



## Online Review of Applicant Federal Criminal History Records (CHRI)

November 2008

Beginning December 1, 2008 the Pennsylvania Department of Education (PDE) will begin providing Applicant Federal Criminal History Records (CHRI) online to approved entities that are required to review applicant criminal histories. This process will be totally electronic and will reduce the amount of time it takes for PDE to turnaround an applicant background check to approximately two days.

### The Process

There will be no change in the way an applicant will conduct their fingerprint-based background check. Applicants will still register online or by phone and then proceed to be fingerprinted at a Cogent Systems fingerprint site. Applicants must be registered with Cogent Systems prior to arriving at a fingerprint location.

All that will change will be the manner in which the results will be retrieved. Currently, Criminal History Record Information reports (CHRIs) are mailed to the applicant by PDE. All individuals who are fingerprinted prior to December 1, 2008 will receive their results by mail from PDE. The new online system will NOT contain records of those fingerprinted prior to December 1, 2008.

When applicants register to be fingerprinted on or after December 1, 2008, they will be instructed as to how they may request an unofficial paper copy of their CHRI. Applicants will not have online access to their CHRIs.

Beginning December 1, 2008, applicant CHRIs will be made available online to approved entities, via a secure web site. Only PDE approved entities that are required to review applicant criminal histories will be given access to this web site. These PDE approved entities will require unique applicant information in order to retrieve a specific applicant's criminal history and review that report in order to make a determination as to the fitness of the applicant to perform work that places the individual in contact with children.

Approved entities include public schools, private schools and Teacher Training Institutions (higher education), further detail on approved entities may be obtained from PDE.

### Log-In and Password

Following are procedures for obtaining LOGIN and PASSWORD.

1. Prior to December 1, 2008 one (1) General Administrative LOGIN (*Administrator*) and one (1) PASSWORD will be provided by Cogent Systems to each of the PDE approved entities. The General Administrative LOGIN and PASSWORD will consist of the entities unique AUN number and a password generated by Cogent Systems. This LOGIN and PASSWORD will be provided to one individual at each entity. A list of the PDE approved entities is available from PDE. If your entity is not on this approved list and you believe it should be, you must contact PDE.

Note: The first time the General Administrative LOGIN and PASSWORD is used, in the system will force you to change the PASSWORD.

|   |                      |
|---|----------------------|
| User name:  | <input type="text"/> |
| Old Password:   | <input type="text"/> |
| New Password:   | <input type="text"/> |
| Confirm New Password:   | <input type="text"/> |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |                      |

The new password must be a minimum of 8 characters and contain both alphas and numeric

2. The General Administrative LOGIN and PASSWORD will allow each approved entity the ability to create any number of Operator LOGIN's and PASSWORD's, thus allowing multiple users at each entity to access the secure web site. Each Operator LOGIN and PASSWORD is available for audit by Cogent Systems and PDE.
3. To review an applicant's criminal history online, the PDE approved entity will accept from the applicant their unique identifying number. This will be entered online by the PDE approved entity and the applicant's criminal history record (CHRI) will be retrieved. The CHRI will be able to be reviewed online or may be printed and kept as a paper document per applicable regulations.

**Access**

1. Go to [www.cogentresults.com/pde](http://www.cogentresults.com/pde).
2. This will be your login screen. Enter your USER NAME and PASSWORD. Your USER NAME will be provided to you by your *Administrator*.

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**Pennsylvania Applicant Processing Services**

|  |                                 |
|--|---------------------------------|
|  | User Name: <input type="text"/> |
|  | Password: <input type="text"/>  |
| <input type="button" value="Login"/> <input type="button" value="Exit"/> |                                 |

Warning: This computer program is for the exclusive use of the Pennsylvania Applicant Processing Service. Unauthorized use or abuse by authorized personnel may result in severe civil and criminal penalties and will be prosecuted to the maximum extent possible under the law.

Please enter your user name

Initially, a USER ID and PASSWORD will be given to one (1) *Administrator* at each hiring entity approved by PDE

The *Administrator*, using the web utilities provided to them by Cogent, will be allowed to add any number of users. The *Administrator* is responsible for managing all users for their organization.

3. Upon completion of LOGIN, user will be presented with the query screen. Users will enter the applicant's REGISTRATION ID to query the Federal Background Check Results.

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PA

**Applicant Background Check Services**

**My Account Logout**

**Applicant Rapsheet Query**

Enter the registration ID of the applicant:

REG ID

Query Clear

4. Federal Background Check Results (CHRI) may be reviewed online and may be printed. If the applicant is hired, the entity is to print a copy of the applicant's CHRI for that individual's file.



My Account Logout

Applicant Rapsheet Query

Rap Sheet - Windows Internet Explorer

http://test.pa.cogentid.com/perl/rpt\_chri\_disp\_detail.pl?reg\_id=PAD0891757156160&Action=RapSheet

Rap Sheet

|                    |                  |                          |                 |
|--------------------|------------------|--------------------------|-----------------|
| Registration ID:   | P. [REDACTED] 50 | Applicant Name (L, F M): | ZI [REDACTED] E |
| SSN:               | [REDACTED] 0     | Agency Name:             |                 |
| TCN:               | 2 [REDACTED] 37  | Type:                    | SRE             |
| FBI Response Date: | 09/29/2008       | FBI Response Content:    | N               |

Rapsheet:

CIVIL APPLICANT RESPONSE

ICN 2 [REDACTED] 7 CIDN OCA  
LAST,FIRST MI RAC HGT DOB  
MNU SOC 1 [REDACTED] 1 SEX  
FPC  
HENRY CLASS API  
  
CAC0G009Z COGENT SYSTEMS INC DATE FP  
SOUTH PASADENA CA 2008/09/02  
A SEARCH OF THE FINGERPRINTS ON THE ABOVE  
INDIVIDUAL HAS REVEALED NO PRIOR ARREST  
DATA. CJIS DIVISION  
2008/09/02 FEDERAL BUREAU OF INVESTIGATION