

**LEBANON VA MEDICAL CENTER
1700 SOUTH LINCOLN AVE
LEBANON, PA 17042
717-228-6021**

**An Accredited Center of
ASSOCIATION OF CLINICAL PASTORAL EDUCATION, INC
1 Concourse Pkwy
Suite 800
Atlanta, GA 30328**

ANNUAL NOTICE

(The Family Education Rights and Privacy Act (FERPA) applies to all ACPE CPE programs. FERPA asserts that 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 written permission. Each Center must publicize an Annual Notice of its protocols for proper handling of student records – ACPE Standards, Accreditation Manual, Appendix 7B, pg.88; ACPE Standard 304.4.)

This ACPE CPE center/program guarantees to its students the right to inspect and review education records, to seek to amend them, to specify control over release of record information. Students also have the right to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

- 1.** At the conclusion of the CPE unit, the Lebanon VAMC CPE Program will maintain an **official record** of each student which will include:
 - in student's permanent record
 - the 2-page face sheet of the CPE application,
 - "Consent of Use of Materials Form
 - in the student's record for the 10 years after completion of the unit/program
 - the Certified Educator's end of unit evaluation
 - the student's response to the Certified Educator's end of unit evaluation, if submitted
 - the student's self-evaluation,
- 2.** During the unit/program the student's file will contain all clinical information and other report forms required by the center to maintain the learning alliance between the Certified Educator and student. All those documents except those listed for the official record will be removed from the record at the end of the unit/program. The ACPE Certified Educator/Certified Educator Candidate may keep process notes on a student. These process notes are for the exclusive use of the writer, are the property of the writer, and are not considered a part of the student's record. Process notes are They must be kept separately from the student record.
- 3.** If any materials connected to a student are desired for research purposes at any time, each student involved will be contacted and asked for their written consent. If there is not a written consent provided by the student, the material connected to that student will not be permitted to be released for research use.
- 4.** The Lebanon VAMC CPE Program will maintain a **CPE Student Directory** for necessary contact information during the unit and maintenance and updating of alumni information.

Directory Information is student information not generally considered harmful or an invasion of privacy if released. That directory will include information taken from the Application Face Sheet, specifically – name, address, email, telephone, religion/denomination, and seminary. 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. Former students cannot initiate new restrictions after departure.

5. After the student has self-enrolled in the unit with ACPE, the student’s successfully completed unit of CPE will be filed electronically by the Certified Educator.
6. Other than the Directory information (#4) and the information given to the ACPE for unit reporting (#5), **all other information is released only with the student’s written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose.** If a student record contains information which identifies another student, that identifying information will be redacted prior to release. (See the Student Handbook for the Consent to Release Information Form.)
7. A student has a right to **review their record** within 45 days of submitting a written request. The Lebanon VAMC will fax or email the official record to the student after the completion of the unit if the student is unable to come to the center without exception.
8. **A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the official record for 10 years after completion of the unit.**
9. Health records (mental and physical) are not acquired or maintained by the CPE program. Any health records are maintained separately by other departments (i.e. HR or Employee Health) and are administered in accordance with ADA, HIPAA, other applicable laws, and VA policy.
10. Safety and employment records are in the custody of other departments and are subject to federal regulations and state laws. These files are held **separately** from student’s educational records in a manner and are stored and released in a manner consistent with VA policy and applicable laws and regulations
11. **Staff within the Lebanon VAMC CPE Program** who need to access student records for the purpose of filing, reporting to national and regional offices of ACPE, accessing directory information, and preparation of materials for ACPE Accreditation Reviews are members of the CPE Certified Educator/Certified Educator Candidate Faculty and the Program Support Assistant/Secretary. Each of these staff persons are mandated to confidential treatment of records. These persons will have access to student records without student consent.
12. **Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at:**
ACPE: The Standard for Spiritual Care and Education
1 Concourse Pkwy
Suite 800
Decatur GA 30328
Or via email: accreditation@acpe.edu
Website: www.acpe.edu

(June 2023)