

FERPA

- The Family Education Rights and Privacy Act (FERPA) applies to all ACPE, Inc. CPE programs. FERPA addresses privacy, not confidentiality issues. This means 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 permission to do so.

The ACPE Accredited Center at AdventHealth Orlando CPE System Center will respect and protect the privacy and confidentiality of each student's directory information and educational records through confidential record-keeping. The following paragraphs define the Center's responsibility to privacy and confidentiality from the time of application, through educational process and post-completion of the student's training process:

- I. Definitions:

A. Student Record is:

- Any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized;
- Maintained by the AdventHealth CPE System Center Director, Registrar and AdventHealth University Registrar and administrative staff.

B. Directory information is student information that is not generally considered harmful or an invasion of privacy if released. The AdventHealth Orlando CPE System Center considers the following as "Directory Information."

- Name
- Faith Affiliation
- Previous ministry position
- Previous education
- Photo
- Gender
- Exact level and type of unit in which student is enrolled

II. Distribution of Directory Information

- "Directory Information" is NOT considered private or confidential and may be released to institutional sources (internal communications) or to public media (websites or newsletters).
- Students desiring to prevent or restrict the distribution of their directory information are required to submit the Directory Information Authorization Form to the Center's Executive Director no later than one week after the start date of the Residency year or the unit for which they are accepted. (See Directory Information Authorization Form below)
- Students have the right to restrict the use of their directory information at any time.

- At the conclusion of each unit and subject to notification, the student's name, address, denomination and unit of CPE successfully completed will be sent to the ACPE on the student unit report completed at the completion of each unit.

III. Management of Student Educational Records

- Application, screening and interview
 - All application materials are considered confidential and treated accordingly. It is understood, however, that when application materials are submitted, the applicant is granting the AdventHealth Orlando CPE System Center permission to share those materials with persons who will be participating in the screening and interview process. This will include, but not necessarily be limited to, members of the Center's Professional Advisory Group, the Center's ACPE Certified Educators and Certified Educator Candidates, AdventHealth Chaplains, and Clinical Preceptors selected to participate in the screening and interview process.
 - Application materials of applicants not selected for participation in an AdventHealth Orlando CPE System Center program will be returned to the applicant with a letter indicating to the student that he/she has not been accepted into the program or destroyed at the applicant's request.
 - Application materials of applicants selected for an AdventHealth Orlando CPE System Center program will be transferred to and kept in their CPE Student Record and maintained according to the procedures stated below.
- Student Permanent Educational Records
 - During the student's educational process, the permanent educational record will consist of the following:
 - Completed ACPE application form including all written materials and all signed consent forms that accompany the application
 - Correspondence pertaining to acceptance into the program including the Agreement for Training, all consents, medical clearances, copy of signed FERPA notice, Directory Information Authorization Form.
 - The student's and educator's evaluation of each unit completed
 - Any consultation committee reports
 - Clinical material submitted to the ACPE Certified Educator for consultation, verbatims, reflections papers, etc. are kept by the ACPE Certified Educator or Educator Candidate and are not a part of the student's permanent record. ACPE Certified Educators will destroy all clinical material at the conclusion of the program in which the student is participating.
 - Students completing the residency or internship within the past ten years will have the following retained in their permanent file:
 - ACPE application form face sheet.
 - Correspondence pertaining to acceptance into the program, including the signed Agreement for Training and other consent forms.
 - The student's and the ACPE Certified Educator's evaluation of each unit completed.

- Students are personally responsible for the maintenance of all students and ACPE Certified Educator evaluations that might be used for future certification processes.
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