

ANNUAL NOTICE

This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

Directory Information is student information which includes name, address, email, telephone, date of birth, religion, previous education, and photograph. *All other information is released only with the student's written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose.*

A student record is (1) any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student's identity can be recognized; and (2) maintained by the education program/institution or a person acting for the institution. Application materials of students admitted and matriculated are part of the student record.

A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.

Certified ACPE Supervisors, Associate Supervisors, Supervisory Candidates, Students in Supervisory Education, and designated members of the CPE Professional Advisory Group and designated department Chaplains have legitimate education interest and may have access to student records without student consent.

Violations of these protocols may be reported to the Chair of the Accreditation Commission at: *ACPE, 1549 Clairmont Road, Suite 103, Decatur, Georgia 30033*

IU HEALTH CPE RECORDS MANAGEMENT

1. In the event that the Clinical Pastoral Education program should cease to exist, the regional accreditation chair arranges the secure storage of all student records of the closed program. The Accreditation Commission Chair and the ACPE office will be informed of the records' location.
2. Health records (mental and physical) are kept in locked, limited access files separate from other student records. Their use and release is also subject to ADA and HIPPA. Certain safety and employment records are also subject to other federal regulations and state laws and are kept separately.
3. Materials written by students, such as verbatim and case histories that contain information about other persons, including other students, will either be destroyed or, if they are part of the student's record, will have the identifiable information about everyone other than the student redacted.
4. FERPA requires students be able to review their record within 45 days of student's request (may be less). Record inspection cannot be denied based on the student's inability to come to the site or outstanding financial obligations. In the latter case, a center can note on the copy sent, "not available for official use." When a student record contains identities of another student, those must be redacted.

5. A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.
6. After ten years, the center will destroy the student record except for a face sheet with directory information which will be maintained in perpetuity. Directory information is student information which includes name, address, email, telephone number, date of birth, religion, and previous education. This directory information can be released without specific consent unless a student “opts out.” To opt out, students must submit written, signed, and dated notice indicating such request.
7. At the completion of each unit of CPE and within forty-five (45) calendar days of the completion of the unit, a Student Unit Report will be submitted to the ACPE office. This is a permanent record certifying that the CPE Unit was conducted and successfully completed. The content of the permanent record includes:
 - a. The Region where the unit was conducted
 - b. Name of the accredited CPE center
 - c. Name of the supervisor
 - d. The student’s name
 - e. Type of CPE program (Level I, Level II, or Supervisory CPE) completed
 - f. The student’s gender
 - g. Category of the student (e.g., seminary student)
 - h. Unit of type (e.g., 1 Unit, ½ Unit)
 - i. The student’s denomination and/or faith group