

December 9, 2021

Alyssa McElwain, Ph.D., CFLE  
1000 E. University Avenue  
Laramie, WY 82071

Dear Dr. Alyssa McElwain,

Congratulations! The National Council on Family Relations (NCFR) is pleased to renew the approval of the *Family and Consumer Sciences* undergraduate programs at **University of Wyoming** as offering coursework that meets the Standards and Criteria required for the provisional Certified Family Life Educator (CFLE) designation. Your program has been reviewed and it has been determined that it includes an internship and course work that adequately covers the 10 Family Life Education (FLE) content areas required for the CFLE designation. Two copies of your approval certificate are enclosed.

Because your curriculum is approved by NCFR, your graduates qualify to complete the CFLE-approved program application. To qualify, students must have completed the specified course or courses under each of the 10 Family Life Education content areas, plus an internship. An updated checklist of your program is enclosed and is posted on the NCFR web site. The checklist consists of the courses that have been approved and the content area(s) to which they apply. Please contact me if you have any questions or concerns about the courses listed.

Please encourage students to read the *CFLE-approved Program Application Directions* when applying to ensure they are meeting all criteria. All forms and information needed for the CFLE-approved program application can be found under **CFLE-approved program application** in the **CFLE Credential/Become Certified** section of the NCFR Website. Please encourage students to check the website before applying to make sure they are using the most up-to-date forms.

Enclosed is a copy of the *APR Policies and Procedures* document. Please have anyone involved in promoting the availability of the CFLE-approved program process to your students read this document so that they are familiar with the requirements and can accurately assist students.

Please note that NCFR's approval of your program curriculum does not imply accreditation in any way. Approval refers only to the fact that your program offers the coursework and internship needed for the provisional Certified Family Life Educator designation. NCFR has not completed any evaluation of the faculty, campus, or facilities of your institution. We recommend the following wording regarding the CFLE status of your program:

*Family and Consumer Sciences* undergraduate programs at **University of Wyoming** has been reviewed by the National Council on Family Relations. It has been recognized as an NCFR CFLE-approved program offering coursework covering the content required for the Certified Family Life Educator (CFLE) designation. Graduates of NCFR CFLE-approved programs qualify to apply for the CFLE designation via the CFLE-approved program process.

It is important for faculty to be familiar with the fact that this program is CFLE-approved and what that means for the students. It is equally important for them to be familiar with the substitution process, policy regarding transfer credits, and the CFLE-approved program application process in general so that they can properly advise students.

One easy way to increase awareness of program approval is to include reference in the syllabus of each approved course e.g., *This course meets the requirements for the Internal Dynamics of Families content area of the Certified*

*Family Life Educator (CFLE) credential.* This helps to familiarize the student with CFLE credential early on in their family coursework.

As an NCFR CFLE-approved program, your school is listed in several places on the NCFR website: the **CFLE Credential** section of the website as well as through the **Degree Programs in Family Science** section.

You can promote the Certified Family Life Educator credential with free copies of the CFLE trifold brochure! The brochure highlights what Family Life Education is; why and how to become a CFLE; why employers hire CFLEs; and what current CFLEs say about the credential. These brochures can be ordered in any quantity by visiting this website: <https://www.ncfr.org/cfle-certification/academic-institutions>

As the CFLE contact for your school, you have been subscribed to the CFLE Academic Program Review (APR) discussion group. The CFLE APR discussion group provides NCFR with the means to contact CFLE-approved programs with information and news about the Academic Program Review. It also provides you with a way to network with other CFLE-approved school representatives. **Log in at groups.ncfr.org** (with the same email address and password you use for the NCFR website and my.ncfr.org) to explore the group, create and reply to posts, and share resources.

**Program Maintenance** – Payment of the APR Annual fee is required to maintain your program's status as a CFLE-approved program. An invoice for this fee is sent to the identified CFLE contact at least 2 months prior to the due date. Additionally, each CFLE-approved program must have at least one active CFLE and NCFR member on staff. This can be the same person. Failure to meet these requirements can result in termination of the program's CFLE approval and therefore, your graduate's ability to apply for the CFLE credential through the CFLE-approved program process.

