

Annual Notice Concerning Student Records Revised February 2025

In accordance with ACPE 2025 *Standards*, the CPE program at the Riverside Regional CPE Center (RRCPE) hereby publicize an Annual Notice that it maintains students records in a manner that addresses privacy, access, content, and custody of student records should the center be without an ACPE Certified Educator and/or ACPE accreditation.

Policy

The Riverside Regional CPE program maintains ACPE student records in compliance with the ACPE *Standards*. **The program guarantees to its students the right to inspect and review educational records, to seek to amend them, to specify control over the release of their 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. Violations of Annual Notice protocols may be reported to the Chair of the ACPE Accreditation Commission at: ACPE, Inc. 1 Concourse Pkwy, Suite 800, Atlanta, GA 30328 Or via email: accreditation@acpe.edu**

Definitions

- **Student Record**: a student record is any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which their identity can be recognized and maintained by the RRCPE or a person acting as a representative of the RRCPE program.
- **Directory Information**: **Directory Information is student information not generally considered harmful or an invasion of privacy if released.** the RRCPE considers the following items to be directory information, which can be released without specific consent (unless a current student chooses to restrict or “opt out” in writing): Common directory information includes: name, address, email, telephone, 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.
- **ACPE Certified Educator Faculty**: At this center, this term for “education official” includes all ACPE Certified Educators or Administrative Assistant of the Department of Spiritual Care who are employed by or serving under contract.

Procedures

1. Students who are currently enrolled in ACPE training at this center may restrict directory information or record access at any time during their attendance. To “opt out,” the student can restrict directory information, and/or record access, by submitting specific restrictions in writing to the ACPE Certified Educator. Restrictions will be honored even after the student’s departure. Former students cannot initiate new restrictions after departure.
2. At the conclusion of a unit of CPE training with the Riverside Regional CPE, a student unit report is registered with the ACPE office, which gives the student’s name, gender, religious

affiliation, ministry category and the successful completion of a whole or half unit program of CPE. The following materials are retained in the RRCPE file for the ACPE program:

- (a) A copy of the ACPE Certified Educator's Final Evaluation with coversheet, for 6 (six) years
 - (b) A copy of the student's Final Evaluation, for 6 years
 - (c) ACPE Application Face Sheet, indefinitely
 - (d) The Use of Clinical Materials Consent Form, indefinitely.
3. Other than the student's self-evaluation, a student's written materials, such as verbatim reports and case studies, will be destroyed at the conclusion of the CPE program, unless the student authorizes an exception in writing.
 4. Students shall be notified that they are responsible for maintaining their own files for future use. The CPE program shall maintain records either digitally or on paper, in compliance with ACPE Standards and the center's policy in a locked file, or in a secure electronic format, for a period of six (6) years and after that date the records may be destroyed except for the ACPE application face sheet and the Use of Clinical Materials Consent Form. **Digital and Electronic student records have the same protocol as paper records for storage requirements.** Because of their involvement in administering the CPE program, the ACPE Certified Educators on the faculty, a CPE program administrative assistant, and current members of the Professional Advisory Group are the only personnel who have access to the locked/secure student files.
 5. The law provides for certain exceptions concerning the release of information to protect the health or safety of the student, for the purpose of accreditation review or a complaint or appeal involving that student or as otherwise permitted and required for legal processes. Before releasing material in any of these circumstances, ACPE Certified Educator staff will consult with the ACPE, Inc. Executive Director or Program Director.
 6. **Material written by students, such as verbatims and case histories that contain information about other persons, including other students, will either be destroyed or, if they are part of the student's record, will have the identifiable information about everyone other than the student redacted. When peers are referenced in student's evaluations, only initials should be used.**
 7. **No patient protected health information (PHI) may be kept on a student's personal computer or work computer desktop.**
 8. Health records (mental and physical) must 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 are to be kept separately.
 9. **If a component site of the RRCPE closes** records will continue to be maintained by the national ACPE Office who will secure all student records of the closed program.
 10. Students are allowed to review their record within 45 days of a written request. 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 program can note on the copy sent, “not available for official use.” When a student record contains identifiers of another student, those must be redacted. The Annual Notice details records maintenance protocols and should include whether/how students may copy their records.

11. If a student believes that these protocols have been violated, a written and signed complaint may be submitted to the Chairperson of the ACPE Accreditation Commission:

ACPE, Inc.
1 Concourse Pkwy, Suite 800,
Atlanta, GA 30328 www.acpe.edu

12. Questions about this policy may be directed to the CPE ACPE Certified Educator.