

## Annual Notice

### Protocols for Handling Student Records The Midwest CPE Program

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This ACPE CPE center takes seriously the care, privacy, and confidentiality of all student records as matters of ethical practice (ACPE Accreditation Manual, Appendix 7B Standard 304.4). The ACPE, Inc. is recognized by the Federal Department of Education as a provider of higher-education. With that recognition is the responsibility to handle student records in ways compliant with stipulations of the Family Education Rights and Privacy Act (FERPA). Our ACPE Center guarantees students the rights to inspect and review their 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 FERPA rights. A student in our CPE program owns the information we keep about him/her. It will not be shared without a student's written permission.

Some information on the Face Sheet of an ACPE Student Application Form kept on file constitutes "Directory Information." Directory Information is not generally considered harmful or an invasion of privacy if released. In this Center Directory Information includes: student name, address, phone number, email, previous education, gender, unit type, unit completion date, and denomination and faith group. After a unit of CPE we use Directory Information to complete an ACPE Student Registration Form to submit regionally and nationally to register unit credit. All other information is released only with a student's written, signed, dated consent that specifies which records are being disclosed, to whom, and for what limited purpose. A current student may opt out of record disclosure or restrict release by completing and submitting an "OPT OUT ALERT FORM." The form will be placed by an "education official" as the first sheet in the student record. Former students cannot restrict.

A Student Record in this center is any record we collect from which a student's identity can be recognized whether paper, electronic, video, audio, biometric, etc. All official student records must include: An ACPE Face Sheet giving directory information, a copy of the written Supervisory Final Evaluation given within 45 days of the end of a unit (Standard 308.8.1), and a corresponding copy of the written Student Final Evaluation for every unit completed.

A L1/L2 Student Record may also include a copy of the following: our signed Confidentiality Statement and Training Agreement, signed Disclosure Form, copies of consultation documents like presenter and/or consult summary report(s). Further, for a Supervisory Student, the student record may include a copy of the following: Supervisory Abstract, Confidential Best Practice Verbatim, Current ACPE Certification Commission Face Sheet, presenter and consultation and/or certification action reports, and theory papers. Application materials of admitted and matriculated students are part of the student record.

Any student record may contain an OPT OUT ALERT FORM. Information on record is used by education officials to enhance process education, to verify students' status or achievement, and to abet students who need documentation listed that is traditionally used for pastoral, educational, and/or professional advancement or transfer of training context. A student has the right to object to what we list as record content. Mandatory content is not negotiable. Inclusion of items that may be included is the prerogative of a faculty supervisor. The Director has the right of final say. Any student objection should be written. It will be kept and released with the record. Grades are exempted from this right per FERPA.

A student may review his/her record by making written request to the Director for CPE. Access will occur within 45 days. Students unable to be present may request and be sent a copy. Students with outstanding financial obligations may receive a copy. However, each page will include the qualification, "not available for official use." Students who view their record at the center and wish to make one copy may use the department's copy machine.

Student records are kept in the main office of the Department of Pastoral Care at Research Medical Center, the administrative center for The Midwest CPE Program (System). The Division Director for CPE is primary contact person for record access and accreditation issues. **“Educational Officials”** with access to Student Records without student consent include: The Director for CPE, his/her administrative assistant, Supervisor faculty members, and, a Supervisory Education Student (SES) authorized with a specific purpose by an Educational Official. Access may occur where there is **“legitimate education interest.”** This includes, but is not limited to, the following:

Students in this CPE Center are responsible to maintain their own files for future use. This Center **keeps student records for ten years.** After ten years, the center may empty the student record except for the face sheet with identification information. We use a secure document shredding service to destroy all confidential material. When you received from a supervisor his/her written evaluation, s/he will clarify the Center does not keep a permanent file. When students request that copies of the supervisor’s evaluation reports and/or their own evaluations be sent to their theological school, they are responsible for requesting this of the ACPE Center and for giving written consent for the Center to send this information. These records shall not be open to anyone outside the CPE center except with a student’s written request.

There are some exceptions that exist which override the requirement not to release information within a student record. Release may occur: to protect the health or safety of the student or others; for the purpose of accreditation or complaint review; and as required for legal processes. It is the practice of this CPE Center that before releasing material in any of these circumstances, a consult will occur with the ACPE Executive or Associate Director. A final access exception is the circumstance in which a Center vacates its accreditation, and/or, if a Center is without a supervisor. In both cases, the executive to whom the program reports may access student files to abet transfer and/or ensure guardianship. Supervisors may keep process notes on students. These notes are for the exclusive use of the supervisor; they are not part of a student’s record.

Prior to any program’s commencement, we publicize our Annual Notice of protocols for proper handling of student records. A copy is kept in the Master Student Handbook and posted in the Educational Suite at RMC and in appropriate office space at Component Sites. The location is at a faculty member’s discretion.

Violations of protocols in this announcement or our policy and procedures for Maintenance of Student Records may be reported to the Chair of the Accreditation Commission at: ACPE, One West Court Square, Suite 325, Decatur, GA 30030. [www.acpe.edu](http://www.acpe.edu) Email: [acpe@acpe.edu](mailto:acpe@acpe.edu)

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Student Signature

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Date