

# National Council on Family Relations' (NCFR) Abbreviated Application Process Directions



The National Council on Family Relations (NCFR) awards certification to qualified family life education (FLE) professionals. Graduates of NCFR CFLE-Approved academic programs may qualify to apply for certification as a Certified Family Life Educator (CFLE) through the Abbreviated Application Process.

There are two levels of certification: **Provisional** and **Full**.

- **Provisional Certification** is intended for those who have demonstrated *current* knowledge in the ten FLE content areas, but who have not yet earned sufficient work experience hours in family life education to qualify for Full status. (*All Provisional CFLEs must upgrade their designation to Full status within five years of their original certification date.*)
- **Full Certification** is available for individuals who can demonstrate *current* knowledge in each of the ten family life content areas, and have earned the required amount of family life education work experience. The amount of hours depends on the level and relevancy of your degree. For more information on applying for Full Certification through the Abbreviated Application Process, go to page 4.

CFLE-approved coursework (and any substitute coursework) must have been completed *no more than* five years prior to graduation (or program completion). The Abbreviated Application Process is only available to students completing CFLE-approved coursework *after* the school's program has been approved by NCFR. (The program approval date is noted on the school's checklist). A list of current NCFR CFLE-approved programs can be found at: <http://www.ncfr.org/cfle-certification/become-certified/cfle-course-checklists-school>.

Graduates must apply within two years of graduation. An extension can be granted for those who go on to graduate school *in a family-related program* immediately upon completing an undergraduate degree. Contact Maureen at [maureenbourgeois@ncfr.org](mailto:maureenbourgeois@ncfr.org) for more information about this option.

## **How to Apply for Provisional Certification through the Abbreviated Application Process.**

You can apply for Provisional Certification through the Abbreviated Application Process by submitting the appropriate application materials and fee. Provisional Certification is for applicants who have not yet acquired the required amount of FLE work experience.

You are required to submit the following if applying for Provisional Certification (go to page 4 to see what is required for applying for Full Certification):

- Abbreviated Application form (*signed*)
- Abbreviated Application fee - \$120 for NCFR members; \$165 for non-members (*Please note, application fees are non-refundable.*)
- Signed copy of the CFLE Code of Ethics
- Checklist of your schools' pre-approved coursework (from NCFR website or your school)
- Original official transcript showing degree completion (see page two for details)
- Syllabi of any courses used as substitutions for NCFR-approved coursework

You can maintain Provisional Certification for up to five years. As soon as you can document sufficient work experience in family life education you can upgrade to Full Certification. Information on upgrading to Full Certification can be found on the NCFR website at <http://www.ncfr.org/cfle-certification/maintain-your-certification/upgrading-provisional-full-certification>, and will be included in the Provisional approval packet. Upgrade application materials should be submitted as close to your anniversary month as possible.

**NOTE:** Please make sure you are submitting the most up-to-date application materials. The forms can be found at: <http://www.ncfr.org/cfle-certification/become-certified/abbreviated-application-process>

Mail your application materials to:  
**National Council on Family Relations**  
1201 West River Parkway  
Suite 200  
Minneapolis MN 55454

### Checklist of NCFR-approved coursework

Locate your school on the NCFR website: <http://www.ncfr.org/cfle-certification/become-certified/cfle-course-checklists-school>

Print out your school's checklist of pre-approved courses and fill out according to the instructions. This checklist represents the courses offered by your school that meet the criteria for each of the ten family life content areas required for the CFLE credential. To apply for the CFLE credential through the Abbreviated Application process, you need to have completed all courses or combination of courses, plus the internship/practicum (120 hour minimum) listed on your school's checklist. Course grades must be C- or better. Audited courses are not acceptable.

**Please note:** The courses listed on your school's checklist are required to cover the content for the CFLE designation. Even though a CFLE course might not be required for your degree program, you still need to take it (or an appropriate substitution) if you want to receive the CFLE designation through the Abbreviated Application Process.

Place a checkmark in the box to the left of the content area to indicate that you have completed that specific course. Be sure that the course is listed on your transcript using the same prefix, course number, and course title.

### Course Substitutions

You may substitute up to 2 courses for those on the checklist. Place an \* in the checkbox if you have *not* completed the NCFR-approved course listed. In one of the open boxes at the bottom of the checklist (or on the reverse side), list the course that you have taken in place of the pre-approved course. The substituted course can be from the approved school or from another accredited school, but *must have been completed no more than five years prior to your graduation (or program completion) date*. If the substituted course was from another school and it does not appear specifically on your final transcript, an official transcript from the other school is required, as well.

The transcript should provide the following information about the course:

- Course designator (Ex: HDFS)
- Course number
- Course name
- Term taken
- Grade received

A course used as a substitution must cover the same content as the NCFR-approved course and your grade received must be C- or better. You must submit a course syllabus for the course being used as a substitution so that NCFR can ensure the content is similar. For information on course content requirements go to <http://www.ncfr.org/cfle-certification/cfle-forms/ncfr-university-and-college-curriculum-guidelines>.

