

Procedure for Obtaining an FBI Report from the **Department of Education (PDE)** if you are not employed by a nursing home or not currently offered employment by a nursing home

If you have not been a resident of Pennsylvania for the past two consecutive years or have been convicted in another state (no matter how many years ago) of any of the offenses listed on the Prohibitive Offense List, you must complete and obtain a FBI report in addition to the PA State Police background check. Both of these documents must be presented to the Instructor upon arrival to the first day of class. If the name on the report does not match the name that you registered with for class, you must have documentation supporting the name change. If you have been a resident of PA for the past two consecutive years, then you must present a PA State Police background check and do not have to obtain an FBI Report. Both of these reports must have been obtained within the past year prior to the start date of the class.

Process	Preparation	Outcome
<p>Step 1 Applicant Registers with Cogent Systems</p> <p>a. 1-888-439-2486 M-F 8a.m.-6 p.m. EST</p> <p>b. www.pa.cogentid.com – available 24 hrs./day Select the Pennsylvania Department of Education (PDE) icon then select any item listed as the reason for fingerprinting.</p>	<p>→ Credit/debit card acceptable for on-line registration</p> <p>→ \$28.75(price subject to change) Money Order/Cashier’s Check ONLY Payable to Cogent System at the print location.</p> <p>* Have information available(i.e. Name, Address, Social Security #)</p> <p>* A copy will be mailed to the applicant (copy is not considered an official report)</p> <p>* Have pen/pencil and paper available</p>	<p>* Registration ID Number will be given to the applicant i.e. PAE123B456789000000</p> <p>*FBI reports are not transferable between Departments. If another Department, such as Department of Public Welfare is accidentally selected, PDE cannot process the FBI report. The applicant will be required to complete a second registration process and fee.</p> <p>* The letter you receive will be a PA Dept. of Education letter and begins with “Dear Applicant” and have the words “Not an Official Copy—For Applicant Use Only” down the side of the letter. This is not the letter used for Nurse Aide class. You must proceed to Step 4 to receive the Official Letter from the Nurse Aide Division of the PA Dept. of Education.</p>
<p>Step 2 Applicant goes to a Fingerprint Location</p> <p>a. www.pa.cogentid.com – to view listings</p> <p>b. Location determined during phone call</p> <p>c. Applicant Livescan Operator will identify the applicant and scan all 10 digits</p>	<p>*No scheduled appointments</p> <p>*Have Registration Number available.</p> <p>*Have photo ID available (drivers license)</p> <p>Go to www.pa.cogentid.com for other forms of ID</p>	<p>*Report is available (online) within 2 days and can be accessed by the Dept. of Education after you have reported the ID registration number to them.</p> <p>* One reprinting is available, if needed Cogent will contact the applicant.</p>
<p>Step 3 Cogent forwards Fingerprints to FBI and FBI returns Report to Cogent</p>		<p>*Wait at least 2 days, then check “Proof of Transaction” at https://www.pa.cogentid.com/index_pde.htm</p>
<p>Step 4 Applicant Contacts PDE- Designated and Approved Staff Arthur Richardson 717-772-0814 arichardso@pa.gov</p>	<p>* Have Registration Number available</p> <p>*Valid demographic information</p>	<p>*The PDE reviews reports then determines eligibility for enrollment into a nurse aide training program.</p>
<p>Step 5 PDE mails Applicant an Official Letter of Approval or Denial</p>		<p>*Nurse aide student submits official PDE letter of approval to the instructor upon arrival to the first day of the nurse aide class.</p>

Procedure for Obtaining an FBI Report through the **Department of Aging** if you are an employee or have been offered employment in a nursing home

If you have not been a resident of Pennsylvania for the past two consecutive years or have been convicted in another state (no matter how many years ago) of any of the offenses listed on the Prohibitive Offense List, you must complete and obtain a FBI report in addition to the PA State Police background check. Both of these documents must be presented to the Instructor upon arrival to the first day of class. If the name on the report does not match the name that you registered with for class, you must have documentation supporting the name change. If you have been a resident of PA for the past two consecutive years, then you must present a PA State Police background check and do not have to obtain an FBI Report. Both of these reports must have been obtained within the past year prior to the start date of the class.

Process	Preparation	Outcome
<p>Step 1 Applicant Registers with Cogent Systems</p> <ul style="list-style-type: none"> c. 1-888-439-2486 M-F 8a.m.-6 p.m. EST if not registering on-line. d. If registering on-line go to www.pa.cogentid.com – available 24 hrs./day <ul style="list-style-type: none"> • Select the PA Department of Aging Service. • Click on “Registration for Background Check”. • Check the box that you have read and accepted terms. • Complete “Step 1 - Please enter your information”. • Complete “Step 2 – Please enter facility/agency information”. Anticipated start date is the first day of the nurse aide class. Facility Agency ID is 4604 for HACC. Position applied for “Select Group” is Students/Trainees. “Select Position” is CNA Trainee. • Complete “Step 3 – Review information and pay by credit card”. 	<ul style="list-style-type: none"> → Credit/debit card acceptable for on-line and phone registration → \$27.50 (price subject to change) Money Order/Cashier’s Check ONLY Payable to 3M Cogent at the print location. <ul style="list-style-type: none"> • Have information available (i.e. Name, Address, Social Security #) 	<ul style="list-style-type: none"> • Registration ID Number will be given to the Applicant if registering by phone. • If registering on-line print or write down registration number. • The process for obtaining the FBI letter from the Department of Aging may take 2 – 6 weeks.
<p>Step 2 Applicant goes to a Fingerprint Location</p> <ul style="list-style-type: none"> d. www.pa.cogentid.com – to view fingerprint locations. e. Applicant Livescan Operator will identify the applicant and scan all 10 digits 	<ul style="list-style-type: none"> • No scheduled appointments • Have Registration Number available. • Have photo ID available (driver’s license) See www.pa.cogentid.com for other forms of ID 	<ul style="list-style-type: none"> • One finger reprinting is available, if needed Cogent will contact the applicant.
<p>Step 3 Cogent forwards Fingerprints to FBI and FBI returns Report to Cogent</p>		<ul style="list-style-type: none"> • Wait at least 2 days, then check “Proof of Transaction” at https://www.pa.cogentid.com/index_pdaNew.htm
<p>Step 4 Department of Aging mails Applicant an Official Letter of Approval or Denial</p>		<ul style="list-style-type: none"> • Nurse aide student approval letter from the Department of Aging is given to the instructor upon arrival to the first day of the nurse aide class.