Procedural Process for Procuring an FBI Report and Letter of Approval for Nurse Aide Training

**OUTCOME**

Approval or Denial on Letterhead

**PREPARATION**

Step 5 - PDE Sends Applicant an Official Letter of Approval or Denial

Approval Notice: 777-772-0914, mwayne@pde.state.pa.us

Step 4 - Applicant Contacts PDE Designated and Retains Report to Cogent

Step 3 - Cogent Forwarded Fingerprints to FBI and

Step 2 - Applicant Goes to a Fingerprint Location

Report is available (online) within 2 days.

Step 1 - Applicant Registers with Cogent Systems

Follow Steps #2, #3, #4, and #5

- Select the Training Program

- Use only and cannot be used for admission into a PDE-approved Nurse Aide Program

- Have a physical and a piece of paper

- Revised April 2014

- Applicant Supplies the Official Letter of Approval

- Nurse Aide Training Program

- Eligibility for enrollment into a state-approved

- PDE Revisions, etc. and then determining

- Valid demographic information

- Have PDE Registration Number Available

- To see other types of ID go to

- If fingerprints are requested or unreadable, Cogent will contact applicant.

- One report is available, if needed. Cogent

- www.ppa.cogentid.com

- To see other types of ID go to

- License

- Have photo identification available (driver's license)

- Have PDE Registration Number Available

- No scheduled appointments

- The applicant and can all 10 digits

- Location determined during phone call

- www.ppa.cogentid.com to view listings

- Follow Steps #2, #3, #4, and #5

- Before the April 1st deadline, the FBS report:

- A copy of the Philadelphia Police Department of

- Students who are employed or offered

- The application will be required to complete a

- The applicant will be required to complete a

- PDE can not process the FBI report

- A piece of paper

- DEP's Office of Education (PDE) phone number, FBS report

- An FBS report (FBI) is required for the applicants

- webpage for online services (available 24 hours/day)

- Check ONLY

- Registration #52275

- Money Order/Cashier's

- Credit/debit cards acceptable for online