I. Student Rights Concerning Records

The Family Education Rights and Privacy Act (FERPA) applies to all ACPE, Inc. CPE programs. ACPE CPE programs guarantee to their students the rights to inspect and review education records, to seek to amend them, to specify control over release of record information, and to file a complaint against the program for alleged violations of FERPA rights. The Franciscan Health System CPE program maintains student records in a manner that addresses confidentiality, access, content and custody of student records should the center be without a supervisor and/or accreditation.

II. Directory Information

The Department of Pastoral Care of the Franciscan Health System (FHS) shares public information about students. The following is a list of public information:

- Your name
- Your participation in the CPE program
- Your faith group affiliation
- Colleges/graduate schools you have attended
- Your photo with other members of your training group

FHS will share public information about you unless you direct us otherwise in writing. To opt out, the student should (in writing) indicate the specific information listed above that she or he wishes not to be public and give that list to your supervisor and the department administrative assistant.

III. 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.
IV. Record Management Protocol and Students’ Rights to Objection to Content

FHS’s record management policy is set forth in its Student Record Policy which is located in the Student Handbook and is appended to this Notice.

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.

V. Individuals with Access to Student Records

The only individuals that have access to Student Records are educational officials with legitimate interest in student records. Educational officials with a legitimate educational interest in student records at FHS are the Pastoral Care Department’s ACPE supervisors, Supervisory Candidates and administrative assistant.

VI. Violations

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

FHS POLICY - STUDENT RECORDS

(ACPE 304.4)

Policy: It is the policy of the St. Joseph Medical Center Clinical Pastoral Education Programs to maintain in a confidential manner, records of CPE students’ work, in keeping with federal and state laws. These records may be accessed from time to time for purposes of Accreditation review.

Procedures:
A. Records maintained beyond two months after the completion of a unit of CPE include a face sheet, application materials, final evaluation materials written by the student and by the supervisor, and records of any committee consultations which occur while the student is in CPE at the Franciscan Health System (FHS).

B. The student retains the responsibility for maintaining her/his own records for future use.

C. Records are maintained on a secured computer system and in a locked file in a locked office. The key is under the care of the FHS Manager of CPE. The files are located in the Spiritual Care Department.

D. Records are released only by written consent of the student with exceptions noted in F below. When written request is received by the Center, the Center will respond in a timely manner to the request (within two weeks).

E. Records are accessible only to the Certified Supervisors, Supervisory Candidates, the Manager of CPE, and the secretary at the direction of the Certified ACPE Supervisors.

F. Records may be used when release of information is perceived to be protective of the health or safety of the student, with individuals invited by your supervisor to participate in your unit and/or final evaluation process, within CPE programs professional education circle, for the complaint process if necessary, for registering the unit with the accrediting agencies or, with specific student permission, for presentation of supervisory certification process materials of Students in Supervisory Education.

G. Records are maintained for a period of ten years from the time of the student's participation in the FHS CPE Program. After that time, the records are disposed of except for a face sheet.

H. Should the Center be without a supervisor or cease to be accredited, the hospital Education Department or the Department of Spiritual Care will forward the records to the National ACPE Office in Decatur GA (404-320-1472).

(See also Guidelines for Student Records, Appendix 7 B of the ACPE Accreditation Manual)