



Certified Family Life Educator (CFLE) Work Experience Summary Form

For Provisional CFLEs upgrading to Full Certification.

For office use only	
Date	_____
Check #	_____
Amount \$	_____

National Council on Family Relations

If you are not yet certified and are pursuing certification through the CFLE Exam, **do not use this form**. Instead, please use the **FLE Work Experience Summary Form – Exam**.

Access this form at <http://www.ncfr.org/cert/become/workexperiencenew.asp> when you are ready to upgrade to ensure you have the most current information.

Please submit this form as close to your CFLE anniversary month as possible to avoid overlap in the payment of the CFLE Annual fee. You can access your anniversary month at https://my.ncfr.org/ncfrssa/ssauthmain.login_page or contact the NCFR office.

I. Name: _____
Please type **exactly** as you would like your name to appear on your new certificate.

Preferred Mailing Address: _____

City, State, Zip/Postal Code: _____

Telephone: **Work:** _____ **Home:** _____

E-mail: _____

Original Date of Certification: *(found on your certificate)* _____

Number of years of experience in family life education: _____ Full Time Part Time

Highest Degree Earned: _____ **Institution:** _____

Date Degree Awarded: _____

II. Full Certification is available to the degreed professional who has documented sufficient work experience in family life education (see table below). Please see the list of family life content areas and work experience criteria beginning on page 3 for clarification. Applicants applying for Full Certification must also complete the Family Life Education Work Experience Summary Form (page 6) of this application **and** submit an **FLE Work Experience Assessment & Verification** form from each major employer.

Requirements for Full Certification		
	Bachelor's Degree	Master's or Ph.D. Degree
Family Degree*	3,200 hours work experience	1,600 hours work experience
Non-family Degree	4,800 hours work experience	

*A family-specific degree will typically have the word "family" in the title. A degree without family in the title may be accepted if it can be shown that the degree included coursework specific to each of the ten content areas. If you are unsure if your degree would qualify as family-specific, contact the NCFR office.



III. On the **Work Experience Summary Form** (page 6), please list your relevant experiences as a family life educator. Include representative examples of the major FLE work experiences listed, i.e. course outlines, brochures, handouts, worksheets, table of contents for curriculum, publications, etc. Be prepared to provide additional documentation if requested.

IV. Provide a **Family Life Education Work Experience Assessment & Verification** form from each major employer. At least 50% of the total work experience hours should be verified by an employer.

V. Submit a current resume or vita.

VI. Upgrade Fee – If you are already Provisionally Certified and want to upgrade to Full Certification you need to pay a non-refundable Upgrade fee of \$115 (NCFR Members) or \$165 (non-NCFR members) for application processing. This fee includes the CFLE Annual fee for the next year.

If paying at the NCFR member rate, include membership number. (You do not have to be a member of NCFR in order to be a CFLE, but non-members pay higher fees.) **If you are pursuing Full Certification as part of the CFLE Exam Application process you do not need to complete this form or pay the Upgrade fee as it is included in the Full Exam Application fee**

NCFR Membership # _____ (found on NCFR membership card or mailing label.) **Membership application and fee may be submitted along with application.** Please pay with separate checks if possible. Make checks payable to NCFR or National Council on Family Relations

Payment Information: Check Credit Card (Visa/MasterCard) \$ _____ **Amount Paid**

Credit Card #: _____ **Exp. date:** _____ **CVD # (on back of card):** _____

Street Address and Zip Code for card owner: _____

If sending hard copy, submit completed application to:
National Council on Family Relations • 1201 West River Parkway, Suite 200 • Minneapolis, MN 55454

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

Name _____ Date _____

Signature _____



The following information pertains only to those pursuing FULL Certification

Family Life Education Work Experience

The National Council on Family Relations (NCFR) considers family life education work experience to be employment that involves **prevention and education** for individuals and families relevant to the ten FLE content areas. Volunteer work may be considered but it should be supported with some kind of training or formal preparation. Employment is typically demonstrated through curriculum and material development, and the development or presentation of workshops, courses or programs involving life skills; i.e. communication, parenting, financial management, sexuality, etc. Family life education can also involve research, program administration and policy development. Applicants who work in a non-traditional family life education setting, but have incorporated family life education methods, and/or a preventive and educational approach into their work, can provide clarification as to how this is done. *(An example might be someone who works in a nursing home and has developed a series of classes and support materials for residents and family members about coping with change, making decisions, and/or managing assets.)* Each work experience should be relevant to at least one of the ten content areas.

