

Annual Notice

(A copy of this document is also located in the Student Handbook Appendix ii)

[From APPENDIX 7 B cont'd (ACPE Accreditation Manual)]

St. Francis Hospital CPE Center Annual Notice

Annual Notice: Annual Notice must be published annually prior to program start and appear in the student and center handbooks in addition to other sources at the center's discretion. It contains *:

I. This ACPE CPE center/program guarantees to its students the rights to inspect and review 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 Family Education and Privacy Act (FERPA) rights. See the Student Handbook Part V, Policy # 15, and Attachment to FERPA, pages 146-148.

II. What constitutes directory information at that center and how to opt out; **Directory Information is student information not generally considered harmful or an invasion of privacy if released.**

- St. Francis Hospital defines directory information that will be released without specific consent unless a student opts out.
- Common directory information includes: name, address, email, telephone, date of birth, religion, previous education, and photograph. 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 limited purpose.
- Before releasing information, students must have received the Annual Notice.
- 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.
- Subject to notification, the student's name, address, denomination and unit of CPE successfully completed will be sent to the ACPE office on the student unit report at the completion of each unit of CPE.
- ACPE requires that the CPE student record include the face sheet with directory information, the CPE supervisor's evaluation report and the student's own evaluation report, if submitted.
- A copy of the CPE supervisor'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 student's own evaluation is included, it will be kept with the supervisor's subject to the same provisions.

At St. Francis Hospital students are invited to share their contact information to be printed in a directory for the Chaplain Services Department at St. Francis Hospital. Students who do not wish to share any or part of their contact information are not required to do so. A form requesting their consent to print their contact information allows them to opt out. That form is found at the end of the Student Handbook, Appendix iii, page 154. It will be made available to all students during their orientation.

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

At St. Francis Hospital the student's own final evaluation for the unit, along with the CPE Supervisor's final evaluation for the unit, are kept for ten years as student records.

Note: **Application materials of students admitted and matriculated, the face sheet for all students enrolled and completing orientation must be kept for ten years regardless whether the student completes the unit or not. At the ten year review, site visitors will reconcile the report of student units with the face sheets.**

Application materials for others are subject to particular state privacy laws for their retention, use and destruction. If no applicable laws exist, the center creates, publicizes, and follows its own protocol.

Students' application materials are confidential documents. They are kept only for the time of their prospective CPE Student and alumni status related to the Clinical Pastoral Education (CPE) admission interview at St. Francis Hospital (SFH.) In the interview process the application is seen only by approved CPE interviewers, e.g. Professional Advisory Group members. See the Student Handbook, Part V, Policy #15, page 146-147 and "Attachment to FERPA" page 148.

IV. Details of the center's record's management protocols. Include: 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. Grades are exempted from this right. See Student Handbook, Policy #1 Rights and Responsibilities of CPE Students, pages 111-113.

V. Define within the center 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. The material submitted to your assigned Supervisor/Mentor concerning you and your ministry as a Chaplain Intern/Resident may be used in the learning process or discussion among the staff mentors with the understanding that these persons are part of the professional training circle. Your materials, including verbatim, case reports, video or audio tapes of student work or video or audio tapes of student groups or individual sessions, may also be used by your assigned Supervisor with other ACPE Supervisors and other professionals from whom he/she may seek consultation as a part of her/his professional development or as part of research intended to contribute to the field of clinical pastoral education and/or clinical pastoral care. In all instances, use of your materials beyond this center's professional training circle, and/or your supervisor (unless full disclosure of the documents is required by law) attempts will be to sufficiently alter the material to obviate your being identified as the Chaplain Intern/Resident.

Your written evaluation and your supervisor's written evaluation of each unit of your training may be shared with individuals invited by your supervisor to participate in your mid unit and/or final evaluation process. All other instances of sharing your or your supervisor's written evaluation(s) or your training experience require a written release signed by you, unless: 1) the evaluations are being used exclusively within the professional training circle of the center or 2) your supervisor, unless full disclosure of the documents is required by law, will attempt to sufficiently alter the evaluation(s) to obviate your being identified as the Chaplain Intern/Resident. See the Student Handbook, Part V, Agreement for Training, pages 139-140 (quoted above) and Policy #15, page 146-147 and "Attachment to FERPA" page 148.

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.

* Items in bold throughout this document must appear in the Annual Notice as stated here.

Persons Seeking Certification as a CPE Supervisor: Persons seeking certification as a CPE supervisor shall not use personally identifying material about CPE students without the written permission of the student. Thus, either the identity of the student must be redacted or the student must give written permission to use the material.

- Following the action of a regional certification committee or the Certification Commission, and when the time limit for appeal has lapsed, all materials submitted about students will be destroyed.

- A regional certification committee and the Certification Commission may keep on file a face sheet of the person seeking certification, copies of the Presenters' Reports, and copies of all Action Reports on the person seeking certification. Other materials should be returned to the person seeking certification.

- ACPE may keep on file a copy of the face sheet and regional certification committee Action Reports, copies of all Certification Commission Presenters' Reports, and copies of all Certification Commission Action Reports.

Research: 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.

Appendix 7B Student Records Guide 89 Accreditation Manual Revised 2010.

I have read the Student Records Annual Notice

Student's Name (please print)

Date

Student's Signature