NORTHWESTERN MEMORIAL HOSPITAL CPE

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

** Annual Notice **

Maintenance of Student Records

Northwestern Memorial Hospital’s CPE program maintains student records in accordance with the Family Education Rights and Privacy Act (FERPA) and in accordance with the recommendations of the Accreditation Commission of ACPE. Students own the information about them and it is the responsibility of the CPE program representatives to inform the students of how information is being collected and how it is being used. Information provided by students will not be shared without their written permission.

This Annual Notice is publicized and shared with students prior to the start of each program of CPE at Northwestern. The Annual Notice follows the format as recommended by the Accreditation Commission of ACPE.

Guidelines

1. A student record is a record in any form directly related to the student from which the student’s identity can be recognized. Student records are maintained by the Northwestern Memorial CPE program.
2. Application materials of students admitted and matriculated are part of the student record for the duration of the CPE program. Once the program is ended, the face sheet is retained and the rest of the application materials are destroyed.
3. Application materials for other students are maintained under the same guidelines as those for records of students admitted. Once it is determined that a student will not be admitted, records for that person are destroyed.
4. Directory Information for students at Northwestern Memorial Hospital consists of the student’s name, address, telephone, e-mail, denomination, and emergency contact.
5. Directory information is not generally considered harmful or an invasion of privacy if released to parties who are participants in the students’ educational process.
6. Current students may restrict directory information and/or record access at any time during participation in the program. These restrictions will be honored even after the student’s departure from the program. Former students cannot initiate new restrictions after departure.
7. CPE program representatives will provide consultation re: limitations on learning and the viability of remaining in the program to any students who decide to “opt out” of the release of Directory Information to parties who are participants in the educational process of the student.

Procedures

1. The Northwestern Memorial Hospital CPE 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. 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 (i.e., comments re: successful completion of CPE programs) are exempted from this right.

3. Education Officials are those individuals who participate in the application and interview processes with the students, and those individuals who are CPE Supervisors and provide supervision to the students during the program. Education Officials are considered to have a legitimate education interest in the student, and they may have access to student records without student consent.

4. A Legitimate Education Interest is defined as a degree of relationship and investment with a student that promotes progress toward the learning goals of the students, respects the learning needs and boundaries of the student, and is mutually recognized by the student and the Education Official in relationship with the student.

5. Any violation of the guidelines and policy as stated in this Annual Notice may be reported to the Chair of the ACPE Accreditation Commission at:
   55 Ivan Allen Jr. Boulevard, Suite 835, Atlanta, GA 30308
   Phone: (404) 320-1472
   Fax: (404) 320-0849
   Email: acpe@acpe.edu