**Program Renewal** – The period of approval is 5 years; **September 30, 2026** will be your next renewal date. Submission of your renewal application including a full set of course syllabi will be due to NCFR at that time. Your program's ID# is: **55327**. Please have this ID number handy when contacting NCFR about your program.

Any substantial course changes such as the elimination of approved courses, course number or title changes, etc., should be reported as soon as these changes take effect. Thus, you may have reason to update information before the renewal date. Updates can be made directly with me.

Please note that a representative from renewed programs are asked to stand and be recognized each year at the CFLE Reception at the NCFR conference. Please watch for an invitation to that event.

Congratulations on the renewal of your program curriculum by NCFR's Academic Program Review Committee. Please display the enclosed approval certificate proudly!

Sincerely,

A handwritten signature in black ink that reads "Claire Kimberly". The signature is written in a cursive, flowing style.

Claire Kimberly, Ph.D., CFLE  
NCFR Academic Program Liaison



# Certified Family Life Educator

National Council on Family Relations  
certifies that

*University of Wyoming  
Family and Consumer Sciences  
Undergraduate Program*

provides course work meeting all standards and criteria for the  
Provisional Certified Family Life Educator (CFLE) designation

September 30, 2026  
Renewal Date

October 1996

Original date of approval

Program ID #: 55327

President,  
National Council on Family Relations

## **Help your students achieve the CFLE designation**

The number of CFLE-approved program applications received from graduates of an approved program is directly influenced by the support and promotion of the CFLE credential at each school. It is important for faculty to be familiar with the fact that the program is CFLE-approved and what that means for the students. It is equally important for them to be familiar with the substitution process, transfer credit policy, and the CFLE-approved program application in general so that they can properly advise students. There is a PowerPoint presentation about the CFLE-approved program applications at <https://www.ncfr.org/cfle-certification/become-certified/abbreviated-application-process> (scroll to the bottom of the page).

One easy way to increase awareness of program approval is to include reference in the syllabus of each approved course e.g., *This course meets the requirements for the Internal Dynamics of Families content area of the Certified Family Life Educator (CFLE) credential.* This helps to familiarize the student with CFLE credential early on in their family coursework.

Please share any efforts you have undertaken at your school to help promote your CFLE program approval and increase the number of graduates who go on to become certified.

## CFLE-Approved Program Checklist

### Provisional Certified Family Life Educator (CFLE)

## University of Wyoming, Undergraduate Degree

### B.S., Family & Consumer Sciences, HDFs Program Option

*NCFR-approved program since 10/1996*

Submit this checklist with all other materials required for the CFLE-approved program (abbreviated) application process. Find information and forms at: <https://www.ncfr.org/cfle-approved-program>

**Instructions:** Confirm that the courses listed below appear on your transcript. For any course substitutions (maximum two), include course syllabi from the year you completed the course. Use the blank row at the bottom to indicate content area and course title.

✓	CFLE Content Area	CFLE-Approved Program (Abbreviated) Coursework
	1. Families & Individuals in Societal Contexts	FCSC 2131 – Family Relations
	2. Internal Dynamics of Families	FCSC 4138 – Family Stress & Coping
	3. Human Growth & Dev across the Lifespan	FCSC 2121 - Child Development <b>AND</b> FCSC 3122 – Adolescence <b>AND</b> FCSC 2110 – Fundamentals of Aging & Human Development
	4. Human Sexuality	FCSC 2133 – Intimate Relationships
	5. Interpersonal Relationships	FCSC 2133 – Intimate Relationships
	6. Family Resource Management	FCSC 4112 - Family Decision Making & Resource Management
	7. Parent Education & Guidance	FCSC 3119 - Parent-Child Relations
	8. Family Law & Public Policy	FCSC 4118 – Family Policy
	9. Professional Ethics & Practice	FCSC 4125 – Professional Practices in Human Development and Family Sciences <b>AND</b> FCSC 4112 – Family Decision Making & Resource Management
	10. Family Life Education Methodology	FCSC 4125 – Professional Practices in Human Development and Family Sciences
	Internship/Practicum (minimum 120 hours)	FCSC 4132 – Internship in Human Development and Family Sciences

## **National Council on Family Relations**

# **Certified Family Life Educator (CFLE)**

## **Academic Program Approval Policies and Procedures**

## Introduction

National Council on Family Relations (NCFR) administers the Certified Family Life Educator (CFLE) credential. There are two levels of certification for individuals (provisional and full) and two ways in which individuals can become certified (the **CFLE-Approved Program** process or the **CFLE Exam** process). Information on both the levels of certification and the application processes follows.

