CFLE EXPERIENCE RECOGNITION APPLICATION

Application Process for the
National Council on Family Relations
Certified Family Life Educator (CFLE) Designation

(Submit one copy of all application materials)
Please print legibly

Name: ____________________________________________
Please type exactly as you would like your name to appear on your certificate.

Preferred Mailing Address ____________________________________________
__________________________________________
__________________________________________

Telephone #: Office __________________ Home __________________

E-mail: ____________________________________________

Number of year’s experience in family life education: _______ Full Time _______ Part-Time

Current Title and Employer: ________________________________

The Experience Recognition application fee is $225 for NCFR members and $325 for non-members.

If you are not already an NCFR member but wish to join, you can submit a NCFR membership application along with the appropriate membership fee at the same time that you submit the CFLE application. You would then qualify for the member rate for the CFLE application fee. Please pay with separate checks if possible.

NCFR Membership # ___________________________ (found on membership card or mailing label.)

Mail completed application to:

National Council on Family Relations
Certification Department
3989 Central Avenue NE #550
Minneapolis, MN 55421
(888) 781-9331, ext. 12

I certify that the foregoing information is accurate to the best of my knowledge. I also irrevocably agree to waive any and all rights to see the records of the Review Committee and the Appeals Committee. I understand that only the core content of my application will be retained on file at the NCFR office and that all supplemental materials will be disposed of after my application has been approved.

Information on the appeals process is available upon request from the NCFR office.

Name ___________________________ Date ___________________________

Signature ___________________________
The CFLE Experience Recognition application process was developed to provide established family life education professionals the opportunity to apply for the CFLE designation through a limited-time abbreviated application process. It has been designed to allow flexibility in the way in which the applicant provides information while still maintaining the integrity of the CFLE designation. If the requested information can be easily identified through a vita or resume, then no additional information is needed. However, we have found that it greatly speeds up the review process and increases the likelihood of approval if transcripts and examples of work experience such as course syllabi, are included.

In order to apply using the Experience Recognition process, an applicant must meet the following minimum criteria:

**Family related or social science degree from an accredited institution**:  
Baccalaureate degree in social science and at least 7 years experience in family life education, or 
Masters degree in social science and at least 5 years experience in family life education, or 
Doctorate degree in social science and at least 3 years experience in family life education

**Non-social science degree from an accredited institution**:  
Baccalaureate degree in non-social science and at least 10 years experience in family life education, or 
Masters degree in non-social science and at least 7 years experience in family life education, or 
Doctorate degree in non-social science and at least 5 years experience in family life education

* Accredited means a recognized regional agency for the accreditation of Baccalaureate institutions. Acceptable agencies include: Middle States Association, Northwest Association of Schools & Colleges, North Central Association of Colleges & Schools, New England Association of Schools & Colleges, Southern Association of Colleges & Schools; Western Association of Schools & Colleges.

An applicable social science degree is dedicated to the study of people and society with an emphasis on human development, families, and children. Examples might include: child and family studies, child development, child psychology, counseling and guidance, early childhood education, family and consumer sciences/home economics, family and consumer sciences education/home economics education, family services, family studies, human development, human ecology, human services, marriage and family counseling, marriage and family studies, pastoral counseling, ethnic minority studies, psychology, social work, sociology. Contact the Certification Director if you have any questions about the applicability of your degree.

Experience in family life education is defined as preventative and educational activities including program development, implementation, evaluation, teaching, training, and research related to individual and family well-being. Half credit (i.e., six months credit for each year) may be given for marriage and family therapy, counseling, social work with families and other intervention-based activities, but the majority of the work should be prevention and education based. Full-time experience is defined as 30 hours per week (approximately 1,560 hours per year as a minimum). This is given only as a guideline; it is not necessary for the applicant to document the work experience on an hourly basis.

