

Saint Camillus Campus CPE Annual Notice

The St. Camillus CPE center complies with the Federal Law through the following policies and procedures:

The Saint Camillus Campus CPE program guarantees to its students the rights to inspect and review education records, to seek to amend them, and to specify control over release of record information and to file a complaint against the program for alleged violations of these rights. Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: ACPE, 1 Concourse Parkway, Ste. 800, Atlanta, GA, 30328 or via email at: accreditation@acpe.edu.

Directory Information

1. Directory information is student information not generally considered harmful or an invasion of privacy if released.
2. The Saint Camillus Campus CPE Directory Information includes: Basic Personal Information of the CPE Students – Name, Current Address, email, telephone; Personal Work, Religious background and biographical information and photograph that Students provide at the beginning of the program that we publish in our Campus Newsletter.
3. Students are sent the Annual Notice included in the Welcome Letter before the beginning of the Unit.
4. 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. Students will create an account online with ACPE and will electronically enroll in a unit of CPE during the orientation period. In line with the Directory Information where home and school address, completion of school, certificate and/or degree is intended for public distribution, the information about the student (name, address, denomination and unit of CPE successfully completed) will be registered electronically with the ACPE office as a report at the completion of each unit of CPE.

Records Management

1. ACPE and St. Camillus Campus defines a student record as any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student's identity can be recognized; and maintained by the education program/institution or a person acting for the institution.
2. Student records are open to the student and will not be released to any requesting party except upon the written authorization of the student.
3. 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.
4. Student record contents will consist of:
 - applicant cover sheet
 - ACPE CPE Application
 - ACPE Use of Clinical Materials Consent Form
 - Training Covenant
 - Student's Final Self-Evaluation
 - ACPE Certified Educator's Final Evaluation Report
 - Student's Response to End of Unit Evaluation
5. If a student record is incomplete, the ACPE Certified Educator will document the efforts undertaken to make the file complete, noting what is missing and requests for documents from the student.
6. Student records are maintained on paper for a period of six years in a locked filing cabinet in the Pastoral Care Director's private office to insure confidentiality, accessible only to the education officials: ACPE Certified Educator, Certified Educator Candidate, Director of Pastoral Care and/or the CPE Program Development Coordinator, and PAG chairperson.
7. At the end of the six-year period, the student's record will be reduced to:
 - ACPE face sheet
 - ACPE Use of Clinical Materials Consent Form
 - the dates of the CPE units

Records may be kept longer in cases of formal grievances.

8. It is understood that unessential documents of student records will be destroyed properly. The CPE Students are informed that access to their records is permitted for purposes of research, accreditation review, and in the event of a complaint is filed.
9. The ACPE Certified Educator applies the same storage and confidentiality requirements to digital records as paper records. Digital and Electronic records that are stored in the St. Camillus records are only accessible to the ACPE Certified Educator. Digital records have one backup separate from original hardware location and are dated and updated in accordance with institutional guidelines.
10. If St. Camillus Campus ceases to be accredited or program closes, the ACPE Certified Educator secures all student records and ships the records to the ACPE office c/o Accreditation only to be released to the students upon written request. Students are responsible for maintaining a copy of their files for personal use.
11. If the ACPE Certified Educator leaves or is not available for an extended period of time, the Chair of the Professional Advisory Group (PAG) and the Director/Supervisor of Pastoral Care would consult with the St. Camillus CPE Program Development Coordinator, and for further support, the ACPE National Office.
12. Material written by students, such as verbatims and case histories that contain information about other persons, including other students, will either be destroyed or, if they are part of the student's record, will have the identifiable information about everyone other than the student redacted. When peers are referenced in student's evaluations, only initials should be used.
13. If needed, health, safety, and employment records (mental and physical) will be kept separately from other student records. Their use and release is subject to ADA, HIPPA, and other state/federal regulations and laws.
14. Students have access to review their record within 45 days of written request. Record inspection cannot be denied based on the student's inability to come to the site or outstanding financial obligations. In the latter case, a note on the copy sent "not available for official use" will be used. When a student record contains identifiers of another student, they will be redacted. Students will have the option to make copies of their record.

Evaluations and Process Notes

1. A copy of the ACPE Certified Educator's end of unit evaluation report will be sent to the student within 21 calendar days of the end date of the unit through the ACPE SharePoint Hub to the student's email they used to register and enrolled in CPE through the ACPE Website. The student is informed that the center will keep this evaluation for ten years, and it will not be available to anyone else except with written permission from the student. If the student submits a written response, it will be kept with the educator's evaluation and subject to the same provisions.
2. Students are informed during Final Evaluations that it is their responsibility to keep copies of their files for future use.
3. CPE students are expected to give written consent for copies of the educator's end of unit evaluation reports (and their own if applicable) to be sent to any outside party.
4. Supervisory Notes: The ACPE Certified Educator may keep process notes on a student. These process notes are for the exclusive use of the writer and are not considered a part of the student's record. They must be kept separately from the student record.
5. Exceptions: Certain exceptions concerning the release of information exist to protect the health or safety of the student or others, and for the purpose of accreditation or complaint review, or as required for legal processes. Before releasing material in any of these circumstances, the ACPE Certified Educator will consult with the ACPE Executive Director or ACPE Associate Executive Director.

Steps and Procedures in accessing student's file/records:

1. The student will make the request known to the ACPE Certified Educator, CEC, CPE Program Development Coordinator or the Chairperson of PAG.
2. With the name of the CPE student and date of the training, the ACPE Certified Educator, CEC, CPE Program Development Coordinator or the Chairperson of the PAG will assess whether the records are still on the Campus, or if they are beyond the allotted time for record keeping.
3. If the records are on the Campus, the ACPE Certified Educator, CEC, CPE Program Development Coordinator or the Chairperson of PAG will proceed providing the student a copy of his/her records.
4. If the records are not available anymore on the Campus, the ACPE Certified Educator, CEC, CPE Program Development Coordinator or the Chairperson of the PAG will provide the student the address of the National Office of ACPE.