Relevant work experiences should have occurred within the past five years. Experience earned before graduation can be used, but the majority of the work experience should be earned post-graduation. Experience used during an internship can be used but must be supported with other work experiences.

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 page 3)
- 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.

In order to receive Full Certification as a Certified Family Life Educator (CFLE), an applicant must document sufficient family life education work experience activity. The number of hours of work experience needed varies depending upon the level and relevance of the applicant's degree:

Requirements for Full Certification		
	Bachelor's Degree	Master's or Ph.D. Degree
Family Degree	3,200 hours work experience	1,600 hours work experience
Non-family Degree	4,800 hours work experience	

Each work experience should be relevant to at least one of the ten content areas:

Family Life Education Content Areas
<p>FAMILIES & INDIVIDUALS IN SOCIETAL CONTEXTS An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, and occupational institutions in society.</p>
<p>INTERNAL DYNAMICS OF FAMILIES An understanding of family strengths and weaknesses and how family members relate to each other.</p>
<p>HUMAN GROWTH & DEVELOPMENT ACROSS THE LIFESPAN An understanding of the developmental changes of individuals in families throughout the lifespan (including prenatal, infancy, early and middle childhood, adolescence, adult, and aging) to meet their changing needs.</p>
<p>HUMAN SEXUALITY An understanding of the physiological, psychological, & social aspects of sexual development throughout the life span, so as to achieve healthy sexual adjustment.</p>
<p>INTERPERSONAL RELATIONSHIPS An understanding of the development and maintenance of interpersonal relationships.</p>
<p>FAMILY RESOURCE MANAGEMENT An understanding of the decisions individuals and families make about developing and allocating resources (e.g., time, money, material assets, energy, friends, neighbors, and space) to meet their goals.</p>
<p>PARENT EDUCATION & GUIDANCE An understanding of how parents teach, guide, and influence children and adolescents.</p>
<p>FAMILY LAW & PUBLIC POLICY An understanding of legal issues, policies, and laws influencing the well-being of families.</p>
<p>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.</p>
<p>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.</p>

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. It is not necessary to document all work experience activities listed.

EXAMPLE - SUMMARY OF WORK EXPERIENCE IN FAMILY LIFE EDUCATION - EXAMPLE

For Upgrading from Provisional to Full Certification as a Certified Family Life Educator (CFLE) through the National Council on Family Relations

This is not meant to be one person's application, but rather examples of how to document work experience in a variety of 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. Supporting materials attached	Employment Dates & # of Hours/Week/Year Total # of Hours	Content Area(s) Addressed
Example	Richfield Community Education	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. <i>(Include outline of workshop & promotional brochure)</i>	2001 - 2002 Taught two times each year (30 hours each session plus 30 hours prep time) 60 x 4 = 240 hours	#2, #3, #5 & #7
	Family Service Agency	Case Manager Program development & implementation	Work with single teen mothers individually and in small groups, teaching money management, goal-setting and parenting. <i>(Include worksheet & handouts used with clients, outlines of topics taught)</i>	March 2002 to present 8 clients 25 hours per week (40 weeks to date) 1000 hours	#3, #6, #7
	Riverside Clinic	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 <i>(Include outlines of topics covered, worksheets & handouts used, example of resource list, etc.)</i>	March 2002 – present 15 clients 15 hours per week (40 weeks to date) 600 hours	#3, #4, #6

Example	Brown County Family Service Agency	Family Outreach Develop and implement programs	Work with Latino parents in rural family service agency so that they understand how to provide adequate nutrition, injury prevention, and school success skills with their young children Information is shared through workshops, home visits, and small groups <i>(Include outlines of topics taught, worksheets & handouts used, promotional materials, etc.)</i>	February 1998 – present 40 hours/week. Approximately 25 hours per week in preventative/educational activities 1300 hours/year x 5 = 6,500 hours	#3, #7, #8
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Total # of Hours of Work Experience =

FAMILY LIFE EDUCATION WORK EXPERIENCE SUMMARY FORM

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Note: 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 his/her work and its relevance to the ten content areas. This information can be provided on a separate piece of paper if necessary.

Employer/Sponsoring Organization (Include address)	Job Title	Family Life Education Activity i.e. work shop presentation, published article, curriculum developed, direct service, etc. Supporting materials attached	Employment Dates & number of hours/Week/Year Total # of Hours	FLE Content Area Addressed (see page 4)

Total # of Hours of Work Experience =
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