

UT Southwestern Medical Center

CPE Program

Annual Notice

- 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. Student Records may be accessed by an authorized education official, such as: any ACPE Educator, the program's Certified Educator Candidate, or CPE Registrar without student consent for the CPE program in progress, for the reporting of CPE units to the ACPE office, or for purposes related to upkeep of the records, or for matters related to accreditation or certification. This ACPE 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 rights.

Record retention is in accordance with ACPE standards.

- Retained for six years: Certified Educator's end of unit evaluation, student's response to the evaluation if submitted, and student's self-evaluation.
- Retained indefinitely: ACPE application face sheet, and Use of Clinical Materials Consent form.

Students are allowed to review their record within 45 days of written request, via written request to the certified educator.

- In order to register their unit of CPE with the national ACPE office, students must register online at www.acpe.edu. Upon completion of the Certified Educator's final evaluation, transcripts are available at this same location.
- 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 are exempted from this right.
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- Directory Information is student information not generally considered harmful or an invasion of privacy if released. For UTSW Medical Center CPE Program directory information is defined as

student's name, email and physical address, phone number and CPE Unit in which student is enrolled. It is the practice of the program and policy of the hospital not to provide any personal information including phone numbers, email addresses, physical addresses or mailing addresses to any inquirers.

- Students receive a copy of this “Annual Notice” in the Student Handbook provided during each CPE program orientation. Separate copies are also provided for the students’ records. The Annual Notice is also published on the UT Southwestern CPE Program website.
- Violations of these protocols may be reported to the Chair of the Accreditation Commission at:

ACPE: The Standard for Spiritual Care and Education
ACPE, Inc.

1 Concourse Pkwy, Suite 800

Atlanta, GA 30328

Or via email: accreditation@acpe.edu