1) Applicant registration is completed at www.pa.cogentid.com. Begin by selecting Pennsylvania Department of Education. Applicant may also phone 1-888-439-2486 to register by phone.
2) Applicant begins online registration by clicking “Register Online”
3) Applicant must grant PDE the authority to disseminate the applicant’s Federal Criminal History Record. If the Applicant DOES NOT grant this authority, registration may not continue.
4) Applicant completes the registration form. At the bottom of the registration form, the Applicant is given the opportunity to purchase a copy of their criminal history report (CHRI). Applicants will not have online access to their CHRI’s.
4) At the completion of the Applicant’s registration, a Registration Receipt will be generated. Included is the **REGISTRATION ID** for the Applicant. Applicants will need to retain their REGISTRATION ID. When the applicant applies at a school entity, they will provide their REGISTRATION ID as the key that will allow the school entity to review the Applicants CHRI online. The REGISTRATION ID may also be used at the fingerprint sites in lieu of the Applicant’s social security number for the function of demographic look-up.