Your Family Science program has recently been reviewed and approved by NCFR and is now considered to be a **CFLE-Approved Program**. Congratulations! Approval by NCFR means that your program offers the coursework needed for **provisional certification** for the CFLE designation.

We have created a checklist unique to your program that includes the CFLE-approved coursework needed for individuals to qualify for the CFLE designation. Graduates of your program can qualify to apply for provisional certification through the CFLE-approved program (formerly Abbreviated) process if they complete the coursework included on your program's checklist.

## Maintaining Academic Program Approval

NCFR approval of your Family Science program is valid for a period of five years. However, do not wait until the five-year renewal time to submit course cancellations or major modifications. NCFR should receive immediate notification of the cancellation or significant modification of any NCFR CFLE-approved course (See *Course Acceptance Criteria* on page 6).

All NCFR CFLE-approved programs are listed on the NCFR website (<https://www.ncfr.org/degree-programs>). **Please be sure to keep NCFR updated on any faculty, email, or website changes.** Also, please review the posted checklist regularly to ensure that course offerings, prefixes, titles, and numbers are accurate (<https://www.ncfr.org/cfle-certification/become-certified/cfle-course-checklists-Program>).

### Program Renewal

To renew program approval at the end of the five-year period, you should be prepared to submit an updated version of your original application which should include:

1. Current program description including graduation requirements.
2. Documentation of any course changes, additions, or deletions for the approved program including syllabi for any new courses.
3. Updated syllabi for each of the previously-approved courses, confirming that all approved courses are still offered.
4. A list of all faculty members who are CFLE and NCFR members. Approved programs must have at least one NCFR member and one full-time faculty member who is a current CFLE within the department in order to maintain program approval. This can be the same person. NCFR will grant grace periods to accommodate for faculty changes within departments, but programs should demonstrate active efforts to replace outgoing CFLE faculty by hiring a CFLE or encouraging current faculty members to apply for certification.
5. New accreditations received since your initial approval.

NCFR will send a reminder notice and all necessary forms and directions for program renewal approximately six months prior to the renewal due date. A renewal fee (currently \$550) is due upon submission of the renewal application. In addition, each approved program will be assessed an annual maintenance fee (currently \$80). This fee is *not* required in the years of approval or renewal.

Please contact the APR Liaison, Claire Kimberly, Ph.D., CFLE at [aprliaison@ncfr.org](mailto:aprliaison@ncfr.org) if you have questions regarding the initial approval or renewal of your NCFR CFLE-approved program.

## Helping Your Students Apply for the Certified Family Life Education Credential

In order to facilitate the application process for your graduates, it is important that you are familiar with *all* CFLE designation requirements and understand the difference between **provisional** and **full** certification.

This manual is divided into two major sections: The **CFLE-Approved Program Process** and **Maintaining Program Approval**. The first section provides information on minimum requirements for provisional CFLE approval, the application process, a list of application materials, and NCFR's policy for substituting courses outside of the pre-approved course list. The CFLE-Approved Program application process section also includes information on how to upgrade from provisional to full certification including an application process for recent graduates who already have the necessary work experience needed for full certification.

The second section outlines details for maintaining program approval, such as notifying NCFR of course changes and the process of applying for program renewal every five years.

## Two Levels of Certification— Provisional and Full

**Provisional** Certification is available to applicants who have demonstrated current content knowledge in each of 10 family life content areas, but who have not yet earned sufficient work experience hours in Family Life Education. **Full** certification is available to CFLE applicants who have demonstrated *both* content knowledge and work experience in providing Family Life Education.

