



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

PROGRAM INFORMATION

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

The facility/program shall require all nurse aide training and competency evaluation program (NATCEP) applicants who have **not** resided in the Commonwealth of Pennsylvania for 2 full years prior to their date of application to obtain a **CHRI Report** from the PA State Police *and* an **FBI Report** from the Federal Bureau of Investigation.

EXCEPTION: If the applicant is **currently employed** by a Pennsylvania licensed long-term care facility and plans to enroll in a PDE-approved NATCEP, a letter from the Department of Aging, and when applicable, FBI RAP sheet may be accepted for enrollment.

A letter from the Department of Aging, and if applicable, FBI RAP sheet may only be accepted for enrollment if accompanied by a letter of employment on nursing facility letterhead. This is written verification of the prospective student's employment (not impending hire) that includes initial hire date and job title of the employee/student.

The Pennsylvania Department of Education does not evaluate FBI reports or prepare letters of approval or disapproval for enrollment in a PDE-approved NATCEP as related to compliance with Act 14. Instead, the designated NATCEP representative at the school or facility is responsible to evaluate and determine eligibility for enrollment in the NATCEP. The NATCEP representative will record their full signature and date as verification the report was reviewed for 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.

STUDENT/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. This can be completed online or via telephone. The IDEMIA website is <https://uenroll.identogo.com/>. Call 844-321-2101 to register by phone.

When registering, the applicant must use the service code **1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDE-AVTS). Note: if the applicant uses any other service code, PDE will not be able to access the FBI report and the entire process may need to be repeated. If registering online, select Schedule or Manage Appointment.

2. Payment – The applicant will pay a fee for the fingerprint service. Major credit cards, money orders, or cashier’s checks payable to “MorphoTrust” will be accepted. No cash transactions or personal checks are accepted.
3. Fingerprint Locations – After registering, the applicant proceeds to the location of their choice for fingerprinting. Locations, days, and hours of operation are available on the IDEMIA website above.
4. Fingerprinting – At the fingerprint site, the agent will review the applicant’s state or federal photo ID. A list of acceptable ID types can be found on the IDEMIA website. Applicants must show an acceptable photo ID to be processed. After the identity of the applicant has been established, all ten fingers are scanned to complete the process.
5. Request an official FBI Report from PDE – Training program staff do not retrieve the applicant’s FBI Report. Official FBI reports must originate from a state agency such as PDE. Unofficial copies will not be acceptable for enrollment to a nurse aide training and competency evaluation program (NATCEP).

For the designated PDE staff to access an applicant’s official FBI report, the prospective nurse aide trainee must provide a legible **request** via fax 717.783.6672 or **email** ra-natcep@pa.gov that includes:

- a. Applicant’s full name as shown on photo identification
- b. Current, full mailing address including apartment number, if applicable
- c. Universal Enrollment Identification (UEID) number provided when you register
- d. Email address
- e. Telephone number
- f. Training program name
- g. Training program 7-digit code

PDE staff will print the FBI report and stamp each page **ORIGINAL** in red ink. PDE will send one copy of the FBI report via certified mail to the applicant within **30 calendar days** of providing a complete written request (items a – g above). Someone must sign for receipt of the certified letter upon delivery.

The applicant is responsible to provide the FBI report to the NATCEP for review. The program will determine eligibility to enroll in a NATCEP in compliance with PA Act 14 of 1997 – Title 22 Chapter 701. The FBI report must not contain any offenses listed in PA Act 14 of 1997 or any out of state offenses similar in nature.

Be advised that crime codes differ by state and may require research. If the program determines additional information is needed to establish enrollment eligibility, it is the applicant’s responsibility to make a request to the appropriate jurisdiction and provide any additional documentation.

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.