



# Pennsylvania State Police Guidelines for Criminal History Record Information Reports

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## Regulation

In compliance with PA Act 14 of 1997 (63 P.S. 671-680), each applicant is required to submit a completed PA Criminal History Record Information (CHRI) report which was obtained during the year prior to enrolling in the nurse aide training program.

For enrollment in a PA nurse aide training program, the PA State Police CHRI and FBI reports may not include any Prohibitive Offenses Contained in PA Act 14 of 1997.

## Procedure for Obtaining a PA CHRI report from the State Police

If the applicant has resided in the Commonwealth for the last 2 years, prior to entering the nurse aide training program, a CHRI request is made to the Pennsylvania State Police. A form titled SP4-164 can be obtained at a police station or online. A CHRI can also be processed electronically at <https://epatch.state.pa.us>. The electronic version has a state seal embedded in the final report.

Applicants whose record documents a prohibitive offense as “disposition unreported” will be directed to the Clerk of Courts of 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 class until clarification of the arrest and compliance to PA Act 14 is established.

If the applicant has not resided in Pennsylvania for the last 2 consecutive years, the applicant must request a CHRI report from the PA State Police **and** process a Federal Bureau of Investigation (FBI) report through IDEMIA.

## Procedure for Obtaining an FBI report through IDEMIA

See the PDE website for information regarding the [Process for Procuring an FBI Report for Eligibility for Enrollment in a PA Nurse Aide Training Program](#).

Based on the FBI findings, PDE will send the applicant an official letter of approval or disapproval to enroll in a PA nurse aide training program. The official letter of approval from PDE must be provided to the nurse aide training program.

Effective July 1, 2018, only a letter of approval from PDE will be accepted to enroll in a PA nurse aide training program. PDE will no longer accept a Department of Aging (DoA) letter because the DoA does not evaluate FBI reports but instead places the responsibility for review and action on the hiring facility.

Questions regarding these procedures should be directed to [Arthur Richardson](#), PDE designated and approved staff, at [arichardso@pa.gov](mailto:arichardso@pa.gov) or by telephone at 717-772-0814.