**Section 955.115 Initiation of Fingerprint-Based Criminal History Records Checks as a Fee Applicant Inquiry**

Fingerprint-based criminal history records checks shall be initiated by educational entities, staffing agencies, workforce intermediaries, organizations that provide pro bono legal services, and health care employers through the Department's web application used for the Health Care Worker Registry. *The* educational entity, staffing agency, workforce intermediary, organization that provides pro bono legal services, or health care *employer, or its designee,* must *log into the Health Care Worker Registry through a secure login.*  (Section 33(i) of the Act)

a) Educational entities, staffing agencies, workforce intermediaries, organizations that provide pro bono legal services, and health care employers shall gain access to the secure login by having an employee register for access to the Department's secure web portal. After the Department has authorized initial access, that employee may authorize other employees or a designee access to the secure web portal. An educational entity, staffing agency, workforce intermediary, organization that provides pro bono legal services, or health care employer may not be implemented into the process of initiating fingerprint-based criminal history records checks through the Department's web application until the Department has authorized the initial access.

b) When educational entities, staffing agencies, workforce intermediaries, organizations that provide pro bono legal services, or health care employers are required in this Part to transmit information electronically to the Department, the data shall be entered into the Health Care Worker Registry web application. The information shall be electronically transmitted to the Department when the data record is saved.

c) To better provide support and instruction, the Department will bring a limited number of educational entities and health care employers into the fingerprint process at one time. The Department will proceed across the State using such indicators as zip codes and county boundaries.

(Source: Amended at 44 Ill. Reg. 18422, effective October 29, 2020)