

**(Parenting Educator) Credentialing Systems Matrix
NPEN's Professional Preparation and Recognition Committee
2011**

Basic Information								
	Canada	CT	LA	OK	NC	NCFR	NYS	TX
Title & Brief Description	Certified Canadian Family Educator (CCFE) program	Connecticut Parenting Educator Credential	Louisiana <i>*Registry* of Parent Educators</i>	Oklahoma – Certification for Child and Parenting Specialist, Practitioner, Assistant	NC Parenting Educator Credential	*Certified Family Life Educator (CFLE)	NYS Parent Educator Credential	Texas Association of Parent Educators - Professional Development Recognition System
Location	Canada	Connecticut	Louisiana	Oklahoma	North Carolina (also credentials PE in other US states)	National credential with designates in the US and Canada (and a few other countries)	Focus initially only on those applicants who live or work within New York State.	Primarily Texas parent educators (some in other states)
Sponsor	Canadian Association of Family Resource Programs (FRP Canada)	CT-PEN (Connecticut Parenting Education Network)	Louisiana Parenting Education Network (LA_PEN)	Oklahoma Family Resource Coalition	North Carolina Parent Educator Network (NCPEN)	National Council on Family Relations (NCFR)	New York State Parenting Education Partnership	University of North Texas Center for Parent Education
Contact	Jacqueline Scheffel 707-331 Cooper St. Ottawa ON K2P 0G5 613-237-7667 scheffel@frp.ca or info@frp.ca	Carole Weisberg, Charter Oak State College 55 Paul J. Manafort Drive, New Britain, CT. 06053-2150 860-832-3933 cweisberg@charteroak.edu or Pam Langer connpat@earthlink.net	Tiffany L. Hinton, MPH P.O. Box 64507 Baton Rouge, LA 70896 Phone: 225/236-8873 tiffany@lapartnership.org	Brenda Butchee 6520 E. 24th St Tulsa, Oklahoma 74129 (918) 231-4559 cell bbutchee@cox.net	Stephanie Jones 110 SW 21st ST. Oak Island, NC 28465 (910) 471-1105 cell stephaniejones@ec.rr.com	Dawn Cassidy, M.Ed., CFLE NCFR 1200 West River Parkway, #500 Minneapolis, MN 55454	Judy Nordstrom, Chair Certification Committee Phone: 607-842-6803 judynord369@frontiernet.net 4183 State Rte 13 Truxton, New York 13158 OR (sometime this summer) Judy Nordstrom 978-480-0601 judynord@369frontiernet.net 85 Turnpike Road Townsend, MA 01469	Sandra McClintic 5905 Tawakoni Drive Argyle, TX 76226 (817) 896-4718 cell smcclintic@twu.edu

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URL	www.frp.ca/CCFE	www.ctpen.org	www.lapen.org	www.ofrc.org	www.ncpen.org	www.ncfr.org	http://www.parentingeducationpartnership.org/	http://www.coe.unt.edu/cpe/tape
Inception Date	1993	March 2011	2009	1991	2002	1985 (certification program)	To be determined - target Sept 1, 2011	2002
# Currently Credentialed	74	0	170-REGISTERED	100	150	1,520	None as yet	Approximately 20 current recognized parent educators (utilizing the original mail-in system) with new members in the online screening process

***Brief Descriptions:**

CCFE: The CCFE program is intended for family educators (or equivalent) already established in the field of family education. The potential candidate must meet specific training and experience requirements, as outlined in the application.

The primary purpose of the program is to raise the profile and standards of family education and family educators.

CFLE: The CFLE program accepts applications from professionals with preparation and experience in family life education including formal teaching, research/scholarship, community education, public information and education, curriculum and resource development, health care, military family support, and ministry. CFLEs have a minimum of a bachelor's degree. Certification recognizes a proven background and understanding in each of ten family life content areas and recognizes the educational, preventive, and enriching nature of the designator's work. Additionally, standards identified for certification help to increase awareness and understanding of family life education as a profession. CFLEs are provided with networking opportunities and access to helpful resources.

*LA Parent Educator Registry: Completing and submitting the online registration form registers a person into the registry and connects them to LAPEN. Any person who is involved in the field of parenting education may register. Social Workers, Early Childhood Educators, childcare workers, mental health professionals, and Head Start employees make up a large portion of those registered. Registrants receive parenting education information and updates from LAPEN. The registry identifies the person as a Parent Educator.

