

## Fingerprinting Requirement Instructions for Jefferson School of Nursing Students

Dear JSN Student:

As you may be aware, there is a national trend requiring criminal background checks, child abuse clearances and fingerprinting of students placed in healthcare settings. We believe that these requirements help to bolster the public's continuing trust in the health professions and enhance the safety and well-being of patients. Since the majority of Thomas Jefferson University's clinical sites for nursing students follow this practice, this requirement has been incorporated into Thomas Jefferson University's 2010-2011 pre-matriculation process and will affect all students entering the Jefferson School of Nursing who participate in clinical rotations, field work, or clinical practicum.

Information regarding the child abuse clearance and criminal background check are listed on our website. Students should use the online system at Verified Credentials for the criminal background check, **not** the Pennsylvania State Criminal History Record from the PA State Police referenced on the Cogent Systems site below.

To assist you in completing the fingerprinting requirement, we have provided you with instructions on how to access this service online.

You must complete the process for fingerprinting before the first day of class, and annually while enrolled in JSN. Once completed, fingerprints are processed electronically within 1-2 days. A paper report is generated and mailed, usually within 1 week. Please begin the process immediately. To do so, proceed as outlined below.

**You must complete the process as outlined in this letter even if you have had fingerprinting done previously with this or another agency or for other purposes.**

### Where do I register for fingerprinting?

Registration involves collecting pertinent demographic information that is required by law from each applicant. During registration you will also be given the chance to pay electronically for your background check. Registration is best conducted online at <https://www.pa.cogentid.com>. This way you can ensure the correctness of all demographic information you submit. Online registration alleviates many data collection problems and effectively speeds processing at the fingerprint site. **Once on this site choose the Pennsylvania Department of Welfare link and then "childcare employment" for Reason Fingerprinted. Do NOT choose the Department of Education link.**

### How can I pay for my fingerprinting?

Applicant background checks are \$40.00. Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashiers Check at the fingerprint location. Money Orders and Cashiers Checks must be made out to COGENT SYSTEMS. NO CASH, PERSONAL CHECKS and NO ELECTRONIC PAYMENTS for background checks will be accepted at the fingerprint sites. Go online at <https://www.pa.cogentid.com> to register and make payment.

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**What am I required to bring to the fingerprint site?**

You must be registered first before proceeding to a fingerprint site. At the fingerprint site you will be asked to produce a qualified State or Federal photo ID before processing may begin. See "What to bring" for a list of approved ID types at <https://www.pa.cogentid.com>. Applicants will not be processed if they cannot produce acceptable identification.

**What happens to my fingerprints after they are submitted?**

Your scanned fingerprints will be electronically transmitted to the FBI as required by federal statute. The Pennsylvania Department of Public Welfare (DPW) will receive the Federal Criminal History Record from the FBI.

DPW's Verification Unit within ChildLine and Abuse Registry will return the results of the Federal Criminal History Record to you. The results will be printed on standard 8.5" X 11" watermarked paper that when copied will reveal "Void if Copied." This does not prohibit an employer from copying the applicant's results letter, it is solely a means to verify that it is an official record.

**You must give the original Federal Criminal History Record to the Jefferson Office of Admissions as clinical sites may request a copy at the time of placement.** Please keep a copy for your records.

An adverse Federal Criminal History Record may result in your offer of acceptance to Jefferson School of Nursing being rescinded. In addition, clinical rotation and field work placements may be denied by your assigned clinical site due to felony or misdemeanor convictions, and/or other adverse findings, and the inability to be placed at a clinical site will prohibit you from graduating.

Our goal is to provide a streamlined process for completing these requirements. If you have questions prior to beginning this process, please feel free to contact me via email at [Karen.Jacobs@jefferson.edu](mailto:Karen.Jacobs@jefferson.edu) or telephone at 215-503-1040.

Sincerely,

**Karen Jacobs Astle**

Assistant Vice President of Admission