The Experience Recognition application is an abbreviated process. However, specific information is needed in order to determine if the applicant qualifies for certification. This information is described below. If this information can be found easily on a vita or extended resume, then no additional information will be requested. If additional information is needed, the Certification Director will send the applicant a written request.

Information required by all applicants includes:

- Educational background - degrees awarded, majors, dates, institutions
- History of relevant family life education experience
- Evidence of continuing education experiences over at least the past five years. This can include a simple listing of conferences and seminars attended
- Evidence of preparation and/or experience in at least seven of the ten family life substance areas
CFLE Family Life Education Substance Areas

The criteria for the Certified Family Life Educator (CFLE) includes ten family life substance areas. A description of each of the substance areas is included in this packet. It is assumed that applicants applying under the Experience Recognition process have gained a familiarity and understanding of all ten substance areas through their years of experience in family life education. For the purposes of the Experience Recognition process, and in recognition of the number of years of experience needed to qualify for this abbreviated process, only seven of the ten areas need to be directly addressed in the information submitted by the applicant.

The areas of Families in Society, Internal Dynamics of Families, Human Growth and Development over the Life Span, and Family Life Education Methodology are considered core to the field of family life education. All applicants should provide information that demonstrates solid knowledge and understanding in these four areas. The six remaining substance areas include Human Sexuality, Interpersonal Relationships, Family Resource Management, Parent Education and Guidance, Family Law and Public Policy, and Ethics. Applicants must document their preparation and experience in at least three of these six areas.

In summary, information submitted by applicants applying under the Experience Recognition process should reflect knowledge and understanding in at least seven of the ten family life substance areas (four core areas and three of the six remaining areas). If the information included in your vita or resume clearly shows preparation and/or experience in at least seven of the ten areas, then no additional information needs to be submitted.

However, if it is not readily clear how a substance area is addressed, the applicant needs to take extra steps to make this information clear to the reviewer. The way in which this preparation and/or experience is identified is at the discretion of the applicant. Some possible options:

- The applicant may include a short cover letter, which clarifies how the substance areas are addressed.
- The applicant may choose to highlight certain parts of their vita/resume, transcript, etc. with a note to identify which substance area is addressed by the activity.
- The applicant can complete the enclosed one-page worksheet. Use of this worksheet is optional.

Again, we have found that it greatly speeds up the review process and increases the likelihood of approval if transcripts and examples of work experience such as course syllabi, are included.

The application fee for the Experience Recognition process is $225 for NCFR members and $325 for non-members. A membership application can be submitted at the same time, but separate checks are appreciated.

There is no submission deadline. The current CFLE application process, as well as the Experience Recognition process, will be available until June 30, 2001. Once the CFLE examination is in place applicants may only apply for the CFLE designation by completing the exam or by graduating from an NCFR-approved program and completing the Abbreviated Application process.

Only one copy of the application material is needed. The Certification Director will review applications with consultation by the review committee if needed. You will be notified of the decision within sixty days.

Once certified, the designate must pay a yearly maintenance fee (currently $40 for NCFR members and $65 for non-members), in order to remain certified. Designates will be billed for the CFLE Maintenance Fee each January. This fee helps to cover the cost of the CFLE newsletter, the CFLE Directory, the CFLE listserv, and general maintenance and marketing of the program.

CFLEs must submit evidence of continuing education activity every five years along with a recertification fee (currently $40 for members and $65 for non-members). Designates will be notified when their continuing education credits are coming due.

Please contact Dawn Cassidy, NCFR Certification Director at (888) 781-9331, ext. 12 or via e-mail at Cassidyd@ncfr.org if you have any questions about the CFLE Experience Recognition Process.
FAMILY LIFE EDUCATION SUBSTANCE AREAS

Sub-content areas are listed to give you an idea of the scope of each content area; you are not expected to have background in each of these sub-content areas. Additional documentation beyond the vita/resume may (not required) include: transcripts; syllabi for courses, course descriptions and workshops you've enrolled in or taught; brochures of programs you've attended, planned, or taught; publications you've written (table of contents or abstracts only); etc. This information is needed only if the vita/resume does not readily reflect coverage of these substance areas.

