## Process for Procuring an FBI Report and Letter of Approval for Nurse Aide Training

### PROCESS

If applicant has not resided in PA for the last 2 consecutive years, a Criminal History Record Information Report from the PA State Police and an FBI report processed through Cogent Systems must be procured prior to the first day of class.

### PREPARATION

- See the Cogent Systems website for current fees for the fingerprint service to secure the Criminal History Record.
- A credit/debit card is acceptable for online registration.
- Money order/cashier's checks for onsite payment to Cogent System is also acceptable. Have demographic information available (i.e. name, address, Social Security number, etc.).
- Have a pen/pencil and a piece of paper available.
- The applicant will receive their UNOFFICIAL report within 30 days of fingerprinting. An UNOFFICIAL copy is NOT acceptable for enrollment in a state-approved training program.

### OUTCOME

- 12-digit PAE Registration ID Number will be given to applicant (i.e. PAE123B45678900).
- Proof of a submission receipt is available if processed online.
- FBI reports are not transferable between state agencies. If another agency is mistakenly selected, PDE cannot process the FBI report. The applicant will be required to complete a second registration process and fee.
- Students who are employed or offered employment by a long-term care facility must access FBI reports through the Department of Aging at 717.265.7887.
- Your registration is valid for 90 days.

### Step 1 - Applicant Registers with Cogent Systems

- 888.439.2486 Monday - Friday 8 a.m. - 6 p.m.
- [http://www.pa.cogentid.com](http://www.pa.cogentid.com). Select the Pennsylvania Department of Education logo as illustrated above.

### Step 2 - Applicant Goes to a Fingerprint Location

- To obtain the nearest process and print locations, contact Cogent Systems at 888.439.2486 or at [http://www.pa.cogentid.com](http://www.pa.cogentid.com).
- Applicant Livescan Operator (ALO) will identify the applicant and scan all 10 digits.
- The majority of locations are walk-ins; however, some sites may require an appointment.
- Have PAE registration number available.
- Have photo identification available.
- To see other types of identification (ID), go to [http://www.pa.cogentid.com](http://www.pa.cogentid.com).

### Step 3 - Cogent Forwards Fingerprints to FBI and Returns Report to Cogent

- One reprinting is available, if needed. Cogent will contact applicant.
- If fingerprints are rejected or unreadable, reprinting can be applied one time only after which a name check would be performed through the FBI.

### Step 4 - ApplicantContacts PDE Designated and Approved Staff

- 717.772.0814
- arichardso@pa.gov or ra-natcep@pa.gov
- Have PAE registration number available.
- PDE reviews reports and then determines eligibility for enrollment in a state-approved nurse aide training program.

### Step 5 - Letter of Eligibility

- Letter of eligibility will be faxed to the nurse aide training program after a completed Release of Eligibility letter is faxed to 717.783.6672 or email to address in step #4.
- Applicant submits the official letter of eligibility to enroll in a state-approved nurse aide training program.

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