

# Procedural Process for Procuring a FBI Report

PROCEDURAL PROCESS	PREPARATION	OUTCOME
<p><b>Step 1 Applicant Registers with Cogent Systems</b></p> <p>a. 1-888-439-2486 Monday - Friday 8:00 AM - 6:00 PM EST</p> <p>b. <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a> - available 24 hours/day</p> <p>* <b>select the Pennsylvania Department of Education (PDE) service</b></p>	<p>➔ Credit/debit card acceptable for on-line registration</p> <p>➔ \$36.00 Money Order/Cashier's Checks <b>ONLY</b></p> <p>-Payable to Cogent System at the print location</p> <p>* Have demographic information available (i.e. Name, Address, Social Security number, etc.)</p> <p>* Request a copy for \$2.50 extra</p> <p><b>COPY IS NOT REGARDED AS THE OFFICIAL REPORT</b></p> <p>* Have a pen/pencil and a piece of paper available</p>	<p>* <b>Registration ID Number</b> will be given to applicant</p>
<p><b>Step 2 Applicant goes to a Fingerprint Location</b></p> <p>a. <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a> - to view listings</p> <p>b. Location determined during phone call</p> <p>c. Applicant Livescan Operator (ALO) will identify the applicant and scan all 10 digits</p>	<p>* No scheduled appointments</p> <p>* Have Registration Number available</p> <p>* Have photo identification available (driver's license)</p> <p>-See <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a> for other types of ID</p>	<p>* Report is available (on-line) within 2 days</p> <p>* 1 reprinting is available, if needed Cogent will contact applicant</p>
<p><b>Step 3 Cogent forwards Finger prints to FBI and FBI returns Report to Cogent</b></p>		<p>* Wait at least 2 days, then check "Proof of Transaction" at <a href="https://www.pa.cogentid.com/index_pde.htm">https://www.pa.cogentid.com/index_pde.htm</a></p>
<p><b>Step 4 Applicant Contacts Entity at PDE</b></p> <p>Arthur Richardson 717-772-0814 <a href="mailto:arichardso@state.pa.us">arichardso@state.pa.us</a></p>	<p>* Have Registration Number available</p> <p>* Valid demographic information</p>	<p>* PDE reviews reports then determines eligibility for enrollment into a nurse aide training program</p>
<p><b>Step 5 PDE mails Applicant an Official Letter of Approval or Denial</b></p>		<p>* Applicant submits official PDE letter of approval to state-approved nurse aide program</p>

Effective June 1, 2009