#1. Families in Society - An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, and occupational institutions in society.

e.g., Structures and Functions; Cultural Variations (family heritage, social class, geography, ethnicity, race & religion); Dating, Courtship, Marital Choice; Kinship; Cross-Cultural and Minority (understanding of lifestyles of minority families and the lifestyles of families in various societies around the world); Changing Gender Roles (role expectations & behaviors of courtship partners, marital partners, parents & children, siblings, & extended kin); Demographic Trends; Historical Issues; Work-Family Relationships; Societal Relations (reciprocal influence of the major social institutions and families).

#2. Internal Dynamics of Families - An understanding of family strengths and weaknesses and how family members relate to each other.

e.g., Internal Social Processes (including cooperation & conflict); Communication (patterns & problems in husband-wife relationships and in parent-child relationships, including stress & conflict management); Conflict Management; Normal Family Stresses (transition periods in the family life cycle, three-generation households, caring for the elderly, & dual careers); Family Crises (divorce, remarriage, death, economic uncertainty & hardship, violence, substance abuse); Special Needs in Families (including adoptive, foster, migrant, low income, military, & blended families as well as those with disabled members).

#3. Human Growth and Development Over the Life Span - An understanding of the developmental changes of individuals in families throughout the life span. Based on knowledge of physical, emotional, cognitive, social, moral, and personality aspects.

e.g., Prenatal; Infancy; Early and Middle Childhood; Adolescence; Adulthood; Aging.

#4. 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.

e.g., Planning and Implementing; Evaluation (materials, student progress, & program effectiveness); Education Techniques; Sensitivity to Others (to enhance educational effectiveness); Sensitivity to Community Concerns and Values (understanding of the public relations process).
#5.  **Interpersonal Relationships** - An understanding of the development and maintenance of interpersonal relationships.

e.g., Self and Others; Communication Skills (listening, empathy, self-disclosure, decision-making, problem-solving, & conflict resolution); Intimacy, Love, Romance; Relating to Others (respect, sincerity, & responsibility).

#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.

e.g., Goal Setting and Decision-Making; Development and Allocation of Resources; Social Environment Influences; Life Cycle and Family Structure Influences; Consumer Issues and Decisions.


e.g., Parenting Rights and Responsibilities; Parenting Practices/Processes; Parent/Child Relationships; Variation in Parenting Solutions; Changing Parenting Roles Over the Life Cycle.

#8.  **Family Law and Public Policy** - An understanding of the legal definition of the family and laws which affect the status of the family.

e.g., Family and the Law (relating to marriage, divorce, family support, child custody, child protection & rights, & family planning); Family and Social Services; Family and Education; Family and the Economy; Family and Religion; Policy and the Family (public policy as it affects the family, including tax, civil rights, social security, economic support laws, & regulations).

#9.  **Ethics** - An understanding of the character and quality of human social conduct, and the ability to critically examine ethical questions and issues.

e.g., Formation of Values; Diversity of Values in Pluralistic Society; Examining Ideologies; Social Consequences of Value Choices; Ethics and Technological Changes; Ethics of Professional Practice.

#10. **Human Sexuality** - An understanding of the physiological, psychological, & social aspects of sexual development throughout the life span, so as to achieve healthy sexual adjustment.

e.g., Reproductive Physiology; Biological Determinants; Aspects of Sexual Involvement; Sexual Behaviors; Sexual Values and Decision-Making; Family Planning; Sexual Response; Sexual Dysfunction; Influence on Relationships.
CFLE Experience Recognition Process **Optional** Worksheet

You may use this worksheet to clarify your preparation/experience in those substance areas that are not readily identifiable on your vita/resume. Contact Dawn at Cassidyd@ncfr.org if you would like this worksheet emailed to you as a Word attachment. This will allow you to enlarge the boxes as needed.

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* Core area.