

ACPE ANNUAL NOTICE

The Sutter Health California Pacific Medical Center (CPMC) Clinical Pastoral Education (CPE) program will issue this annual notice to the student upon admittance into the CPE program and publicize an annual notice of the procedure for proper handling of student records.

In accordance with the Family Education Rights and Privacy Act, the Sutter CPMC CPE program affirms that students own their personal information, and it is the student's right to know how information is collected and used. In accordance with the ACPE Standard 4, Sutter CPMC provides this written procedure for maintaining student records for ten (10) years, and addresses confidentiality, access, content, and custody of student records should the CPE program be without a Certified Educator and/or accreditation.

The Sutter CPMC CPE 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. The program shall keep student records for ten (10) years. These records are not accessible to anyone outside the program except with the student's written request (see exceptions below). After ten (10) years, the program may destroy the student records except for a face sheet with identification information.

PROGRAM APPLICATIONS

The Sutter CPMC CPE program keeps applications and their related materials in a locked digital folder on the department administrative server. Applications from persons not accepted for an interview are not retained. Applicants receive an acceptance letter upon admission into the program. Applications for accepted persons will begin their file/student record.

STUDENT RECORDS

A student record is any record (e.g., paper, electronic, video, audio, etc.) from which a student's identity can be recognized. The program preserves a student record for ten (10) years. Digital and electronic student records have the same storage requirements as paper records. Digital records have at least one backup separate from the original hardware location. This record includes:

1. Common directory information including name, address, email, telephone, date of birth, religion, previous education, and photograph
2. ACPE Application Cover Page
3. Student Self-Evaluation

4. ACPE Certified Educator Evaluation with a signed ACPE Confidential Evaluation Cover Sheet
5. Report on interview for international students

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 from the program.

Current or former students will be allowed to review their record within forty-five (45) days of a student's written request. Record inspection will not be denied based on the inability to come to the site or due to outstanding financial obligations. In the latter case, the provided evaluation may note on the copy sent, "not available for official use."

Upon completion of a CPE unit, the ACPE Educator collects the student's self-evaluation. Within twenty-one (21) calendar days of that completed unit, the ACPE Educator issues an evaluation kept in the program's files for ten (10) years. This will not be available to anyone else except with written permission from the student.

Material written by students, such as verbatims that contain information about other persons, will either be destroyed or, if they are part of the student's record or ACPE Educator notes, will have the identifiable information about everyone other than the student author redacted. Peers or other persons referenced must have initials or aliases in student evaluations.

Students receive the evaluation for future use. The ACPE Educator may keep process notes of supervision on a particular student. These must be kept confidential and separate from the student record. All other material pertaining to the student not contained in the student record will be returned or destroyed.

Sutter CPMC will not keep permanent files or evaluation reports. Former students must give written consent for distribution of the Educator evaluation. Before releasing student information, students must have received the Annual Notice for the maintenance of student records.

Health records (mental and physical), safety and employment records are subject to Americans with Disabilities Act (ADA), The Health Insurance Portability and Accountability Act of 1996 (HIPAA), and current California state laws, and are in locked, limited access files, separate from the student employment record in Sutter Bay Hospitals.

When an ACPE program closes, the Certified Educator or appointed designee secures all student records and ships the records to the ACPE office, c/o Accreditation, as a secure and locked location up to ten (10) years.

OBTAINING CONSENT FOR USE OF CLINICAL MATERIAL

Students must give written permission to the use of their clinical material as well as recorded and/or live observation media pertinent to the ACPE Educator's process toward certification as an ACPE Certified Educator by signing the ACPE Use of Clinical Materials Consent Form (located in [Appendix A: Memorandums of Understanding](#)). Only this form is acceptable for obtaining students' written permission to use personally identifiable material. Students accepted into a unit of CPE review and sign the form prior to admission to a CPE program.

EXCEPTIONS concerning the release of student 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. In such instances, the designated education official may have access to student records without student consent, to determine a legitimate education interest. Before releasing material in any of these circumstances, the ACPE Executive Director or ACPE Associate Executive Director will be consulted.

This program guarantees to its students the right to file a complaint against the program for alleged violation of these Family Education and Privacy Act (FERPA) rights. A student has the right to object to record content. If not negotiable, the written objection is kept and released with the record. The Chair of the Accreditation Commission may receive reports on violations of these protocols at: ACPE, Inc., 1 Concourse Pkwy, Suite 800 Atlanta, GA 30328 or via email at accreditation@acpe.edu.