

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: STUDENTS

TITLE: CRIMINAL HISTORY RECORD
INFORMATION CHECK FOR
THE NURSE AIDE TRAINING
/HEALTH PROFESSIONS
PROGRAMS

ADOPTED: September 8, 2014

REVISED: June 13, 2014

<p>1. Authority 63 P.S. Sec. 674 Title 22 Sec. 701.11</p> <p>2. Delegation of Responsibility</p> <p>Title 22 Sec. 701.12</p> <p>Title 22 Sec. 701.13</p>	<p style="text-align: center;">136. CRIMINAL HISTORY RECORD INFORMATION CHECK FOR THE NURSE AIDE TRAINING/HEALTH PROFESSIONS PROGRAMS</p> <p>In compliance with ACT 14 effective July 1, 2014, it is the policy of the Monroe Career & Technical Institute that each applicant complete: the verification of Pennsylvania Residency; Attestation of Compliance with Act 14; and a PA Criminal History Record Information (CHRI) report during the year prior to enrolling in the nurse aide training program. These reports must be on file (2) two weeks prior to the start of the school year. THERE WILL BE NO EXCEPTIONS.</p> <p>If the applicant has resided in the Commonwealth for the last two (2) years, prior to entering the nurse aide training program, ONLY a CHRI request should be made to the PA State Police. Processing the PA CHRI is the responsibility of the applicant. A CHRI form, titled SP4-164, can be obtained and/or processed at https://epatch.state.pa.us, or by the Director’s Executive Secretary at MCTI. <i>(If processing on-line a credit card is necessary. If processing through MCTI only a Money Order or cash will be accepted. Fees are specified on associated forms.)</i></p> <p>If the applicant has not resided in the Commonwealth for the last 2 years, the applicant must request a PA CHRI report <u>and</u> process a Federal Bureau of Investigation (FBI) report through Cogent Systems, according to the procedures established by PDE. See attached “Procedural Process for Procuring an FBI Report”. The processing fee for an FBI CHRI is the responsibility of the applicant.</p> <p><u>The Executive Secretary or “Director’s designee” is responsible to:</u></p> <ol style="list-style-type: none"> 1. Receive the applicant’s original CHRI report and copies the applicant’s original CHRI for the file. 2. Review the CHRI report for prohibited offenses contained in 701.13 (relating to the non-acceptance of certain applicants).
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136. CRIMINAL HISTORY RECORD INFORMATION CHECK FOR THE
NURSE AIDE TRAINING/HEALTH PROFESSIONS PROGRAMS

<p>Title 22 Sec. 701.15</p>	<p>3. Sign and date the copy of the original.</p> <p>4. Ensure that only those individuals designated in the “Right to Know: policy for the NATCEP and/or state and federal employees involved in monitoring the program have access to these files. Representatives from the Pennsylvania Department of Education, State or Federal Departments will be permitted to view all PA Nurse Aide Training Reports and all related PA-CHRI’s and FBI reports.</p> <p>5. PA CHRI checks and approval letter from PDE with regards to the FBI Report will be maintained by the Executive Secretary or “Director’s Designee” in a confidential manner and secure storage area.</p> <p>6. PA CHRI checks and checklist will be reviewed for accuracy by the Program Coordinator.</p>
<p>3. Guidelines 63 P.S. Sec. 675 Title 22 Sec. 701.13</p>	<p>Monroe Career & Technical Institute will not enroll a nurse aide or health professions applicant whose CHRI report indicates that the applicant has been convicted of any of the offenses listed under <i>Prohibitive Offenses Contained in 63 P.S. § 675</i>.</p>
<p>Title 22 Sec. 701.14</p>	<p>The applicant will be notified in writing, by the Supervisor of Pupil Personnel Services, whether the decision not to admit the applicant is based in whole, or in part on the CHRI report.</p>
<p>63 P.S. Sec. 677 Title 22 Sec. 701.12, 701.13, 701.16, 701.21</p>	<p>If facility or “Director’s Designee” willfully fails to comply with 701.12(2) and (3) or 701.13 of Act 14 shall be subject to a civil penalty as provided for in 702.21.</p> <p>Applicant’s whose record document a prohibitive offense as “disposition unreported” will be directed to the Clerk of Court or Municipality where the arrest was made in order to clarify in writing the disposition of the arrest. The applicant will not be admitted into the nurse aide training or health professions class until clarification of the arrest and compliance to Act 14 is established.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 701.1 et seq.</p> <p>Nurse Aide Resident Abuse Prevention Training Act – 63 P.S. Sec. 671-680</p>

Procedural Process for Procuring an FBI Report

PROCEDURAL PROCESS	PREPARATION	OUTCOME
<p>Step 1 Applicant Registers with Cogent Systems</p> <p>a. 1-888-439-2486 Monday – Friday 8:00 AM – 6:00 PM EST</p> <p>b. www.pa.cogentid.com – available 24 hours/day</p> <ul style="list-style-type: none"> Select the PA Department of Education (PDE) service 	<p>➔ Credit/debit card acceptable for on-line registration</p> <p>➔ \$28.75 Money Order/Casher's Checks ONLY</p> <ul style="list-style-type: none"> Payable to Cogent System at the print location <p>* Have demographic information available (i.e. Name, Address, Social Security number, etc.)</p> <p>* Request a copy for \$2.50 extra COPY IS NOT REGARDED AS THE OFFICIAL REPORT</p> <p>* Have a pen/pencil and a piece of paper available</p>	<p>* Registration ID Number will be given to applicant.</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>* Students who are employed or offered employment by a long term care facility must access FBI reports through the Department of Aging at 717-265-7887.</p> <p>* Report is available (on-line) within 2 days.</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 the phone call</p> <p>c. Applicant Livescan Operator (ALO) will identify 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> <ul style="list-style-type: none"> See www.pa.cogentid.com for other types of ID- 	<p>* One reprinting is available, if needed Cogent will contact applicant.</p> <p>* If fingerprints are rejected or unreadable, reprinting can be applied one time only after which a name check would be performed through the FBI.</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 Entity at PDE Arthur Richardson 717-772-0814 arichardso@state.pa.us</p>	<p>* Have Registration Number available</p> <p>* Valid demographic information</p>	<p>* PDE reviews reports then determine eligibility for enrollment into a nurse aide training or health professions program.</p>
<p>Step 5 PDE mails Applicant an Official Letter of Approval or Denial</p>		<p>* Applicant submits official PDE letter of approval to state-approved nurse aide training or health professions program.</p>

Effective: Date of JOC Approval
September 8, 2014