

## AWH Center for Spiritual Care Maintenance of Student and Center Records

### **Purpose:**

To assure that the AWH Center for Spiritual Care CPE program maintains students records in a manner which addresses the confidentiality, access, content, and custody of students records. Student records include all paper, electronic, video, or audio materials from which the student's identity can be recognized.

### **Guideline:**

Student records are considered confidential and will not be released without the written consent of the student. The official record consists of the application face sheet with directory information, the CPE Supervisor's written evaluation report, a student's written response to the supervisor's evaluation (optional), and the student's own written evaluation report. Material written by students such as verbatim, case histories, and reflection papers which contain identifying information about other persons or the student him/herself will be destroyed at the end of the unit unless written permission is given by the student for the materials to be used pastoral research. In such a case, all identifying information will be redacted. Supervisory notes are not a part of the official record and are the property of the supervisor.

AWH Center for Spiritual Care CPE will protect the privacy concerns of each student through careful and confidential recordkeeping. The Center's "directory information" (meaning a student's name, faith affiliation, name, address, email address, telephone, previous pastoral position, previous education, photo, gender and the exact level and type of unit in which the student is enrolled) is NOT considered private and may be released to institutional (internal communication) sources or through public media (such as newspapers or websites). If a student does not wish the Center to disclose directory information, the student must indicate such in writing within one week from the first day of the unit. Students have the right to restrict their directory information at any time.

### **Procedure:**

- A. An Annual Notice that describes this center's protocols for handling student records will be made available to every student who submits an application for any program. This Annual Notice may be sent electronically via email or may be mailed to the student's address. All students who are accepted to a AWH Center for Spiritual Care CPE will be provided with an additional copy of the Annual Notice with their official acceptance letter.
- B. The CPE Supervisor's written evaluation of the student's unit of training will be available to the student within 21 calendar days from the end of the unit of training. If the student has clinical hours to make up, the evaluation will be available 21 days from the day of the

last clinical hours are completed.

Official AWH Center for Spiritual Care CPE student records will be maintained electronically within OneDrive for a period of ten (10) years. After that period, the file will be deleted and only the face sheet will be held in the files.

- D. Directory information will be released without the student's consent unless the student gives the Educator a written, signed letter asking that this information not be released. However, the student's name, address, and denomination will and must be used in order to register the successful completion of the unit with ACPE. No information pertaining to CPE students (including requests for evaluation to be sent to theological schools or denominational bodies) other than directory information will be released without the student's written, signed, dated consent which also specifies which records are to be disclosed, to whom, and for what limited purpose. The student must provide the name and address of the person to whom he/she wants the records released. Our goal is to provide such information within five working days of the request.

There are exceptions to release of information from student records. These are:

- a) to protect the health or safety of the student or others
- b) for the purpose of accreditation or complaint review
- c) as required for legal processes.

This center will consult with the ACPE Executive Director or Associate Director before releasing materials in any of these circumstances.

- E. Students shall be able to review their official student record. Should the time be needed, the center reserves the right to make the record available within 45 days of the written request.
- F. The student has the responsibility to maintain his/her own file for future use. AWH Center for Spiritual Care CPE program will not keep a permanent file with evaluation reports past the ten (10) year limit. The student will be informed that it is her/his responsibility to keep copies of evaluations for future use.
- G. Access to student records is restricted to educational officials. At AWH Center for Spiritual Care CPE, these educational officials include: the Educator and the chair of the Professional Advisory Group.
- H. In the event that the CPE program should cease to exist at AWH Center for Spiritual Care, the center will consult with Accreditation Commission about the disposition of electronic records.