

The JED Center for Spiritual Care and Education

Annual Notice 2020-2021

This ACPE CPE center/program guarantees to its students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information.

Common directory information

Common directory information is student information not generally considered harmful or an invasion of privacy if released. Common directory information includes: name, address, email, telephone number, date of birth, religious/belief system identification, previous education, and photograph. Before releasing information, students must have received the Annual Notice. 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.

Common directory information can be released without specific consent unless a student wishes to "opt out" of some or all directory information. To "opt out", a student submits a signed and dated written letter their ACPE Certified Educator stating what information specifically should be left out of the directory. Further information regarding the handling of student information can be found in the Agreement for Training form.

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.

Student Records

A Student Record is (1) any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized, and (2) maintained by the education program/institution or a person acting for the institution.

The Student Record contains the Application Face Sheet which provides identification data, the CE's written final evaluation, the student's response to the end of unit evaluation if one was submitted, the student's final self-evaluation, and Use of Clinical Materials Consent Form. The following student record items are retained for ten (10) years by the Center after which they will be destroyed: the Certified Educator's end of unit evaluation, the student's response to the end of unit evaluation, if submitted, and the student's self-evaluation. The Center retains the application face sheet and Use of Clinical Materials Consent Form indefinitely. If a file is incomplete the ACPE Certified Educator shall document the efforts undertaken to make the file complete, noting what is missing and requests for documents from the student.

Records Management

Paper student records are secured in a locked filing cabinet in the Center’s designated office. Both CE partners and the Board Chair will be issued keys to the cabinet. Both Educators will store electronic student records in a shared Dropbox account. Dropbox will be accessible via a shared password held by both CE’s and the Board Chair or designate. The student records will not be released to anyone outside the CPE program without the student’s written approval.

Students are responsible for maintaining their own file for future use. The JED Center will not keep a permanent file with evaluations past ten-years. Students will be informed during the orientation period of their responsibility to retain copies of their evaluations

Student Rights

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. Students may copy their records by placing their request in writing to the Certified Educator.

The student must be informed that persons designated as “education official” may have access to student records without student consent. For The JED Center, education officials include the PAG members and the Board Chair, as well as legal counsel should that be deemed necessary. Legitimate educational interest would include all issues of educational oversight, conduct, performance, occupational health, security and legal concerns.

Students may copy their records by placing their request in writing to their Certified Educator or the Board Chair.

Violations of these Annual Notice protocols may be reported to the Chair of Accreditation Commission at: ACPE, 55 Ivan Allen Jr. Boulevard, Suite 836, Atlanta, GA 30308. <https://www.acpe.edu/ACPE/Accreditation/Accreditation>

Acknowledgment of receipt of Annual Notice

Signature _____

Date _____

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