NYS credential: will be voluntary and broadly inclusive of those who are already working in the field. We have built some flexibility into the credentialing process in that formal EDUCATION (college or university degrees), TRAINING (including on the job, conference attendance, and program related), and related EXPERIENCE can all be factors that get weighed (expressed more fully in handout).

Content Information								
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Existing Credential Models			Several state models were explored to aid in the development of the Registry: Wisconsin, Texas, North Carolina, Connecticut	Many	Many		NC MN, WI, TX, CT, UK, LA and WI	Texas Early Childhood Credentialing System

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Other Models/Sources	NCFR's Certified Family Life Educator (CFLE)	National Extension Parent Educator Framework (NEPEF and NEPEM), North Carolina Credential; NCFR's CFLE; Minnesota's Framework,	<ul style="list-style-type: none"> •Louisiana Pathways Childcare Career Development System •Child Development Associate Credential •National Association of Social Workers Specialty Area Certification 	National Family Resource Coalition in Chicago	<p>Many National Extension Parent Educator Framework (NEPEF), NC Mental Health System of Care, FRP</p> <p>Canada: Certified Canadian Family Educator, LAPEN Professional Development, Doherty, W. J. (1995). Boundaries between parent education and family therapy. Family Relations, 44, 353-358., NCFR's CFLE and Family Life Educators Code of Ethics; Campbell & Palm (2003) (novice, intermediate, master), NYSPEP's work, Minnesota's Framework, LAPEN's Framework, Oklahoma Family Resource Coalition</p>		<ul style="list-style-type: none"> •Doherty's V Levels of Family Involvement •Campbell & Palm's 3 Tiered System of Professional Development •Tuchman's stages of group development •Principles of Trauma-Informed Care •NYS Family Development Credential •NPEN's Framework for Understanding Parenting Educator Professional Preparation & Recognition Systems •NCFR's CFLE certification •The Risk and Protective Factors from Friend's National Resource Center •Search Institute's Developmental Assets •Small's Evidence Informed Program Improvement •Peer Review in Center-Based Child Abuse Prevention •Assorted Ethics platforms from various professionals including <ul style="list-style-type: none"> oCode of Ethics for the Health Education Profession oCFLE Code of Ethics oProfessional Standards for the Training of Group Workers; Assoc. for Specialists in Group Work. 	NCFR's CFLE and Family Life Educators Code of Ethics; Original UNT Center for Parent Education research (focus groups) and review of literature

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Major Criteria	<ul style="list-style-type: none"> •Education /training in following areas – orientation to Family Education; individual, life stage development and family development; families; human sexuality; interpersonal relationships; values education; group process; program planning (adapted material from AFLEQ, CGCA, NCFR) •150 hours minimum of practical experience related to working with families and leading groups. 	Work experience, education, research based model training, specific college level credits and completion of non-credit parenting education course.	Parent Educator (work in the field of parenting education)	Education/training & experiences related to working with families and parenting	Education/training & experiences related to working with families and parenting	FLE Content and Practice Guidelines http://www.ncfr.org/pdf/cfle_cert/CFLE_Content_and_Practice_Guidelines_2009.pdf	(ABOVE) – A balance between FORMAL EDUCATION, TRAINING and EXPERIENCE (See attached Chart)	Education/training & experiences related to working with families and parenting
Levels	No levels, although “CCFE (emeritus)” has recently been added as a category to recognize individuals who have made significant contributions to the field of family life education in Canada over many years	Provisional (non-renewable), Level 1, 2, 3, 4 Parenting Educator	One level – Registration as a parent educator.	Certified Child and Parenting Specialist Certified Child and Parenting Practitioner Certified Child and Parenting Assistant	PROFESSIONAL PE Qualified Professional PE Associate Professional PE Para-professional PE PEER PE Novice Intermediate Master	There are two levels of certification: Provisional and Full. 1.) Provisional Certification is available to CFLE applicants who can demonstrate content knowledge in each of the ten family life content areas, but who have not yet earned sufficient work experience hours in family life education to qualify for Full status. Provisional Certification is available for up to five years. 2.) Full Certification is available to CFLE applicants who can demonstrate both content knowledge and sufficient work experience in providing family life education.	NYS Certified Resource Associate – Level I NYS Certified Parenting Educator – Level II NYS Certified Parenting Educator – Level III NYS Certified Parenting Educator – Level IV	Parent Educator 1, 2, 3, 4 (Master Professional level)

