

ST. LUKE'S UNIVERSITY HOSPITAL
801 OSTRUM STREET
BETHLEHEM, PA 18015

An Accredited Center of
ASSOCIATION OF CLINICAL PASTORAL EDUCATION, INC
One West Court Square, Suite 325, Decatur, GA 30030

ANNUAL NOTICE

(The Family Education Rights and Privacy Act (FERPA) applies to all ACPE CPE programs. FERPA asserts that 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 Center must publicize an Annual Notice of its protocols for proper handling of student records – ACPE Standards, Accreditation Manual, Appendix 7B, pg.88; ACPE Standard 304.4.)

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

1. At the conclusion of the CPE unit, St. Luke's will maintain an **official record** of each student which will include the 2-page face sheet of the CPE application, the student's Self-Evaluation, and the Supervisor's Evaluation. During the unit the student's file will contain all clinical information and other report forms required by the Center to maintain the learning alliance between Supervisor and student. All of those documents except those listed for the official record will be destroyed at the conclusion of the unit.

2. St. Luke's will maintain a **CPE Student Directory** for necessary contact information during the unit and maintenance of alumnae information following. That Directory will include information taken from the Application Face Sheet, specifically – name, address, email, telephone, religion/denomination, and seminary. This information will be released without

specific consent unless the student 'opts out' or restricts certain information. Such restrictions will be honored during the CPE unit and following.

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

4. Other than the Directory information (#2) and the information given to the ACPE for unit reporting (#3), ***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.***

If a student record contains information which identifies another student, that identifier will be redacted prior to sending out. (See the Student Handbook for the Consent to Release Information Form.)

5. A student has a right to **review their record** within 45 days after requesting such. St. Luke's will fax or email the official record to the student following the completion of the unit if the student is unable to come to the St. Luke's office. If the full tuition fee has not been paid, the documents will be stamped with "not available for official use".

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

7. Staff within St. Luke's who will need to access student records for the purpose of filing, reporting to national and regional offices of ACPE, accessing directory information, and preparation of materials for ACPE Accreditation Reviews are the Coordinator of Pastoral Education, Director of Pastoral Care, and Support Chaplain. Each of these staff persons are mandated to confidential treatment of records. These persons will have access to student records without student consent.

8. Any violations of these 7 protocols listed above may be reported to:

Chair of the Accreditation Commission
ACPE Office
One West Court Square
Suite 325
Decatur, GA 30030

(Annual Notice Publicized for 2016.)