

## **Carbon Career and Technical Institute Procedure for Obtaining Fingerprints via the Cogent System**

### **Online Review of Applicant Federal Bureau of Investigation (FBI) Reports for Eligibility into a Nurse Aide Training Program June 2009**

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**. Beginning **June 1, 2009** the Pennsylvania Department of Education (PDE) will begin 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 will be totally electronic and will reduce the amount of time it takes for PDE to process an applicant's FBI report, taking approximately one to three weeks.

#### **Process to obtain fingerprints via the Cogent System:**

Applicants must be registered with Cogent Systems prior to arriving at a fingerprint service site.

**The requester MUST register on-line or by phone. To register on line, log onto [www.pa.cogentid.com](http://www.pa.cogentid.com) or call 1-888-439-2486. When registering on-line please select the Pennsylvania Department of Education (PDE) service.**

**Effective June 1, 2009 applicant FBI reports** will be made available online to the approved entities, via a secure web site. Only designated and PDE approved staff who are required to review applicant criminal histories will be given access to this web site. The PDE approved staff will require unique applicant information in order to retrieve a specific applicant's FBI report and review that report in order to make a determination based on Pennsylvania Act 14 compliance. A letter of approval or disapproval will be generated by the PDE and sent to the applicant regarding their eligibility to enroll in a state approved nurse aide training program.

**(1) APPLICANT REGISTRATION.** The applicant must register with Cogent Systems **prior** to going to the fingerprint service site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at [www.pa.cogentid.com/](http://www.pa.cogentid.com/) Telephonic registration is available at **1-888-439-2486** Monday thru Friday, 8:00AM to 6:00PM EST. During the registration process, all demographic data for the applicant is collected (name, address, social security number, date of birth, etc.) so there is no data entry required at the fingerprint collection site.

To ensure a successful registration and to avoid any data collection errors, please register correctly. Applicants will be given a **Registration ID Number** when they complete their application. Applicants must present this number to the PDE nurse aide training approved entities in order to access the report via the new electronic system.

**(2) FEES:** The applicant will pay a fee of **\$36.00** for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online using a credit card or debit card. Money orders or cashiers checks payable: **COGENT SYSTEMS** will also be accepted on site for those applicants who do not have the means to pay electronically. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE FINGERPRINT SERVICE SITES.**

Applicants can receive a copy of their FBI Report by indicating their desire to do so when they register. This will be the only opportunity for the applicant to request a paper copy of their FBI Report. A paper copy of the report will cost an additional \$2.00\*. The paper copy **will not** be regarded as the **official report**; however, it will provide the applicant with a copy of the information.

**\*Effective June 15, 2009, the fee for applicants to obtain a paper copy of their CHRI report from Cogent Systems will be \$2.50. The new fee will apply to those who register with Cogent Systems, on and after June 15, 2009.**

**(3) FINGERPRINT SITES.** Since April 2007, Cogent Systems has established over 80 sites across the Commonwealth. The PDE encourages all state-approved nurse aide training programs, public and private schools and employers of nurse aides to assist perspective applicants as to where they can access fingerprint service sites. When a fingerprint site is more than 20 miles away, contact Cogent Systems and suggest areas where another site could be established.

- **Processing FBI Reports.** On and after June 1, 2009 Cogent Systems will forward the applicant's fingerprints electronically to the FBI. After the record check is completed, the FBI will forward the CHRI Reports electronically to Cogent Systems which will maintain the reports in a secure database. The approved and designated PDE staff will be provided a User ID and Password to access the reports of applicants who provide the Department with their **Registration ID Number**. The new electronic process is expected to make reports available (online) within two days, drastically cutting down the amount of time involved in processing the reports.

- **Fingerprint Corrections and Resubmissions:** In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time and when possible, is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur.

**NOTE: Reprinting can be applied to each applicant one time only after which a name check would be performed through the FBI if fingerprints must be taken a third time.**

- **Confidentiality (Security) of Applicant Information:** On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data. The Computer System – The system will be housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic.

Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The proposed systems will be configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems will be configured to support logging and audit capability.

• **Inquiries or Questions:** As of June 1, 2009, Cogent Systems will have a help desk to assist administrators in using the new system. Individuals who are seeking additional Information regarding the process, policy, questions and print locations may contact Cogent Systems at: [www.pa.cogentid.com](http://www.pa.cogentid.com)

**(4) REVIEWING AN FBI REPORT:** To review an applicant's FBI report, the prospective nurse aide trainee must give the designated and approved PDE staff (PDE Nurse Aide Training Program) his or her **Registration ID Number**. To access a record, the designated PDE staff will go to the secure website, specific to the online access of FBI reports for PDE. Once the login is complete, the next screen will ask for the applicant's **Registration ID Number**. After the number is entered, the FBI report will appear for the designated and **approved staff** to review.

**PDE Entities of the Nurse Aide Training Program:**

Based on the FBI findings, the PA Department of Education will send to the applicant an approval or disapproval letter to enroll in a **state-approved nurse aide training program**. **Only the letter of approval from the PA Department of Education is acceptable for enrollment into a state approved nurse aide training program.**

The Bureau of Career and Technical Education, Nurse Aide Training Program provides oversight for this process, as well as information. The designated and approved PDE staff members are:

Sheri Weidman  
Nurse Aide Coordinator Nurse Aide Training Program  
[Shweidman@state.pa.us](mailto:Shweidman@state.pa.us)

Arthur Richardson NATCEP Support Staff (FBI report processor)  
[arichardso@state.pa.us](mailto:arichardso@state.pa.us)

Phone Number: (717) 772-0814

**Fingerprint applicants having questions should contact Arthur Richardson, at the number above. Dissemination Disclaimer**

Please fax or mail the following release form to the Pennsylvania Department of Education.

Mr. Arthur Richardson  
Pennsylvania Department of Education, Bureau of Career and Technical Education  
333 Market Street  
Harrisburg, PA 17126-0333

FAX: 717-783-6627

By checking this box I hereby grant the Pennsylvania Department of Education the authority to review the FBI Report on-line to make a determination concerning my eligibility for enrollment into a state-approved nurse aide training program.

\_\_\_\_\_

Applicant signature

\_\_\_\_\_

Date

Registration Number \_\_\_\_\_

I hereby give the Pennsylvania Department of Education the authority to release the results of my FBI background check to make a determination concerning my eligibility for enrollment into the CCTI state-approved nurse aide training program.

Name (please print) \_\_\_\_\_

Registration ID Number \_\_\_\_\_

Please release the results of my FBI background check to

Michele Dominic  
CCTI  
150 W. 13<sup>th</sup> Street  
Jim Thorpe, PA 18229

Phone 570-325-3682  
Fax 570-325-3683

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_