\_\_\_ **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 and Others; Communication Skills; Intimacy, Love, Romance; Relating to Others.*
- \_\_\_\_\_ **Family Resource Management** - *Goal Setting and Decision-Making; Development and Allocation of Resources; Social Environment Influences; Life Cycle and Family Structure Influences; Consumer Issues and Decisions.*
- \_\_\_\_\_ **Parent Education and Guidance** - *Parenting Rights and Responsibilities; Parenting Practices/Processes; Parent/Child Relationships; Variation in Parenting Solutions; Changing Parenting Roles across 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 and Technological Changes.*
- \_\_\_\_\_ **Family Life Education Methodology** - *Planning and Implementing; Evaluation; Education Techniques; Sensitivity to Others; Sensitivity to Community Concern.*

7. **Names and Titles of Presenter(s)** \_\_\_\_\_

\_\_\_\_\_

8. **Total Number of Presentation Minutes (excluding breaks)** \_\_\_\_\_

*Be sure to include a time schedule showing meals and breaks and the total number of presentation minutes. Please note that we are unable to approve minutes for the following: poster sessions, exhibit hours, business/committee meetings, award presentations, social gatherings, breaks, & meals (we will approve time for meals that are part of a presentation).*

9. Total Number of Continuing Education Hours (one continuing education hour = 60 minutes). Divide total number of presentation minutes by 60. Hours must be rounded to nearest half or whole.

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10. If a credit course, number of term or semester hours: \_\_\_\_\_

*Please Note: Approval is for this event only. Approval for other events must be applied for separately.*

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**For NCFR Office Use Only:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Total Number of Continuing Education Hours Approved \_\_\_\_\_

Staff Signature \_\_\_\_\_