

BUEN VIVIR CPE ANNUAL NOTICE REGARDING RECORDS

This ACPE CPE program guarantees to its students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information.

Common directory information is student information not generally considered harmful or an invasion of privacy if released. Common directory information included name, address, email, telephone number, date, religious/belief system identification, previous education, and photograph. Before releasing information, students must have received the Annual Notice. 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. This information can be released without specific consent unless a student wishes to **"opt-out"** of some or all directory information. To **"opt-out"**, a student submits a signed and dated written letter to their ACPE Certified Educator stating what information should be left out of the directory. Further information regarding the handling of student information can be found in the Agreement for Training form. Current students can restrict directory information and/or record access at any time during attendance. Restrictions must be honored even after the student's departure. Former students cannot initiate new restrictions after departure.

Student Records: ACPE defines a student record as any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student's identity can be recognized; and maintained by the education program/institution or a person acting for the institution.

Includes the Application Face Sheet, which provides identification data, the CE's written final evaluation, and the student's response to the end of unit evaluation if one was submitted, the student's final self-evaluation, and the Use of Clinical Materials Consent Form.

Buen Vivir CPE program's record's management protocols.

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.

Buen Vivir CPE only maintains electronic records. These records are retained for six (6) years by Buen Vivir CPE after which they will be destroyed: the Certified Educator's end-of-unit evaluation, the student's response to the end-of-unit evaluation, if submitted, and the student's self-evaluation. Buen Vivir CPE retains the application face sheet and Use of Clinical Materials Consent Form indefinitely. If an electronic file is incomplete the ACPE Certified Educator shall document the efforts undertaken to make the file complete, noting what is missing, and requests for documents from the student.

CPE Student Handbook: Electronic records are maintained by each educator for the specified length of time. These files will not be released to anyone outside the CPE program without the student's written approval.

"Education official" such as Certified Educators and persons with "a legitimate education interest, such Professional Advisory Group members," these people may have access to student records without student consent Within Buen Vivir CPE the program, these people may have access to student records without student consent.

Students are responsible for maintaining their own files for future use. Buen Vivir CPE will not keep a permanent file with evaluations past six (6) years. Students will be informed during the orientation period of their responsibility to retain copies of their evaluations.

Student Rights:

A student has the right to object to recording content. If not negotiable, the written objection will be kept with and released with the record. Students may copy their records by placing their request in writing to the Certified Educator. The student must be informed that persons designated as "education official" may have access to student records without student consent. For Buen Vivir CPE, education officials include, Certified Educators, the PAG members and the PAG Chair, as well as legal counsel should that be deemed necessary. Legitimate educational interest would include all issues of educational oversight, conduct, performance, occupational health, security, and legal concerns. Students may copy their records by placing their request in writing to their Certified Educator or the PAG Chair.

Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at:

ACPE, Inc.
1 Concourse Parkway
Suite 800
Atlanta, GA 30328

Or via email: accreditation@acpe.edu

Signature of the Participant:

Name of the Participant:

Date: (___ / ___ / ___)