

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

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### POLICY

Pennsylvania Act 14 of 1997 – Title 22 Chapter 701. Nurse Aide Training Program Applicant Criminal History Record Information § 701.11 Submission of CHRI Report.

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 class start date 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 process.

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

The Pennsylvania Department of Education does not evaluate FBI reports or prepare letters of approval or disapproval for enrollment in a PDE-approved nurse aide training program as related to compliance with PA Act 14. Instead, the designated NATCEP representative is responsible to evaluate and determine eligibility for enrollment in NATCEP and in compliance with Act 14. The NATCEP representative will record their full signature and date as an attestation of compliance with Act 14. NATCEP must retain the signed and dated **ORIGINAL** or copy of the **ORIGINAL** FBI report that is stamped “original” in red ink in the student’s file.

If a prospective nurse aide applicant is **not** currently employed in a long-term nursing facility prior to enrolling in a PDE-approved nurse aide class and plans to enroll in a PDE-approved nurse aide training program, the applicant must provide an FBI report secured through IDEMIA and Department of Education. The training program is responsible to evaluate the CHRI/FBI report for compliance with PA Act 14 of 1997. The prospective nurse aide applicant will receive a certified letter with their FBI report and stamped **ORIGINAL** in red ink.

**EXCEPTION:** If the applicant **is currently employed** by a licensed long-term care facility and plans to enroll in a PDE-approved NATCEP, a PA CHRI, letter from the Department of Aging, and when applicable, FBI RAP sheet from IDEMIA is acceptable. *The nursing facility (employer) is responsible to evaluate the CHRI/FBI report to determine eligibility for **employment** in compliance with PA Act 13 of 1997. For NATCEP compliance, the employer must provide to the NATCEP **prior to enrollment:** (1) CHRI, and when applicable, a the letter from Aging or an FBI report with a full signature and date on each document to verify compliance with PA Act 13, **and** (2) written verification of the prospective student’s employment (not impending hire) on nursing facility letterhead that includes initial hire date and job title of the employee/student. The NATCEP representative must record their full signature and date on each facility-signed document to confirm receipt **prior to** enrollment in the NATCEP and retain in student file for compliance review.*

**NOTE:** Neither PDE nor DoA participate in the evaluation and determination of FBI reports or PA CHRI for compliance with PA Act 14 as required for enrollment in a PDE-approved nurse aide training program. Be advised that crime codes differ by state so additional research may be necessary. If the designated nurse aide training program staff require assistance with the evaluation and determination, it is recommended the program seek guidance from their solicitor.

## 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 on the [IDEMIA website](https://uenroll.identogo.com/) 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 (Pennsylvania PDE-AVTS). Select Schedule and Manage Appointment. Note that if the applicant proceeds with the process under an incorrect Service 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 [IDEMIA 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](https://www.identogo.com/locations/pennsylvania). 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 can be found on the [IDEMIA website](https://www.identogo.com/locations/pennsylvania). 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 program staff do not access the applicant's FBI Report online.

In order for the designated and approved PDE staff to access an applicant's FBI report, the prospective nurse aide trainee must provide to PDE a legible **written request** via fax 717.783.6672 or email [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov) that includes:

- (1) applicant's full name and
- (2) current mailing address and
- (3) Universal Enrollment Identification (UEID) number and
- (4) email address and
- (5) telephone number.

PDE staff will print the FBI report and stamp each page **ORIGINAL** in red ink. PDE will send only one copy of the FBI report per UEID via certified mail to the applicant within 30 calendar days of the written request.

The designated and approved PDE staff member is:

Sheri Weidman  
Coordinator, NATCEP

Email [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov)  
Fax 717.783.6672

The applicant must provide the FBI report to the nurse aide training program staff for their review and determination for eligibility to enroll in a nurse aide training program in compliance with PA Act 14 of 1997 – Title 22 Chapter 701 prohibitive offense list **prior to** enrollment in a PDE-approved nurse aide training program. Be advised that crime codes differ by state so some research may be necessary. If the program determines that additional information is needed for evaluation and determination for enrollment eligibility, it is the applicant's responsibility to make a request to the appropriate jurisdiction and provide any additional documentation to the program staff for further evaluation **prior to** enrollment in the nurse aide training program.

6. Applicants have a one-time opportunity to obtain an unofficial copy of their report via email from the [IDEMIA website](#). An unofficial copy of the FBI report is not acceptable for enrollment in a nurse aide class.

## 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.