Regarding transfer credits: Some degree programs will accept a course from another college or university as equivalent to one that they offer. These transfer courses are still considered substitutes to the approved course on a CFLE checklist and must be approved by NCFR. There are many circumstances where CFLE requirements are not the same as degree requirements. The criteria used by NCFR to approve a course for the ten FLE content areas is different than that used by a university department to accept transfer credit, which is why we need to review all transfer courses.

If you are missing more than two pre-approved courses you may still apply to receive Provisional (or Full) Certification but must do so by completing the CFLE Exam. See the NCFR website <http://www.ncfr.org/cfle-certification/become-certified/exam-application-process> for more information on the CFLE Exam, or contact [Maureenbourgeois@ncfr.org](mailto:Maureenbourgeois@ncfr.org).

### **Transcript**

An original official transcript showing degree completion and successful completion of the required coursework is required. Transcript must have watermark or embossment or other authenticating marks as described on the document. It does *not* have to be mailed directly from the school or be in a sealed envelope. If you would like to submit an electronic transcript it must be an official transcript and be emailed directly to [maureenbourgeois@ncfr.org](mailto:maureenbourgeois@ncfr.org) from the university (include “Maureen Bourgeois” and NCFR’s address for intended recipient information). *Please note that we cannot accept photocopied, scanned, or faxed transcripts.*

If you are applying during your final semester you may submit an unofficial transcript with your initial paperwork (see *Application option for graduating senior* below).

### **Abbreviated Application Fee**

The application fees for applying for certification through the Abbreviated Application Process differ depending on which level of certification you are applying for and whether or not you are a member of NCFR.

#### Provisional Certification:

**\$120** for members of NCFR

**\$165** for non-members.

#### Full Certification:

**\$220** for members of NCFR (\$120 + \$100 Work Experience Review fee)

**\$315** for non-members (\$165 + \$150 Work Experience Review fee)

Members of NCFR receive a discount on the application fees, but you are not required to be a member to apply for certification. Membership information is available at <http://www.ncfr.org/membership>. *(Please note, application fees are non-refundable.)*

### **Submission Deadline**

There is no specific submission deadline for Abbreviated Applications, but applicants must apply for certification *within two years* of their graduation date. NCFR will accept applications at any time within that time period. Please note that completion of an approved program does not guarantee approval of certification. Certification cannot be approved until all materials (and fees) have been received and all requirements have been met.

### **Application Option for Graduating Seniors**

Some NCFR CFLE-Approved programs prefer to incorporate the Abbreviated Application Process into coursework in the final semester. In this case, you can submit the Abbreviated Application form, the checklist, a signed copy of the CFLE Code of Ethics, a \$50 deposit on the Abbreviated Application fee, and an *unofficial* transcript showing the courses you are enrolled in for the final term. Once your degree is posted on your transcript, send an original official transcript (showing degree conferment) and the remainder of the application fee (\$70 for NCFR-members or \$115 for non-members). *(Please note, application fees are non-refundable.)*

### **Work Experience Requirements**

All CFLEs must eventually submit proof of family life education work experience hours to be considered for Full Certification. The number of hours of work experience needed for Full Certification varies depending upon the relevancy and level of the degree. CFLEs with a family-specific degree at the Bachelor's level need to document 3,200 hours of FLE work experience. Those with a family degree at the Master's or Ph.D. level need just 1,600

hours. For more information on what qualifies as FLE work experience and how to document it, please visit our website: <http://www.ncfr.org/cfle-certification/become-certified/work-experience-full-certification>.

### **How to Apply for Full Certification through the Abbreviated Application Process.**

If you are applying through the Abbreviated Application Process and have already earned sufficient work experience hours to qualify for Full Certification, you can apply for Full Certification through the Abbreviated Application Process. In addition to the materials (and fee) mentioned on page 1 you must also submit:

- Work Experience Summary form – Combined (*signed*)
- Work Experience Review fee (\$100 for NCFR-members or \$150 for non-members. *This is in addition to the fee mentioned on page 1.*)
- FLE Employer Assessment and Verification Form (*This form is filled out by an employer or supervisor.*)
- Work experience examples, i.e. course outlines/syllabi, brochures, handouts, worksheets, table of contents for curriculum, publications, etc.

If everything is in order with the Abbreviated Application and work experience documentation, you will receive Full Certification. You can access all documents for documenting your work experience on the NCFR website at:

<http://www.ncfr.org/cfle-certification/become-certified/work-experience-full-certification>.

Questions? Please contact [maureenbourgeois@ncfr.org](mailto:maureenbourgeois@ncfr.org) or call (888) 781-9331.