

**SPIRITUAL CARE AND CLINICAL PASTORAL EDUCATION**  
**Annual Notice of Education Rights and Privacy**

January 1, 2023

To: All CPE Students at Centra Health,

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

Student records shall not be released without the written consent of the student. Consistent with ACPE requirements, the official record consists of the application face sheet, the Use of Clinical Materials Consent Form, the educator's end-of-unit written evaluation, and the student's end-of-unit written evaluation report. Material written by the students, such as verbatim documents and case studies that contain information about other persons, will be destroyed unless used for pastoral research, with written permission from the student. Supervisory notes are not part of the official records and are the property of the Certified Educator, Associate Certified Educator, or Certified Educator Candidate.

Student records will be maintained according to the ACPE Standards and [ACPE Guide for Student Records](#). They will not be viewed without student permission, except in the cases of Accreditation site visit reviews, the certification process, and cases of grievance procedures. 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. Graduates are exempted from this right.

The Centra Health Clinical Pastoral Education program treats students' names as directory information, meaning a student's name is the only information about a student that we will release without the student's permission. If a student wishes to opt out of their name being released, they must communicate this in writing to their Educator in the department. We reserve the right to release information within student records to protect the health or safety of the student or others; for Accreditation or complaint review and/or as required for legal processes.

Education officials consist of the Director of Spiritual Care and Education, all ACPE Certified Educators, Associate Certified Educators, and Certified Educator Candidates with legitimate education interests due to their supervising, recruiting, or planning for units of CPE at Centra Health. Within the center, these people may access student records without student consent.

Violations of these protocols may be reported to the Chair of the Accreditation Commission at ACPE, Inc. 1 Concourse Pkwy, Suite 800, Atlanta, GA 30328

**I acknowledge that I have received Centra Health's 2023 Annual Notice of Educational Rights and Privacy.**

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**Student's Signature****Date**