**Provisional certification** can be earned in two ways:

1. Provisional certification can be earned by graduating from an NCFR CFLE-approved academic program and completing the CFLE-Approved Program process. *This is the process that your graduates will follow.*
2. Provisional certification can also be earned by successfully completing the CFLE Exam.

*Graduates of NCFR CFLE-approved programs, who have completed all the required coursework on an approved program checklist, do not need to take the CFLE Exam.*

**Full certification** can be earned in three ways:

1. Obtain provisional certification through the CFLE-approved program application process or through the CFLE Exam application process. Then, later, once enough work experience in Family



Life Education has been earned, complete the **Upgrade** process. The amount of work experience needed is contingent upon the applicability and level of the degree earned (see CFLE Requirements table on page 4).

2. Apply for full certification through the online CFLE-Approved Program application process by submitting all materials necessary for provisional certification and, at the same time, submitting documentation of sufficient work experience in Family Life Education and employer verification and assessment.
3. Apply for full certification through the online CFLE Exam application process by submitting the CFLE Exam application and, at the same time, submitting documentation of sufficient work experience in Family Life Education and employer verification and assessment.

## Two Ways to Become a CFLE

- Completion of the Certified Family Life Educator Exam
- CFLE-Approved Program application process available to graduates of NCFR CFLE-Approved Programs

CFLE Requirements				
Degree Type	Provisional Certification	Full Certification	Bachelor's Level Degree	Master's or P.H.D. Level
Family Degree from an NCFR CFLE-Approved Program* earned within the past two years →	Complete CFLE-Approved Program application process	Complete CFLE-Approved Program application process <i>and</i> document FLE work experience hours at the same time	Document at least 3,200 hours FLE work experience to qualify for full certification	Document at least 1,600 hours FLE work experience to qualify for full certification
Family Degree from an NCFR CFLE-Approved Program earned more than two years ago →	Complete CFLE Exam	Complete CFLE Exam and document FLE work experience hours		
Family Degree from a non-NCFR CFLE-Approved Program →				
Non-Family Degree →			Document at least 4,800 hours FLE work experience to qualify for full certification	

### The CFLE-Approved Program Application Process

Graduates of your CFLE-approved program will qualify to complete the CFLE-Approved Program application process for provisional certification. Because the courses listed on your program's checklist are pre-approved by NCFR, the review process is simplified. This allows NCFR to charge a lower application fee for applicants completing the CFLE-Approved Program application process.

All approved programs are identified as CFLE-Approved within the **Degree Programs in Family Science** section of the NCFR website. <http://www.ncfr.org/degree-programs>

The **Degree Programs in Family Science** site includes a list of undergraduate and graduate Family Science degree programs. Not all programs listed in the **Degree Programs in Family Science** section are CFLE-approved. CFLE-approved programs include a CFLE Approved notation at the bottom of the listing.

Your program checklist includes a list of approved courses and the CFLE content areas to which they apply. Please encourage your students to access the application materials from the NCFR website when they are ready to apply to ensure they have the more up-to-date information. Information can be accessed from the NCFR website at <http://www.ncfr.org/cfle-certification/become-certified/abbreviated-application-process>.

As the CFLE contact for your school, you have been subscribed to the CFLE Academic Program Review (APR) discussion group. The CFLE APR discussion group provides NCFR with the means to contact CFLE-approved programs with information and news about the Academic Program Review. It also provides you with a way to network with other CFLE-approved school representatives. **Log in at [groups.ncfr.org](http://groups.ncfr.org)** (with the same email address and password you use for the NCFR website and [my.ncfr.org](http://my.ncfr.org)) to explore the group, create and reply to posts, and share resources.

