

**Wesley Medical Center
Department of Pastoral Care and Education
Clinical Pastoral Education Program
Annual Notice**

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

II. Directory information is student information not generally considered harmful or an invasion of privacy if released. Examples include name, address, email, telephone, date of birth, religion, previous education, and photograph.

This center does not provide directory information.

III. A student record is: (1) any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identify can be recognized; and (2) maintained by the education program/institution or a person acting for the institution.

This center defines the student record as the application face sheet, the supervisor's evaluation (s) and may include the student's self-evaluation(s) if submitted. For students admitted to the program, the record may include the ACPE application, during the time the individual is an active student. Applications are then destroyed, with the exception of the face sheet, after the completion of the educational program. For students that are not admitted to the program, applications may be held for up to one year from the time of decision of admission to the program, and then destroyed.

IV. Details of the Center's record management protocols.

A. It is the student's responsibility to keep copies of evaluations and to maintain a file for future use. The center will not keep a permanent file or evaluation reports.

B. The official record of the student consists of a face sheet with identification information and the CPE supervisor's evaluation report and may include the student's own evaluation report, if submitted. Materials written by students, such as verbatim and case histories which contain information about other persons or other students will either be destroyed, or if they are a part of the student's record, will have the identifiable information about everyone other than the student redacted.

C. After ten years, the center will destroy the student record except for a face sheet with identification information. The records will be shredded, with the exception of the face sheet. Student files for all Wesley CPE Programs, including satellites, will be maintained in the central office of the Wesley CPE Program. Access to student records is restricted to

the Director of Pastoral Care, if he or she is an ACPE Supervisor, the ACPE Program Manager, the ACPE Supervisory Candidate (s) and support staff. Students may review their records by scheduling a time for review with the ACPE manager or ACPE Supervisor. Students may not copy their records, but the CPE program will provide a copy at the students' request and written permission (see exceptions above). The Center will schedule the review within 45 days of the request. If the student is not able to travel to the center, the center may send a copy of the record with a note on the record stating "not available for official use." The center will allow access to the student record even when the student has any outstanding financial obligations. When the student's record contains identifiers of another student, those must be redacted.

D. The Wesley Medical Center ACPE Program student files will be maintained for a period of ten (10) years. No evaluation reports will be released from the file without the written request of the student, with the following exceptions: 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 release of these records, the center will consult with the Executive Director or Associate Director of the ACPE. CPE students are expected to give written consent for copies of their evaluation reports (and their own if applicable) to be sent to their theological school. The notes the CPE supervisor may keep on a student are for the exclusive use of the writer and are not considered a part of the student's record. They should be kept separate from the student's record.

E. Health records (mental and physical) will be kept in locked, limited access files separate from other student records. Their use and release is subject to ADA and HIPAA. Certain safety and employment records are also subject to other federal regulations and state laws and kept separately.

Information about the student with name, denomination, and unit of CPE successfully completed will be sent to the ACPE office on a student unit report at the completion of each unit of CPE, subject to the annual notice.

G. A record will be kept in a separate file listing the dates for each unit and names of students completing the unit. This information will not be available to anyone outside the CPE Faculty.

H. If information in student records or in a CPE supervisor'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.

I. In the event that the Wesley CPE program closes the regional chair of Accreditation for the South Central Region of the ACPE will arrange for the secure storage of all student records of the closed program. The Chair of the ACPE Accreditation Commission and the ACPE office will be informed of the records' location.

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

V. Definition of “educational officials” and “legitimate education interest.”

Educations officials within this ACPE center are ACPE Supervisory Education Students, ACPE Supervisory Candidates, ACPE Associates Supervisors, and ACPE Certified Supervisors. Legitimate educational interest includes processing admissions applications, admissions interviews, supervision, and observation or course assistance of an ACPE unit. These persons may have access to student records without student consent. Though not an educational official, members of the center’s Professional Consultation Committee may have access to admissions applications in preparation for interviews. The materials sent to these individuals will be destroyed directly after the completion of the admissions process.

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

This Clinical Pastoral Education Program is accredited by:

*The Association for Clinical Pastoral Education
1549 Clairmont Road, Suite 103
Decatur, GA 30033
404-320-1472
www.acpe.edu*