



## **Pennsylvania Department of Education**

### **Pennsylvania State Police Guidelines for Criminal History Record Information Reports**

#### **Regulation:**

In compliance with Act 14 of 1997 (63 P.S. 671-680) each applicant is required to submit a completed PA - Criminal History Record Information (CHRI) report which was obtained during the year prior to enrolling in the nurse aide training program.

- The Pennsylvania State Police CHRI report and FBI report may not include the Prohibitive Offenses Contained in Act 14 of 1997.

#### **Procedure for Obtaining a PA CHRI report from the State Police**

- If the applicant has resided in the Commonwealth for the last 2 years, prior to entering the nurse aide training program, a CHRI request is made to the Pennsylvania State Police. A form titled SP4-164 can be obtained at a police station or on line. A CHRI can also be processed electronically at <https://epatch.state.pa.us>. The electronic version has a state seal embedded in the final report.
- If the applicant has not resided in the Commonwealth for the last 2 years, the applicant must request a CHRI report from the PA State Police and process a Federal Bureau of Investigation (FBI) report through Cogent Systems.
- Applicants whose record documents a prohibitive offense as “disposition unreported” will be directed to the Clerk of Courts of Municipality where the arrest was made in order to clarify in writing the disposition of the arrest. The applicant will not be admitted into the nurse aide training class until clarification of the arrest and compliance to Act 14 is established.

#### **Procedure for Obtaining an FBI report through Cogent Systems**

- Applicant follows the procedural process as outlined below.
- Based on the FBI findings, the PA Department of Education will send the applicant an official letter of approval or disapproval letter. The official letter of approval must be given to the nurse aide training program.
- Please direct questions regarding the above procedures to Arthur Richardson, our designated and approved staff, at [arichardso@pa.gov](mailto:arichardso@pa.gov) or by telephone at (717) 772-0814.
- For more information click on Cogent Systems Fingerprint Services for Pennsylvania.