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## ANNUAL NOTICE

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### Association for Clinical Pastoral Education

ACPE 2016 STANDARD 304.4

ACPE 2016 ACCREDITATION MANUAL, APPENDIX 7B

The ACPE CPE Center at Methodist Health System (MHS) will protect the privacy concerns of each student through careful and confidential recordkeeping. MHS adheres to the following ACPE CPE mandates:

- 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 Rights and Privacy Act (FERPA) 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. Grades are exempted from this right.
- This center defines “education official” as the administrative assistant(s) for the Department of Pastoral Care. These people process CPE applications and may have access to student records without student consent.
- Violations of these protocols may be reported to:

Chair of the Accreditation Commission  
ACPE, One West Court, Suite 325  
Decatur, GA 30030