



Annual Notice

Department of Spiritual Care and Education
ACPE: The Standard for Spiritual Care and Education
Standard 4

In compliance with ACPE: The Standard for Spiritual Care and Education, the CPE program at Children's Health publicizes an Annual Notice regarding maintenance of student records in a manner that addresses privacy, access, content, and custody of student records should be the center be without an ACPE Certified Educator and/or ACPE accreditation.

This ACPE CPE program guarantees its students the right to inspect and review education records, to seek to amend them and to specify 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.

What constitutes Directory information:

Directory Information is student information not generally considered harmful or an invasion of privacy if released. This Center maintains Directory Information on students after completion of the program of CPE for which they enrolled for matters related to accreditation or certification. It is the practice of the Center and policy of the hospital not to provide any personal information including phone numbers, email addresses, physical addresses or mailing addresses to any inquirers. Directory information maintained at this center includes the student's name, contact email, and phone number. Current students can restrict directory information and/or record access at any time during attendance. Restrictions will be honored even after the student's departure. Former students cannot initiate new restrictions after departure.

Definition of student records

A student record is any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student's identity can be recognized; and maintained by the education program/institution or a person acting for the institution. Records are kept for no more than 10 years per this center's record keeping policy.

Record Management Protocols

Student Records may be accessed by: ACPE Certified Educators, Certified Educator Candidates, Certified Educator Students, or the Program Coordinator for Spiritual Care and Education without student consent for the ongoing program of CPE underway for legitimate education

interest including action/reflection/new action for student and their educator. Student records are accessed for the reporting of CPE units to the ACPE office, or for purposes related to upkeep of the records and for matters related to accreditation or certification. Paper records are kept in the locked CPE file cabinet, digital records have at least one back-up separate from the original location and are updated at least monthly. Records are kept for 10 years per this center's record keeping policy, and then destroyed by shredding paper documents and deleting files.

Students can review their record within 45 days of a written request. Record inspection cannot be denied based on the student's inability to come to the site or outstanding financial obligations. When a student record contains identifiers of another student, those must be redacted. If a student wishes to receive a copy of their records, coordination with CMC records management will align with appropriate provision of the student's copy.

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.

Evaluations and Process Notes

A copy of the ACPE Certified Educator's end of unit evaluation report will be given to the student. The student will be informed that the program will keep this evaluation for ten years and it will not be available to anyone else except with written permission from the student. If the student submits a written response, it will be kept with the educator's evaluation and subject to the same provisions.

It is the student's responsibility to maintain their own files for future use. CPE students are expected to give written consent for copies of the educator's end of unit evaluation reports (and their own if applicable) to be sent to any outside party.

Supervisory notes

The ACPE Certified educator 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. These notes will be kept separately from the student record.

Students receive a copy of this Annual Notice along with the letter notifying them of acceptance into a program for CPE or Certified Educator Candidacy Program. This Annual Notice is published for Access in the CPE program webpage at: <https://www.childrens.com/for-healthcare-professionals/education-training/clinical-pastoral-education>

Violations of these protocols may be reported to the Chair of the Accreditation

Commission at:

ACPE, Inc.

1 Concourse Parkway,

Suite 800, Atlanta, GA 30328.

Or via email: accreditation@acpe.edu