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Documentation of Competencies	Applicants submit a portfolio containing an application form; detailed documentation of education (e.g. copies of transcripts, certificates, diplomas) and experience as it relates to eight outlined topic areas; four short compositions on personal interpretation of Family Education (FE), philosophy/principles of FE, reason for FE as chosen profession, and areas of particular expertise in FE; sample outline of workshop/program; 2 professional reference letters and 1 other reference letter	Applicants must submit an application listing the above criteria; noting years of experience, specific degree and courses as required as well as completion of non-credit parenting education online course. Transcripts, verification of training, CT-PEN membership, and supervisor's letter verifying experience are also required.	Core Competencies have been developed but are not used to register someone as a Parent Educator. Registration is done electronically. Registrants provide information about education, license or certification, experience with parents and families, and curricula they use.	Applicants submit a portfolio containing an application form, detailed documentation of education and experience professional reference letters, supporting documentation (e.g. copies certificates, official transcripts, etc.).	Applicants submit a portfolio containing an application form, detailed documentation of education and experience in the 12 NEPEF areas, contact information for professional references and in some cases a letter of support from a supervisor, statement of personal philosophy, supporting documentation (e.g. copies certificates, official transcripts, etc.).	There are two methods for obtaining the CFLE credential. The CFLE Exam consists of 150 multiple choice questions. It is administered through a computer-based exam available at testing facilities throughout the world. Graduates of NCFR-Approved academic programs can apply for Provisional or Full Certification through the Abbreviated Application Process. Each NCFR-approved program has a checklist of coursework that has been approved by NCFR to meet the CFLE requirements. Students must complete all courses on the school checklist in order to qualify to apply through the Abbreviated process. Applicants applying through the Abbreviated Application Process DO NOT need to take the CFLE Exam. The Abbreviated Application is submitted via hard copy.	Likely to be eclectic/mixed and hard copy.	Applicants submit an online application form, with an attached worksheet documenting education/training and experience in the Core Knowledge areas, after TAPE committee reviews application and verification is established applicant is required to submit resume, transcripts, 2 letters of references

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Unique Features		<ul style="list-style-type: none"> •Provisional Level available for four years •Grandmothering available for short time •Based on NEPEF and NEPEM Models •Research-based model training required •Specific topics of college credits required •Non-Credit Course designed for credential (NEPEF/Ethics) 	<ul style="list-style-type: none"> •Code of Ethics adopted •Core Competencies developed •Professional Development Portfolio developed 	<ul style="list-style-type: none"> •Professional levels •Recognition of experience •Recognition of various continuous education activities that can be applied to credential renewal 	<ul style="list-style-type: none"> *Professional and Peer levels & sub levels *Recognition of experience *Areas of Specialization (proposed) *Code of Ethics (proposed) *Recommendation of NEPEF as a professional development planning tool *Recognition of various continuous education activities that can be applied to credential renewal 	<ul style="list-style-type: none"> •Two levels of Certification – Provisional and Full •Recognition of experience •Code of Ethics •Recognition of various continuous education activities that can be applied to credential renewal 	We are considering doing an in-person interview with Review Panel at Level II, in addition to the formal submission process.	<ul style="list-style-type: none"> •Professional and Paraprofessional recognition •Recognition of experience •Code of Ethics (NCFR) •Core Knowledge Family Support Professionals in Texas •Recognition of various continuous education activities •Renewal process (in development)
Process Information								
Major Funding Source(s)	Credentialing fees and annual dues	CT-PEN membership required Application, Credential, and Renewal Fees	Louisiana Children's Trust Fund	Nominal annual membership dues (35.00), credentialing fees (30.00)	Nominal annual membership dues (\$15), credentialing fees (\$50), recertification fees (\$25)	CFLE Annual fee (\$60 for NCFR members; \$85 for non-member.) Upgrade fee (Provisional to Full) \$110 NCFR member; \$160 non-member. Recertification fee (due every five years for Full CFLEs) \$120 NCFR members; \$175 non-members.	We are discussing the application and renewal fee structure and have thought about it, to some degree, becoming self-sustaining.	TAPE membership dues (\$15 for students; \$50 for individuals; \$100 for Supporting Organization; \$150 for Practitioner Organization) Recognition processing fee - \$20

