

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The *Family Education Rights and Privacy Act* applies to all ACPE CPE programs and ensures privacy rights for applicants and students.

Student Name Printed: _____

As a Clinical Pastoral Education, ACPE applicant, I hereby grant permission to the ACPE supervisor, and interviewers to use my written materials for the initial interview and exit interview and process. I further grant permission to contact my references listed on the application to provide relevant information about me to the ACPE Center. The application process is considered and treated as confidential.

I have been informed of my right to restrict the directory information that Huguley Memorial Medical Center uses (name, address, email, telephone, date of birth, religion, previous education and photograph). All other information is released only with the student's written signed and dated consent specifying which records are being disclosed, to whom and for what limited purpose. 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.

I have reviewed the **Annual Notice** statement in the program description document sent to me during the application process. Further information on this issue can be found in the 2010 ACPE Accreditation Manual Appendix 7B (page 88).

Signature of Applicant

Date

1. A qualified interviewer is defined as an ACPE Supervisor or another person who has intimate knowledge of the CPE process, and ACPE Standards and who is able to dynamically engage the applicant and assess readiness for CPE. *ACPE Standard* 2010, 307.2
2. Our interview committees are comprised of members of the PAG (Pastoral Care Advisory Group), ACPE Supervisor(s) and CPE consultants.

ANNUAL NOTICE

The ACPE CPE Center at Huguley Memorial Medical Center will protect the privacy concerns of each student through careful and confidential recordkeeping. Huguley Memorial Medical Center adheres to the following ACPE CPE mandates:

- 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 Rights and Privacy Act (FERPA) rights.
- 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. Grades are exempted from this right.
- This center defines “education official” as the CPE supervisors and the administrative assistant(s) for the Department of Pastoral Care. These people process CPE applications and may have access to student records without student consent.
- Violations of these protocols may be reported to:

Chair of the Accreditation Commission
ACPE, 1549 Clairmont Road, Suite 103
Decatur, GA 30033

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.

“Directory Information” is student information not generally considered harmful or an invasion of privacy if released. Huguley Memorial Medical Center “directory information” (meaning a student’s name, faith affiliation, previous pastoral position, previous education, photo, gender and the exact level and type of unit in which the student is enrolled) is NOT considered private and may be released to institutional (internal communication) sources or through public media (such as newspapers or websites). If a student does not wish the Center to disclose directory information, the student must indicate such in writing within one week from the first day of the unit. A student’s written consent must be signed and dated, specifying which records are being disclosed, to whom, and for what limited purpose. Students have the right to restrict their directory information at any time.

This is in compliance with the Association for Clinical Pastoral Education (ACPE) 2010 **Standard** 304.4. This policy also complies with Accreditation Manual, Appendix 7B in order to meet requirements of the Family Education Rights and Privacy Act (FERPA).