

Center annual notice

In compliance with the Standards of the ACPE and the Family Education and Privacy Act (FERPA), the center posts this annual notice.

1. This ACPE CPE center and 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.
2. Directory information at this center includes the student's name, date of birth, previous education, photograph, and the denomination or faith group of which they are a part. Students may opt out of public disclosure of this information by informing the Director of Spiritual Care in writing of their request.
3. Student records are outlined in the Student Records Policy and may be digital/electronic or on paper. Student records contain the following information: Student unit evaluation, Supervisor's evaluation for each unit, application for the program, letters of reference or other communications associated with the application process. Digital records have at least one back-up separate from the original hardware location and are updated at least monthly.
4. Student records management falls under the direction of Certified ACPE Supervisors at this center. 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 exempt from this right.
5. A student's record will not be released without the written consent of the student.
6. Those with access to student records are under the direct supervision of the Director of Spiritual Care, Certified Educator Candidates under the direct supervision of an ACPE Certified Educator and enrolled as a CEC at this center, other ACPE Certified Educators contracted to supervise units of CPE, and the Administrative Assistant of the department. Each of these persons is considered "education officials." Others with a "legitimate education interest" includes human resources and the CEO of Sutter Roseville Medical Center. Those with "legitimate education interest" may review an educational record in order to fulfill his/her professional responsibility for the administrative, educational, or research purposes carried out by the CPE program.
7. Violations of these protocols may be reported to the Chair of Accreditation Commission at:
ACPE: The Standard for Spiritual Care and Education
1 Concourse Pkwy, Suite 800
Atlanta, GA 30328