Process for Procuring a Federal Bureau of Investigation (FBI) Report for Eligibility to Enroll in a Nurse Aide Training Program

POLICY


The facility [program] shall require an applicant to submit a CHRI report, which was obtained in the preceding 1-year period prior to enrolling as a nurse aide student into the program according to one of the following:

1. The facility [program] shall require all applicants who have resided in this Commonwealth for a minimum of 2 full years prior to their dates of application to obtain a CHRI report from the State Police.

2. The facility [program] shall require all applicants who have resided in this Commonwealth less than 2 full years prior to their dates of application to obtain a CHRI report from the Federal Bureau of Investigation by contacting the Department for the required form.

Prospective nurse aide applicants who have not resided in Pennsylvania for the last two years must obtain a Pennsylvania State Police CHRI Report and a FBI Report.

In June 2009, the Pennsylvania Department of Education (PDE) began providing prospective nurse aide applicants’ Federal Bureau of Investigation (FBI) reports online to designated and approved PDE staff who are required to review applicant criminal histories. This process is electronic and has reduced the amount of time required for PDE to process an applicant’s FBI report.

NATCEP APPLICANT PROCEDURES

The fingerprint-based background check is a multiple-step process, as follows:

1. Registration – The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or via telephone. The registration website is available 24 hours/day, seven days per week on the IDEMIA website at https://uenroll.identogo.com/. Telephonic registration is available at 844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data (name, address, etc.) for the applicant is collected along with notices about identification requirements and other important information.
When registering online, an applicant must use the appropriate agency specific Service Code **1KG6NX** to ensure fingerprints are processed for the correct agency. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code, the incorrect agency appears at the top of the screen. The applicant should select the “Back to Home” button and begin the process again, by re-entering the correct Service Code **1KG6NX**. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will be required to start the process over and pay for the background check again.

2. **Payment** – The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards as well as money orders or cashier’s checks payable to MorphoTrust will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are accepted.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant’s fee. This option provides a payment ‘coupon’ that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, download an application from the [identogo website](https://www.identogo.com/locations/pennsylvania) at https://www.identogo.com/locations/pennsylvania.

3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the IDEMIA website. The location of fingerprint sites may change; applicants are encouraged to confirm the site location.

4. **Fingerprinting** – At the fingerprint site, the Enrollment Agents (EA) manage the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant’s qualified State or Federal photo ID before processing the applicant’s transaction. A list of approved ID types may be found on the IDEMIA website. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than five minutes.

**NOTE:** If the applicant’s fingerprints cannot be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a “name check” process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant’s name check results and may be presented to schools in lieu of the electronic report. The name check process takes 4 to 6 weeks.
5. Reviewing an FBI Report – Nurse aide training facilities do not directly access their applicant’s report online. Applicants for a nurse aide training program who are required by PDE to obtain fingerprinting must be approved directly through the PDE, Bureau of Career and Technical Education, Division of Adult and Postsecondary CTE.

To review an applicant’s FBI report, the prospective nurse aide trainee must provide the designated and approved PDE staff his or her UEID. When the PDE staff enter the UEID number, the FBI report will appear for the designated and approved PDE staff to review. The designated and approved PDE staff members are:

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Support Staff

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. 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. The administrator or coordinator of a state-approved nurse aide training program may request a copy of the approval letter by submitting a completed Release of Eligibility Letter signed by applicant. Allow 30 calendar days for a response from PDE.

Effective July 1, 2018, all prospective nurse aide students who have not resided in PA for at least the past 2 full years must secure an FBI report through the PA Department of Education using service code 1KG6NX. PDE will no longer accept a Department of Aging (DoA) letter for NATCEP enrollment eligibility because the DoA does not evaluate FBI reports but instead places the responsibility for review and action on the hiring facility.

6. Applicants have a one-time opportunity to obtain an unofficial copy of their report via email.

CONFIDENTIALITY (SECURITY) OF APPLICANT INFORMATION

Onsite access to the Livescan equipment and the data traveling from the equipment is comprehensively secured and regulated by both IDEMIA and the regulations governing the use of that data.

Electronic Security – The computer system is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. IDEMIA ensures that all devices procured under this process continue to adhere to the Commonwealth’s Security requirements. Systems are configured to provide a point of defense with controlled access from both inside and outside the network. Livescan systems are configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.