

ANNUAL NOTICE

- **This ACPE CPE center/program guarantees to its students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information.**
- Directory Information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the Center and students the ability to contact each other in case of an emergency, delays, snow days, unpredictable schedule changes, or when Hospital operators need to reach on-call chaplain residents, etc. This Center has designated the following as directory information: student's name, address and telephone (including local and permanent address), e-mail address, date and place of birth, religious affiliation/denomination, previous education, major field of study, dates of attendance, degrees received, professional certifications, photograph, student CPE level, type of program in which enrolled, most recent educational agency or institution attended, employee badge ID number, job title, computer logon and user ID, and full-, part-time, or volunteer status. The Center may disclose appropriately designated directory information without written consent, unless the student has advised the Center to the contrary in accordance with the Center procedures for opting out. Before the Center releases any information, students must have received the Annual Notice, which contains information about the option to opt out. Center Reporting to ACPE: Subject to notification, the student's name, address, religious affiliation/denomination, gender, race, email, program type, and unit of CPE successfully completed will be sent to the ACPE office on the student unit report at the beginning and completion of each unit of CPE. 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 purpose. Current students can restrict directory information and/or record access at any time during attendance. Restrictions must be honored even after the student's departure. Former students cannot initiate new restrictions after departure. To opt out or restrict, students need to send a written, signed, dated opt out request to the Registrar. When the Opt-Out form is not received, appropriately designated directory information will be released.
- A Student's Education Record is defined as: any record (paper, electronic, video, DVD, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized; and maintained by BSLMC CPE Learning Center or a person acting for the program/institution.
- **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.** Students have 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. *
- **CPE Student Education Record:** ACPE requires that the CPE student education record include the face sheet with directory information, Use of Clinical Materials Consent Form, the CPE educator's evaluation report and the student's own evaluation report and student's response, if submitted.
- **Evaluations:** A copy of the CPE educator's evaluation report will be given to the student. The student will be informed that the Center will keep this evaluation for a specified period of time, and it will not be available to anyone else except with written permission from the student. If the

* Required by ACPE Accreditation Manual Appendix 7 B

student's own evaluation is included, it will be kept with the educator's subject to the same provisions. (Note "Exceptions" below)

Student's Records kept in this Center's files by student category/status:

- **Applicants for admission to CPE programs:** application materials, references, and communication through email/letters, and any past CPE evaluations sent as part of the application materials.
- **Students accepted and enrolled in a current CPE program:**
 - o **Office File:** application materials, Educator's and student's final evaluations, Educational Consultation reports, the Agreement for Education, and the Release of Information-Consent Form.
 - o **Educator's File:** teaching/learning material presented in group and individual supervision. Educator's process notes are not part of student records.
- **Former CPE Students (from ten years ago to current):** Student records include: the application face sheet, the educator's evaluations, the student's self-evaluations, the Agreement for Education, and the Release of Information-Consent Form.
- **Former CPE Students (older than ten years ago):** the application face sheet.
- **Educatory Notes:** The CPE Educators may keep process notes on a student. These process notes are for the exclusive use of the writer and are not considered a part of the student's record. They will be kept separately from the student record.

Disposal of Confidential Material: This Center disposes of all confidential material by shredding provided by a commercial Records and Information Management company. The Center will destroy reference letters sent in the application process once students have been accepted into the program. The records of students not selected are destroyed by the end of the program's selection process with the exception of the application face sheet for Center records only. Students' records inclusive of evaluations, are destroyed after ten years from the last day of the unit with exception of the application face sheet and the Use of Clinical Materials Consent Form which constitute permanent records.

Release of Information

The Center will not release any student records, including evaluations, to anyone without the student's written consent.

Exceptions: Certain exceptions concerning the release of information exist to protect the health or safety of the student or others, and for the purpose of accreditation or complaint review, or as required for legal processes. Before releasing material in any of these circumstances, the Center will consult with the ACPE Executive Director or Associate Director.

Records Management: This Center has written protocols for student record retention and destruction (how long records are kept, where, custodian; how destroyed, etc.) and for student review of records. Protocols are followed consistently. Detailed information is available in this Center's Student Handbook.

Research: If information in student records or in a CPE educator's records is considered of research value, and a CPE Center or ACPE desires to collect and use such material for research, a release form shall be made available for the person's signature. No personally identifiable material will be used for research without the person's written permission for its use.

- **Education Officials and Persons with Legitimate Education Interest**

Education Officials: Refers to the Center's certified CPE Educators, Deborah Whisnand, Biser Ovcharov, and José Cedillo, educatory education students and Educatory Candidates, ACPE members of the Accreditation and/or Certification Commissions. [FERPA § 99.31(a)(1)]

Persons with Legitimate Education Interest: Refers to a person who has a legitimate education interest and needs to review an educational record in order to fulfill his or her professional responsibilities for the Learning Center and its responsibilities to ACPE, Inc., both regionally and

nationally. Within this Center, these people may have access to students' records without student consent.

Persons with legitimate educational interest within this Center are persons at BSLMC working in conjunction with its CPE Program, such as persons in administrative, educatory, academic, research, or support staff positions, and persons associated with ACPE's regional and national offices, committees, and commissions, those involved in certification and accreditation processes, ethics and complaints inquiries, research, curriculum design and development, educator peer reviews and consultations, persons serving on the Professional Advisory Group (PAG), and other enterprises related to conducting a CPE Center. Define within the center and indicate in the center's record management policy, who constitutes an "education official" and what constitutes "a legitimate education interest." Within the center, these people may have access to student records without student consent.

Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: ACPE, 55 Ivan Allen Jr. Blvd. Suite 835 Atlanta, GA 30308