

Directions for Certified Family Life Educator (CFLE) Academic Program Renewal

Academic Program Review (APR) is a function of the National Council on Family Relations (NCFR) Education Department. To maintain NCFR approval for meeting the Certified Family Life Educator (CFLE) criteria, NCFR CFLE-approved academic programs are reevaluated every five years via a Renewal Application process. Universities and colleges seeking to renew their CFLE-approved family degree programs must provide updated information and syllabi for each program. A separate and complete set of all materials is required for each approved degree program, i.e., separate applications for undergraduate and graduate programs.

Accreditation:

NCFR-approved institutions must be accredited by one of the regionally accredited agencies. These include Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC CIHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACS COC), and Western Association of Schools and Colleges, Senior College and University Commission (WASC WSCUC).

CFLE and NCFR members on faculty:

Approved institutions must have at least one NCFR member and one CFLE on staff within the department that is offering the degree for which approval is sought. This can be the same person. An NCFR membership application can be submitted at the same time as the Academic Program Renewal Application. The staff member should be a full-time, tenured or tenure-track faculty member.

If there are no current Certified Family Life Educators on faculty the application for program renewal can still be submitted, but final program renewal will not be granted until at least one faculty member is certified. For those not recently graduating from an NCFR-approved program, the CFLE designation is awarded via successful completion of the CFLE exam which is offered throughout the year. Email cfl@ncfr.org for information about the CFLE exam.

Renewal processing fee:

Submission of the APR Renewal application must be accompanied by the APR Renewal application fee. Please check the website for current fees. The [APR Renewal Application form](#) can be acquired via the NCFR website. Please mail a hard copy of the application form (with payment information or check payable to NCFR) to the HQ office at 661 LaSalle Street, Suite 200, Saint Paul, MN 55114. If paying with credit card over the phone, please email a completed APR Renewal form (*without* credit card information) to info@ncfr.org. Please consult the [APR Directions and Guidelines](#) document for information on late fees attributable to delays in submitting application materials or responding to requests for additional information.

Once the application fee is received by NCFR, Dr. Claire Kimberly, CFLE, NCFR Academic Program Review Liaison, will provide you with submission directions. She will conduct a preliminary review and submit the application materials to the Academic Program Review Committee as needed. Typically, submission materials consist of a narrative about proposed changes, a modified checklist reflecting any changes, and a full set of syllabi for all courses on the curriculum checklist. The APR Liaison may request additional materials based on the program's previous review or on new policies of the APR Committee.

Contact for questions about the NCFR CFLE Academic Program Renewal: Claire Kimberly, Ph.D., CFLE, NCFR Academic Program Liaison, aprliaison@ncfr.org