



Department of Clinical Pastoral Education (ACPE, Inc.)
730 N. Main Street, Suite 212
San Antonio, Texas 78205-1152
210/297-9750
Fax: 210/297-0813

Dear Prospective Student,

The enclosed information is in reference to how ACPE ensures the privacy of your application and student material.

The *Family Education Rights and Privacy Act (FERPA)* applies to all ACPE CPE programs. *FERPA* addresses *privacy* not *confidentiality* issues. This means students own the information about them and must know what is being collected and how it is being used. Your information cannot be shared without your written permission. We publicize an Annual Notice (located on our website) of its protocols for proper handling of student records. A student record is: (1) any record 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. Application materials of students admitted and matriculated are part of the student record.

Students are responsible for maintaining their own files for future use. The center will not keep a permanent file or evaluation reports. Students will be informed at the time copies are given to them that it is their responsibility to keep copies for future use. CPE students are expected to give written consent for copies of the supervisor's evaluation reports (and their own if applicable) to be sent to their theological school.

Baptist Health System has written protocols for student record retention and destruction and for student review of records. Baptist Health System keeps student records for at least ten years. These records shall not be open to anyone outside the CPE Department except with the student's written request. After ten years, the CPE Department destroys the student record except for a face sheet with identification information.

Please sign this letter as our record of you having received the information regarding our commitment to information privacy and return with your application. We look forward to receiving your material in the near future!

Sincerely,

Rev. Mark Hart, D.Min., BCC, ACPE Supervisor
Director of Clinical Pastoral Education
Baptist Health System

I, _____, have read and understand the information attached in this letter.
(Please print name)

Signature

Date