#### CFLE-Approved Program Application Process Requirements

To qualify for the CFLE credential through the CFLE-Approved Program process, graduates must:

- Complete the specified course or courses under each of the 10 FLE content areas on the approved-program's checklist.
- Applicants must receive a *grade of C- or better* in each NCFR CFLE-approved course to receive credit for a course. NCFR's grade requirement is independent of the institution's grade requirement for graduation. For example, the institution may specify that a grade of D in a course is acceptable for granting of the degree. However, that grade will not be accepted by NCFR when the student applies for the CFLE credential. NCFR will accept courses completed with a Pass/Fail grade if the transcript identifies the passing grade as at minimum C-.
- NCFR does not accept *audited courses*.
- No more than *two* substitute courses are allowed (see Course substitutions, page 7).
- **Submit the application within two years of graduation.** All CFLE-approved program applications must be submitted to NCFR within 2 years of graduation. Graduates wishing to apply more than two years after graduation will not be able to apply for the CFLE designation through the CFLE-approved program process. However, they can apply through the CFLE Exam process. Information on the CFLE Exam can be found on the NCFR website at <http://www.ncfr.org/cfle-certification/become-certified/exam-application-process>.
- **In order to ensure that all coursework is current, applicants must have completed all CFLE coursework (and any substitution classes) no more than seven years prior to graduation.**

#### Application materials

Graduates applying through the CFLE-Approved Program application complete an online application process that includes submission of:

1. An **Original Official transcript showing degree completion.** \*
2. Their school's checklist of approved courses (and substitute course syllabi if necessary).
3. Signed copy of the CFLE Code of Professional Ethics.

4. CFLE-approved program application fee. See <http://ncfr.org/cfle-certification/cfle-fees> for current rates.

#### *Transcripts*

An original, official transcript showing degree completion and successful completion of the required coursework is required. A transcript must have a watermark, or embossment, or other authenticating marks as described on the document. Print copies do not have to be mailed directly from the school or be in a sealed envelope. If the applicant would like to submit an electronic transcript it must be an official transcript and be emailed directly to [cfle@ncfr.org](mailto:cfle@ncfr.org) from the university. NCFR will not accept electronic transcripts sent to the NCFR office by the CFLE applicant. Please note that we cannot accept photocopied, scanned, or faxed transcripts.

Please be sure students understand that the final transcript must be an **original official** copy, not a photocopy or fax, and that the transcript must show the degree earned and date conferred. Receipt of unacceptable transcripts is a common cause of delay in processing applications.

#### *Application Process for Graduating Seniors*

If desired, students may begin applying for the CFLE credential in their final term of enrollment before graduation. This process was implemented to enable professors to include the CFLE Application process as a class assignment. This allows students to add “CFLE pending” to their resume right away, which can be helpful in their job search. Students can send an unofficial transcript initially and may pay their application fee in two installments: \$50 as their first payment, and the balance when they send their final *original official* transcript denoting degree completion.

#### *Membership in NCFR*

Membership in NCFR is *not* required in order to apply for or maintain the CFLE designation. However, NCFR members receive a discount on the CFLE fees. NCFR offers very reasonable membership rates for students. If a student wishes to become a member of NCFR they may submit an NCFR membership application and payment at the same time as the Provisional CFLE application materials. However, it is recommended that students become members of NCFR when they first enroll in the Family Science program in order to receive the benefits of membership throughout their college years. A membership application is available from the NCFR website <http://ncfr.org/membership>.

#### *Course Acceptance Criteria*

The following outlines the criteria necessary for course approval outside of the pre-approved courses. Please review these criteria so that you are prepared to help students wishing to pursue the CFLE certification through the CFLE-Approved Program application process.

In order to receive the CFLE designation through the CFLE-approved program application process, students must have completed all the required courses listed on the approved Program’s checklist. **All coursework on the checklist, including substitutions and transfer courses, must have been completed no more than seven years prior to graduation in order to be accepted by NCFR.**

It is important that the courses that appear on an applicant’s transcript match the information included on the program checklist. This includes the course prefix, number, and title. When course information is inconsistent it can cause a delay in the review process. Therefore, it is important to keep NCFR informed about changes to your program that affect the checklist.

Changes in any of the following areas should be reported and explained immediately to the Academic Program Liaison, without waiting for the five-year renewal.

1. Changes in titles, acronyms, or numbers for courses included on your program's checklist.
2. Added or dropped courses; new courses require submission of syllabi for approval.
3. *Substantive* changes in courses. (Usual updates such as new textbooks do not need to be reported during the five-year period of approval.)
4. Change in the named faculty members for NCFR and CFLE credentials.

