Important information

Regarding fingerprinting for
Students who have not been fingerprinted for the Health Care Registry
and
Students who are already on the Health Care Registry

The Illinois Department of Public Health (IDPH) has instituted the Healthcare Worker Background Check Code. All students enrolled in a nursing assistant program or applicants for a position in a direct care role are required to have a livescan vendor fingerprinting performed. In addition Prairie State College must do a criminal background check prior to the first day of class. **All enrolled students must bring the Health Care Worker Background Check form to the orientation. The name you indicate on your background check form must match the name on the photo ID to be presented to the fingerprint technician.**

**Fingerprinting will take place at Prairie State College on Thursday, October 5, 2017, room 4240, from 1-3:30 p.m.** The cost will be $35. You can pay by credit card, money order, or cashier's check. Money orders and cashier's checks should be made payable to Accurate Biometrics. IDPH now requires that you be photographed at the time of fingerprinting. Please remember to bring a photo ID (driver’s license, state ID, or other valid government-issued photo ID) to the fingerprint session.

The results from a livescan vendor will be transmitted automatically to the Illinois State Police. If your fingerprints are rejected you will be informed regarding the next steps that need to be taken.

If you do not go to an IDPH-approved livescan vendor and have your fingerprints collected electronically and provide us with a receipt or if the results come back with a disqualifying offense, you will be suspended from the program.

Students who have already had a livescan fingerprinting with photo done by an IDPH-approved vendor within the last 6 months must still complete the Health Care Worker Background Check form. You must bring your completed form along with a receipt showing the date you had your fingerprinting done to the mandatory orientation. You will be told if you need to be re-fingerprinted. The form is still needed to do the IDPH required (no fee) criminal background check.

Please note: if you are not certain or if you know you have a criminal offense on your record, you must contact the registry at (217) 785-5133 or (217) 782-2913 before you are fingerprinted with our program. They will discuss your waiver options with you. If applicable, they will walk you through their waiver application process. You must follow their instructions completely before you enroll in a nursing assistant program or apply for a position in a direct care role. Go to illinoisnurseaidetesting.com and refer to the enclosed CNA criminal convictions letter for more information.

If you have any concerns before you begin the program, you are encouraged to contact Dr. Marie Hansel, Interim Dean, Allied Health and Emergency Services at (708) 709-3542 to obtain additional information.

Keep a copy of your receipt to let prospective employers know you have had a livescan fingerprinting done. They will be able to access your records electronically. Policies may vary as to when they repeat the fingerprinting. Once you are in the system expect that they will do the required (no fee) criminal background check on admission and periodically.