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Credentialing Fees:	For new applicants: \$150 certification processing fee \$25 application processing fee (non-refundable) For existing CCFEs: \$50 annual fee \$40 recertification fee (to accompany recertification application every 5 years)	Initial credential fee is \$50 for provisional \$100 for all other Levels Renewal fee (every 3 years) is \$75	Registration is free.	Must be a member in good standing to receive credential (any level), initial credential fee is \$150, renewal fee (every year) is \$30.	Must be a member in good standing to receive credential (any level), initial credential fee is \$50, renewal fee (every 3 years) is \$25.	CFLE Exam fee for Provisional is \$175 for NCFR Members; \$275 non-members. Abbreviated Application fee is \$100 for NCFR members; \$145 for non-members	A set fee has not yet been determined, though preliminary discussions indicate Certification may cost in the vicinity of \$150. The length of time the certification would last is not yet set although current thinking is that a renewal fee would be levied and CEU's would be required to re-certify, supporting our belief that competency in the field requires ongoing training.	Initial recognition processing fee is \$20, change level fee is \$15. Yearly renewal for non-TAPE members - \$10.
Application Submission Process	Applications are received 2 times a year – April 30th & Sept 30th. Candidates must submit their original application portfolio plus 4 complete copies and fees by mail. Original kept on file; copies mailed to members of Family Education Certification Committee for review.	Applications are accepted by Charter Oak State College at any time	Open enrollment at all times	Applications are received anytime	Applications are received 3 times a year-Nov, March, and June	No submission deadline for Abbreviated Applications. CFLE Exam is offered three times per year through 3 week testing windows. March 14 - April 2, 2011 July 11 - 30, 2011 October 31, 2011 November 19, 2011	Undetermined.	Applications are received throughout the year.

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Application Review Process	Eight volunteer CCFE credentialed family educators sit on the Family Education Committee – four on the Certification Sub-Committee; 4 on the Re-Certification Sub-Committee. One FRP Canada staff person acts as administrative support. Committee members conduct independent reviews of all applications submitted and come together by teleconference call to discuss each candidate's portfolio. The Sub-Committee may request clarification or additional information from any candidate (which is done via email by FRP Canada staff person) prior to making final decisions on certification.	Charter Oak State College personnel will review application based on credential criteria with a panel of volunteer CT-PEN credentialed parenting educators assisting as needed.	Information on the registry is self-report.	A panel of volunteer Certified, credentialed Parenting Specialists (any level) review applications based on requested and submitted criteria	A panel of <i>volunteer</i> NCPEN credentialed parenting educators (any level) review applications based on published criteria	CFLE Exam applications are processed at NCFR headquarters. Approved candidates take the CFLE exam via computer-based testing at testing facilities throughout the world. NCFR contracts with Schroeder Measurement Technologies (SMT) to administer the exam. Abbreviated Applications are reviewed by staff at NCFR headquarters.	Undetermined.	TAPE Board members volunteer to review the recognition applications.
Recognition Process	Candidates are mailed a certificate and are listed on an online directory (see www.frp.ca/CCFE) with email contact information provincial affiliation.	Certificates will be mailed and recognized at CT-PEN sponsored professional development training events	N/A	Certificates are mailed and with permission printed in the OFRC newsletter	Certificates are mailed or awarded in person at NCPEN sponsored professional development training events. A list of credentialed parent educators is posted online to the NCPEN website.	Certificates are mailed to designates. New designates are listed in the quarterly NCFR magazine, Report.	Undetermined.	Recognition letters and cards are mailed or awarded in person at the annual TAPE meeting

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Renewal Process	CCFEs are required to recertify every five years, using the Re-Certification form found online. A \$40 fee applies.	Credentials are good for 3 years from the date they are awarded. A renewal form, documentation of completion of 45 hours professional development related to parenting education and fee (\$75) is required.	Registration is open ended.	Credentials are good for 1 year from the July 1 to June 30th. (\$30) is required. Fees are not prorated based on date of receipt.	Credentials are good for 3 years from the date they are awarded. A renewal form and fee (\$25) is required.	All CFLEs (Provisional and Full) pay an annual fee. Full CFLEs must submit evidence of continuing education activity (100 hours) at the end of a five year cycle.	Undetermined.	In development
Advancement Process	N/A	PEs seeking to advance from one level to another must submit a new credential application and pay applicable fees.	N/A	Individuals seeking to advance from one level to another must submit a new credential application, pass examination required for the specific certification, and pay the difference in Certification Fees required.	PEs seeking to advance from one level to another must submit a new credential application and pay re-certification fee (\$25).	Provisional CFLEs must upgrade to Full Certification within five years of original approval. They upgrade by submitting evidence of sufficient work experience in family life education. http://www.ncfr.org/cert/become/workexperienecenew.asp . If they are not able to document sufficient work experience at the end of the five year cycle they have to forfeit the designation. A one year extension is available to Provisional CFLEs completing a family-related degree.	Undetermined.	In development

