

2021 Annual Notice Regarding CPE Records at TCCCPE

TCCCPE guarantees to its ACPE students the rights to inspect and review their education records, seek to amend them, to specify control over release of their record information and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

Directory information

Directory information is student information not generally considered harmful or an invasion of privacy if released. It includes the student's name, address, email, telephone number, date of birth, religious preference and/or denomination, previous education, and may include a photo.

The student's name, address, denomination and unit of CPE successfully completed will be sent to the ACPE office on the ACPE Student Unit Report at the completion of each unit of CPE.

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.

Students can restrict or opt out of the release of directory information by giving a written and signed memo to our ACPE Certified Educator.

Student Record

An ACPE student records is any student record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized. ACPE Certified Educator can keep copies of their evaluations for their own record (apart from student records), but the actual students records) including other record items listed in the center policy) must keep at TCCCPE. The student records are a property of TCCCPE. Students' records are maintained by the ACPE Certified Educator at TCCCPE or a person acting on behalf of TCCCPE. A copy of the ACPE Certified Educator's evaluation report will be given to the student. The Certified Educator's evaluation, the student's evaluation, and the ACPE application face sheet are part of the student record.

Records Management

TCCCPE will keep student records for at least ten years. The Certified Educator/s will store electronic versions of student records. These records shall not be open to anyone outside the ACPE Center except with the student's written request unless the release of the information would 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. After ten years, TCCCPE will destroy the student record except for a face sheet with identification information.

If and when our ACPE program closes, the Regional Accreditation Chair arranges the secure storage of all student records of the closed program. The Accreditation Commission Chair and ACPE office will be informed of the records' location.

Students will be able to review their record within no more than 45 days of their request. Record inspection cannot be denied based on the student's inability to come to our Center or outstanding financial obligations. In the latter case, we will note on the copy sent, "not available for official use." When a student record contains identifiers of another student, those will be redacted.

Students are responsible for maintaining their own files for future use. We will not keep a permanent file or evaluation reports. CPE students are expected to give written consent for copies of the Certified Educator's evaluation reports (and their own if applicable) to be sent to individuals or their theological school.

A student has the right to object to the record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.

Health records (mental and physical) must be kept in locked, limited access files separate from other student records. Their use and release is also subject to ADA and HIPAA regulations. Certain safety and employment records are also subject to other federal regulations and state laws and are kept separately.

Material written by students, such as pastoral reports 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.

ACPE Certified Educator Notes are process notes kept by the ACPE Certified Educator. These process notes are for the exclusive use of the ACPE Certified Educator and are not considered a part of the student's record. They are kept separately from the student record.

Persons seeking certification as an ACPE Certified Educator shall not use personally identifying material about CPE students without the written permission of the student. In short, either the identity of the student must be redacted or the student must give written permission to use the material.

Access to student record

All of our ACPE Student Records are kept in a locked file cabinet in the office of the ACPE Certified Educator at TCCCPE. Only education officials have access to the student records based on their role within the Center. The ACPE Certified Educator of the ACPE program, the administrative assistant and any ACPE Certified Educator or ACPE student in ACPE Certified Educator training may have access to the Student file.

Based on legitimate educational interest for selection, assessment, and evaluation of students, if information in student records or in our ACPE Certified Educator's records is considered of research value, the Student files may be accessed by another ACPE Certified Educator who desires to collect and use the students material for research, a release form will be made available for the student's signature. No personally identifiable material will be used for research without the student's written permission for its use.

Violations of these protocols may be reported to the Chair of the Accreditation Commission at: *ACPE, 55 Ivan Allen Jr. Boulevard, Suite 835, Atlanta, GA 30308.*

Acknowledgment of receipt of Annual

Notice Signature _____

Notice Printed Name: _____

Date _____