**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; ACPE Standard 304.4.)***

**This ACPE CPE center 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.**

**1.** At the conclusion of the CPE unit, Grady will maintain an **official record** of each student which will include the 2-page face sheet of the CPE application, the student’s

Self-Evaluation (since January 2016), and the Supervisor’s Evaluation. During the unit the student’s file will contain all clinical information and other report forms required by the Center to maintain the learning alliance between Supervisor and student. All of those documents except those listed for the official record will be destroyed at the conclusion of the unit. Grady will maintain student records for the required ten (10) years.

**2.** Grady will maintain a **CPE Student Directory** for necessary contact information during the unit and maintenance of alumnae information following. That Directory will include information taken from the Application Face Sheet, specifically – name, address, email, telephone, religion/denomination, and seminary. This information will be released without specific consent unless the student ‘opts out’ or restricts certain information. Such restrictions will be honored during the CPE unit and following.

**3.** Subject to notification, the student’s name, address, denomination and unit of

CPE successfully completed will be sent to the ACPE office on the **Student Unit**

**Report** at the completion of each unit of CPE.

**4.** Other than the Directory information (#2) and the information given to the ACPE for unit reporting (#3**), *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****.*

**GRADY STUDENT HANDBOOK ACPE**

If a student record contains information which identifies another student, that identifier will be redacted prior to sending out. (See the Student Handbook for the Consent to

Release Information Form pg. 61)

**5.** A student has a right to **review their record** within 15 days after requesting such. If a student is unable to come to the Grady office (and has paid the tuition in full) he/she will send a release of information form to Grady, and the Director of CPE will fax or email the official record to the student following the completion of the unit.