Release of Letter of Eligibility

Name and current mailing address of prospective nurse aide student – print clearly

Registration UEID number provided by IDEMIA
authorize the Pennsylvania Department of Education (PDE), Bureau of Career and Technical Education, Nurse Aide Training Program, to release my letter of eligibility for enrollment in a state-approved nurse aide training and competency evaluation program (NATCEP) based on my FBI Criminal Background Check provided by IDEMIA.

Name of NATCEP representative receiving the prospective Student’s Letter of Eligibility

NATCEP Telephone Number
Fax number

To review an applicant’s FBI report, the prospective nurse aide trainee must give the NATCEP representative and approved PDE staff their Universal Enrollment Identification Number (UEID) number that is provided during the registration process. Based on the FBI findings, PDE will send to the applicant an approval or disapproval letter regarding enrollment in a state-approved nurse aide training program. The NATCEP designated representative for reviewing and accepting the FBI letter of eligibility should sign and date the original or copy of the Letter of Eligibility from PDE. Only the letter of approval from PDE is acceptable for enrollment into a state-approved nurse aide training program in compliance with PA Act 14.

NOTE: The only exception is, if the nurse aide applicant is employed by a long-term care facility, fingerprints should be processed through the PA Department of Aging in compliance with PA Act 13. Letters of eligibility for employment from the PA Department of Aging that are processed within 1 year prior to the NATCEP start date are acceptable for enrollment in a nurse aide training class.

Fax, email or mail this completed form to Pennsylvania Department of Education, NATCEP 11th Floor, 333 Market Street, Harrisburg, PA 17126 or email ra-natcep@pa.gov or fax 717.783.6672.

I hereby declare that the above information is complete, accurate, true and correct, and I authorize the above-named facility to receive this information by fax. I make this declaration subject to the penalties of 18 PA.C.S. 4904 relating to unsworn falsification to authorities.

Signature of prospective student
Date

December 2017