Clinical Pastoral Education Annual Notice

ACPE 2010 Standard 304.4
ACPE 2010 Accreditation Manual Appendix 7B

The ACPE CPE Center at Aurora Health Care-Metro, Inc. will protect the privacy concerns of each student through careful and confidential recordkeeping. Aurora Health Care-Metro, Inc CPE Center adheres to the following ACPE CPE mandates:

Guarantees to its students the right 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 Educations 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 "educational official" as: ACPE certified CPE Supervisor(s) or Associate Supervisor(s), Supervisory Candidates and/or Supervisory Education students participating in the Supervisory CPE at Aurora Health Care-Metro, Inc., the Director and administrative assistant(s) for the Spiritual Care Department and CPE Professional Advisory Group (PAG) who serve as part of interview or accreditation review teams. These people process CPE application and may have access to student records without student consent.

Violations of these protocols may be reported to: Chair of Accreditation Commission, ACPE, We Work, Floor 4, 120 West Trinity Place, Decatur GA

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. A student’s written consent must be signed and dated, specifying which records are being disclosed, to whom and for what limited purpose. Exemptions to this written consent include: protection of health or safety of the student or others; for the purpose of accreditation or complaint review; as required by legal processes.

Aurora Health Care-Metro, Inc. CPE Center “directory information” (meaning a student’s name, address, email, telephone, date of birth, religion, previous education, unit of CPE completed and photograph) is NOT considered private and may be released to institutional (internal communication) sources, to ACPE Offices or through public media such as newspapers or websites. The student has the right to restrict their directory information at any time during his/her unit of training at Aurora Health Care-Metro, Inc. CPE Center. Restrictions continue to apply after completion of training. New restrictions cannot be made following training completion.