Other								
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Do you have a code of ethics?	CCFE Code of Professional Conduct (www.frp.ca/CCFE)	Yes, and this code is part of the non-credit Charter Oak on-line course required for the credential	Yes. LAPEN adopted with permission as their code of ethics: Ethical Thinking and Practice for Parent and Family Life Educators Developed by the Ethics Committee of the Minnesota Council on Family Relations The booklet is on the LAPEN.org website. The code of Ethics was presented at the LAPEN Summit. At each summit and workshop the code of ethics is referenced and participants are informed about its contents and where to access it. It can be seen on the website or a hard copy can be ordered.	Yes	Yes (drafted and under review)	Yes	A Code of Ethics has been proposed, we have yet to decide on it. It will be included on the above-referenced website	Yes, TAPE is using the NCFR Ethical Guidelines
Do you have a grievance policy/procedure?	No	An Advisory Board will be established by CT-PEN to work with Charter Oak State College Personnel to establish, implement and oversee policies and procedures of the Connecticut Parenting Educator Credential.	No	Yes	No	Yes	Yet to be determined, though we recognize the need for same.	No

3. Verification of Parenting Educator Competencies (generally referred to as a credential)

NPEN's Professional Preparation and Recognition Committee is gathering information about current systems that verify parenting educator competencies and developing a "Matrix" of credentialing systems. Verification systems, often referred to as credentialing systems, typically use third parties (usually a group of peers) to verify one's qualifications or competencies as a professional based on defined criteria that usually include education and experience. Often an application or a portfolio is submitted for review or an exam is taken to verify parenting educator's competence.

If you manage a parenting educator verification/credentialing system, please contact Stephanie Jones, Stephanie_jones@ncsu.edu or Stephaniejones@ec.rr.com.

General Information

Title & brief description: List title of verification system. Provide a brief description (100 words or less) of those that typically apply and qualify for credentialing and how they benefit from being credentialed. You might include whether credentialing is an organizational requirement.

Location: Indicate the service area or geographic location (country, state, or region) covered and from which parent educators are eligible to apply for credential.

Sponsor: List the name of the sponsoring organization, agency, institution, entity or individual.

Contact: Indicate the name, address, telephone number, and email address of the contact person for the credentialing system.

URL: Indicate the URL of the web site where information about the credentialing system can be found (if applicable)- (E.g.: www.nameofverificationsystem.org)

Inception date: Indicate the date the verification system began credentialing PEs.

Currently Credentialed: Indicate the number or range (0 1-50, 51-100, 101-150, 151-200, more than 200) of PEs with current credentials.

Content Specific Information

Existing Credentialing Systems Models: List existing credentialing system models used to inform the development of the credentialing system.

Other Models/Sources: List other models and sources consulted or used to inform the development of the credentialing system (may be from other fields).

Major Criteria: List the major criteria used to determine whether a person is qualified to be credentialed.

Levels: Does the credentialing system have multiple levels? If so, list the title of each level.

Documentation of Competencies: Indicate the format that applicants document their competencies: form, portfolio, exam, or eclectic/mixed? Indicate how documentation is submitted-hard copy or electronically?

Unique Features: List unique features of the credentialing system.

Process Information

Major Funding Source(s): Indicate where the majority of funds to support credentialing originate.

Credentialing Fees: Indicate whether there are fees associated with credentialing. If so, indicate whether credentialing fees are paid one time or are recurring. Indicate the method for making payments for credentialing.

Application Submission Process: Indicate how applicants submit their applications (e.g. mail, fax, in person)?

Application Review Process: Briefly describe how applications are processed and reviewed. Indicate qualifications of reviewers and how they are selected.

Recognition Process: Indicate the method used to recognize credentialed parenting educators (e.g. web-based, paper/certificate, or public recognition).

Renewal Process: Indicate whether there is a credential renewal process. If so, indicate the time frame credentials are valid.

Advancement Process: Indicate whether the credentialing system allows for advancement within the system. If so, indicate the procedure.

Other

Do you have a code of ethics?: Please indicate whether there is an established code of ethics. It may be unique to your organization/credential program or adopted (*not adapted*) from an existing code of ethics. Include a link to the text. Discuss how the code of ethics is communicated to others.

Do you have a grievance policy/procedures?: Please indicate whether there is an established grievance policy relative to 1.) disputes to credentialing decisions and/or 2.) professional conduct. It may be unique to your organization/credential program or adopted (*not adapted*) from an existing source. If possible, include a link to the text.