#### *Course substitutions*

Some graduates will have completed courses prior to NCFR approval of the program or were unable to take all required courses because of scheduling conflicts or course availability. In these instances, NCFR will allow graduates to substitute **up to two courses**, with NCFR approval, and still qualify for the CFLE-approved program process.

Substitute course(s):

- Can be from the CFLE-approved program or from another institution.
- Must have been completed *no more than seven years prior to the graduation date*.
- Must include required content included in the CFLE content area.

*Substitution of a course is contingent upon inclusion of appropriate CFLE course content.* NCFR may determine that a substitute course did not meet the content requirements for a content area.

Applicants wishing to substitute a course need to:

- Indicate on the program checklist which course they did **not** complete and list the name and course number of the substitute course in one of the open rows at the bottom of the checklist (or alongside the required course if there are no rows available at the bottom).
- Include the syllabus for the substitute course *from the time the course was completed*. If a syllabus or outline is not available, the applicant may submit a detailed course description (from the time they took the course) or a letter from the professor describing the course content and verifying that the content is similar to that of the NCFR CFLE-approved course.
- If the substituted course was from another school and does not appear specifically (course designator, course number, course name, term taken, and grade received) on the applicant's final transcript, an *original official* transcript from the other school is required, as well.

If several graduates will be substituting the same course, the CFLE contact may want to submit a letter and syllabus to NCFR asking that the other course be added as an option in the program curriculum. This would eliminate the need for each graduate to include the syllabus with their application.

***No more than two courses can be substituted for the NCFR CFLE-approved courses.*** If a graduate is missing more than two courses, they can still apply for provisional certification but would do so by completing the CFLE Exam. Information on the CFLE Exam can be found on the NCFR website at <https://www.ncfr.org/cfle-certification/become-certified/exam-application-process>.

#### *Transfer credits*

There are many circumstances where CFLE requirements are not the same as degree requirements. NCFR will *not* automatically accept transfer credits in place of NCFR CFLE-approved courses because the

criteria used by a program in accepting transfer credits may be different than the criteria used by NCFR in evaluating coverage of the CFLE content areas. Transfer courses are considered substitutes to the approved course on a CFLE checklist and must be approved by NCFR by following the substitution process. However, in the situation where numerous students will be using the same transfer course as part of their CFLE application, the institution can submit information to NCFR for review as a *pre-approved substitution*. This will eliminate the need for each applicant to have to submit the transfer course syllabus to NCFR. Transfer courses must have been completed no more than seven years prior to the graduation date from the CFLE-approved program.

#### *Grades*

Applicants must have received a C- grade, at minimum, for a course to be accepted by NCFR. Grades will be confirmed through review of the student's official transcript. NCFR's grade requirement is independent of the institution's grade requirement for graduation. For example, the institution may specify that a grade of D in a course is acceptable for granting of the degree. However, that grade will not be accepted by NCFR when the student applies for the CFLE credential. NCFR will accept courses completed with a Pass/Fail grade if the transcript identifies the passing grade as at minimum C-. Audited courses are not eligible.

#### *Independent Study*

NCFR will allow an independent study course as a substitution if the applicant can submit a syllabus or course description and written verification from a professor confirming the content of the course and its relevance to the CFLE content area. The independent study course must be documented and graded on the transcript.

#### *Internship / Practicum requirement*

Because of the importance and value of applying knowledge in an experiential setting an internship or practicum that is credit-earning and reflects a minimum of 120 hours at the practicum site is a requirement for NCFR program approval.

This FLE-related internship should be in addition to academic preparation focusing on the Family Life Education Methodology content area. ***Field experiences should center on Family Life Education and prevention*** rather than therapy, counseling, early childhood, social work, case management, etc. However, NCFR recognizes that providing internship experiences in FLE-specific settings may not always be possible. If a practicum/internship in a Family Life Education-related setting is not available, the student must develop and implement an educational program within the setting of their internship/practicum, or within another setting. For example, if the student is interning in a nursing home, they could develop and present a workshop for family members of the nursing home residents dealing with issues such as decision-making, family dynamics, communication etc. A student interning in an early childhood setting might develop and present a workshop for parents. The student could write a paper describing and evaluating the experience or could report to the professor who would provide documentation that the student completed a Family Life Education-related experiential activity as part of their internship/practicum. The practicum/internship experience must be documented and graded on the transcript.

