

Annual Notice for the Clinical Pastoral Education Program at YRMC

This annual notice informs students of their rights regarding the collection, use, and handling of their personal information in compliance with the Association for Clinical Pastoral Education (ACPE) guidelines and Arizona state laws. This **ACPE CPE program guarantees its students the right to inspect and review education records, seek to amend them, and specify control over the release of record information.**

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.

Collection and Use of Information: Students' personal information is collected and used strictly for educational purposes within the CPE program. This information cannot be shared without the student's written permission.

Student Rights:

Students have the right to inspect and review their education records.

Students can seek to amend their records if they believe there are inaccuracies.

Students have control over the release of their record information.

Students can object to the content of their records; if the objection is not negotiable, the written objection will be kept and released with the record.

Definition of Student Records:

The ACPE defines 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.

The official record of the student consists of:

An application face sheet with identification information

The Use of Clinical Materials Consent form

The program retains the following items from the student record for ten (10 years):

Certified Educator evaluation(s);

The student's response to the end of the unit evaluation, if submitted.

The student's self-evaluation

Directory Information: The following directory information may be released without specific consent unless the student opts out:

- Name
- Address
- Email
- Telephone number
- Date of birth
- Religion
- Previous education
- Photograph

Directory information can only be released with the student's written, signed, and dated consent specifying which records are being disclosed, to whom, and for what purpose. Student Directory information is not generally considered harmful or an invasion of privacy if released.

Notification and Opt-Out: Students must receive this Annual Notice before any information is released. Current students can restrict directory information and/or record access at any time during attendance. These restrictions must be honored even after the student's departure. Former students cannot initiate new restrictions after departure.

Evaluations and Process Notes:

- A copy of the ACPE Certified Educator's Intervening Evaluation Report will be given to the student.
- The program will retain this evaluation for 10 years and it will not be available to anyone else without the student's written permission.
- If the student submits a written response, it will be kept with the educator's evaluation and subject to the same provisions.
- Students are responsible for maintaining their own files for future use, as the Center will not keep permanent file evaluation reports.
- Process notes kept by ACPE Educator are for exclusive use and are not part of the student's record. These must be kept separately from the student's record.

Exceptions to Information Release: Information can be released without consent to protect the health and safety of the student or others, for accreditation purposes, for complaint review, or as required by legal practices. Any conflict with ACPE's Executive Director or Legislative Director regarding the release of materials must be addressed accordingly.

Compliance with Arizona FERPA: The CPE program adheres to the Family Educational Rights and Privacy Act (FERPA) as required by Arizona state law, ensuring that student records are handled in a manner that protects privacy and confidentiality.

Publication and Access: This Annual Notice is published annually before the start of the ACPE program and is included in the student handbook. It is also available on the program's website and other sources at the program's discretion.

Definitions

Education officials within this ACPE center are ACPE Certified Educators, ACPE Associate Certified Educators, and ACPE Certified Educator Candidates. Though not an educational official, the department Administrative Assistant and the Chair (or designee) of the Center's CPE Professional Advisory Committee may access the student's records without cohort consent.

Legitimate educational interest includes processing admissions applications, admissions interviews, supervision, and observation or course assistance of an ACPE unit; handling student's records in the absence of an ACPE-CE; or at the closure of the Center.

Exceptions: Certain exceptions concerning the release of 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. Before releasing material in any of these circumstances, consult with the ACPE Executive Director or ACPE Associate Executive Director.

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**](mailto:accreditation@acpe.edu)