

**ANNUAL NOTICE REGARDING STUDENT RECORDS**

*This document is mailed to every student prior to the beginning of the program with other pre-instruction materials. This annual notice is also included in the student handbook and on the CPE Center website. This notice is discussed with students during the orientation period.*

**The ACPE CPE center / program at Beverly Hospital 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 Family Education Rights and Privacy Act (FERPA)**applies to all ACPE CPE programs. FERPA addresses privacy not confidentiality issues. This means students own the information about them and must know what is being collected and how it is being used. Their information cannot be shared without their written permission. Each CPE center must publicize Annual Notice of its protocols for proper handling of student records.

**A student record is:**

* Any record (paper, electronic, video, audio, biometric etc.) directory 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. Note: application materials of students admitted and matriculated are part of the student record.

**Directory Information is student information not generally considered harmful or an invasion of privacy if released.** At the Beverly Hospital CPE Center this information includes students’ name, address, e-mail, telephone number(s), and religious affiliation. Previous work experiences, educational achievements, and a photograph can also be included in directory information. A student may opt out of having this information released by signing, dating, and returning to the ACPE Certified Educator documentation of such. 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 the center releases 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.

**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.**

Subject to notification, the student's name, religious denomination, and unit of CPE successfully completed will be sent to the ACPE office on the student unit report at the successful completion of each unit of CPE.

ACPE requires that the CPE student record include the ACPE application face sheet with directory information, the CPE educator’s final evaluation report and the student’s own final evaluation report.

A copy of the ACPE Certified Educator's final evaluation report will be given to the student within 21 days after the unit is completed. The student will be informed that the center will keep this evaluation for ten years, and it will not be available to anyone else except with written instructions from the student. The student’s own final self-evaluation is included and will be kept with the ACPE Certified Educator’s evaluation, subject to the same provisions. After 10 years student final evaluations will be destroyed by using the hospital system for secure disposal of protected health information. The student application face sheet will be retained indefinitely. At the ten year accreditation review, site visitors will reconcile the report of student units with the face sheets.

All student records are kept in a locked file cabinet inside the ACPE Certified Educator’s office in the Spiritual Care and Education department at Beverly Hospital. At Beverly Hospital, in addition to the Certified Educator, the site administrative assistant for the CPE program may have access to student records for the purposes of administration only. A subgroup of the Beverly Hospital Professional Advisory Group focusing on curriculum improvement may have access to student records acting in their role as educational officials with a legitimate education interest.

Students are responsible for maintaining their own files for future use. The center will not keep a permanent file of evaluation reports after 10 years.  Students will be informed at the time copies are given to them that it is their responsibility to keep copies for future use.

***Certified Educator Notes*:**  The CPE certified educator may keep process notes on a student. These process notes are for the exclusive use of the writer and are not considered a part of the student’s record.  They are kept separately from the student record.

***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, the Certified Educator will consult with the ACPE Executive Director or Associate Director.

In accordance with FERPA, students are able to review their record within 45 days or less of student’s request, and may make one copy of the record at Beverly Hospital. Requests must be made in writing, not by phone, fax, email, or conversation. Record inspection cannot be denied based on the student’s inability to come to the site or outstanding financial obligations. In the latter case, a center can note on the copy sent, “not available for official use.”

At the Beverly Hospital site the administrative assistant for the CPE program may have access to student records for the purposes of administration only, and a subgroup of the Beverly Hospital Professional Advisory Group focusing on curriculum improvement may have access to student records acting in their roles as educational officials with a legitimate education interest.

**Violations of these protocols may be reported to the Chair of the Accreditation Commission at ACPE:**

**ACPE Accreditation Commission  
55 Ivan Allen Jr. Boulevard, Suite 835  
Atlanta, Georgia 30308  
(404) 320-1472**[**www.acpe.edu**](http://www.acpe.edu/)

Beverly Hospital CPE Center is accredited for   
Level I and Level II CPE Programs   
by the ACPE, Inc.

Spiritual Care and Education Department

85 Herrick Street, Beverly MA 01915

978-816-2793

*I have read and understand the information outlined in this annual notice regarding student records:*

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Student signature Date