The Internship/Practicum requirement is a way for NCFR to ensure that CFLE applicants have had supervised experience working in a Family Life Education position. Although NCFR requires students applying through the CFLE-Approved Program process to complete a minimum of a 2 credit, 120-hour

practicum, we do understand that in some circumstances students don't take the practicum because they already have work experience in Family Life Education.

Therefore, NCFR offers an Internship/Practicum substitution option for individuals who have worked in Family Life Education. Students who have current work experience may use it as a substitute for the Internship/Practicum requirement by completing the **Approved Program Process Practicum-Internship Substitution form** to document at least 120 hours of work experience earned within the past five years. In addition, they would need to have an employer fill out the **Employer Assessment and Verification Form – Practicum/Internship form**, which provides an assessment of the applicant's work and verifies the completion of the work experience hours. Contact [CFLE@ncfr.org](mailto:CFLE@ncfr.org) for the Practicum/Internship substitution forms.

#### Upgrading from Provisional to Full Certification

Provisional certification is typically pursued by individuals who have completed recent and relevant coursework in each of the 10 family life content areas, but who have not yet earned the work experience necessary for full certification. Provisional certification is meant as a temporary certification status available for *up to* five years. The provisional CFLE can upgrade to full certification as soon as they have earned enough work experience hours to qualify for full certification. The amount of work experience needed is contingent upon the relevancy and level of the highest degree earned.

Requirements for Full Certification 75000	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	

#### Family Life Education Work Experience

Family Life Education work experience can include a variety of activities including, but not limited to, 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, community collaboration, etc.

In order to consider work experience activities as Family Life Education the work should meet the following criteria:

- The work is educational and preventive in nature rather than therapeutic
- The work is related to at least one of the 10 family life content areas
- The work incorporates a family systems perspective
- The work incorporates a lifespan perspective
- The work is intentional and includes identified content or a planned curriculum or program

Documentation of work experience should include:

- Completion of the **Family Life Education Work Experience Summary form**
- Applicants can include experience earned before graduation, but the majority of hours should have been earned after graduation. Experience earned during an internship is acceptable but must be supported with other work experiences. Volunteer work supported with training or preparation is sometimes accepted.
- A current resume or vita.

- Examples of work including program descriptions, worksheets, brochures, evaluations, course outlines, or anything that will provide an understanding of the scope and content of the work experience.
- Submission of the **Employer Assessment and Verification form**
- The application fee. See <http://ncfr.org/cfle-certification/cfle-fees> for current rates.

Once adequate work experience has been submitted and approved, NCFR will upgrade the provisional CFLE designation to full certification. The designate will receive a new certificate showing full certification. Full certification is valid for a period of five years and is renewable through submission of continuing education credits. CFLEs with full certification must earn a minimum of 100 hours of continuing education credit every five years. NCFR provides information on re-certification to the CFLE designate upon full approval.

#### Application options for graduates with work experience

Although most recent graduates do not have the number of hours of experience needed for full certification, some students may have been working in Family Life Education while going to school or have gone to school after working for several years. Graduates that already have enough work experience in Family Life Education upon graduation may apply for full certification.

**Step 1:** Complete all materials described on the CFLE-Approved Program application form. This includes submission of a signed Code of Professional Ethics, an original official transcript showing degree conferment, and the CFLE-Approved Program fee for applying for full certification.

**Step 2:** Complete the work experience documentation process using the **FLE Work Experience Summary Form** <http://www.ncfr.org/cfle-certification/become-certified/work-experience-full-certification>.

**Step 3:** Submit all application materials and fees at the same time. (If materials, or fees, are missing from either of the processes the review of the application will be delayed.)

Please contact the CFLE program at the NCFR office by phone at 888.781.9331 or at [CFLE@ncfr.org](mailto:CFLE@ncfr.org) if you have any questions about the CFLE-Approved Program application process or course substitutions.