

Congratulations (**Applicant Name**),

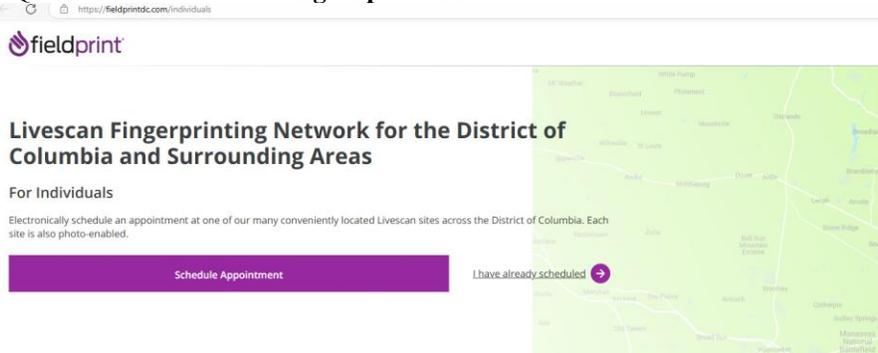
You have passed both the Nurse Aide Written and Skills exams!

In order to be placed on the District of Columbia Nurse Aide Registry, you must pass the **criminal background check**.

1. Please follow these instructions to be fingerprinted for the criminal background check: Start by going to the **DC Health CBC Payment Portal**. Select this Link- <https://dohenterprise.my.site.com/payment/s/login/SelfRegister>



2. Once you make a payment: You will receive an email receipt with a **Fieldprint Code** (please note your appropriate code). The **Fieldprint Code** will also appear on your payment confirmation page. You will be redirected to the **Fieldprint** scheduling website here. [Fieldprint@ Washington, D.C.](https://fieldprintdc.com/individuals)
3. At the **Fieldprint** scheduling website, click “**Schedule Appointment**” under “**New Users/Sign Up**”, enter your email address and select the “**Sign Up**” button. Follow the instructions for creating a Password and Security Question and then select “**Sign Up and Continue**”.



Welcome to Fieldprint®

Sign Up

For new users, please select "Sign Up" below to schedule a Fieldprint appointment.

Sign Up

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

Log In

4. Read and Sign the “**E-SIGN Act Disclosure and Consent (“Consent Agreement”)** and click “**I Agree**”

E-SIGN Act Disclosure and Consent ("Consent Agreement")

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

1. Intent to Use Electronic Signatures

By clicking on the "I Agree" button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the fingerprinting process.

By clicking on the "I Agree" button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the fingerprinting process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar actuation, or in providing or making any agreement, acknowledgment, or consent constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract.

2. Consent to Electronic Disclosures & Notices

By clicking on the "I Agree" button below, you consent to the electronic delivery of any disclosures, agreements, change notices, terms and conditions and any other documents throughout the fingerprinting process. Your consent applies to any disclosures and notices required to be provided to you in accordance with Federal or state law or regulations. You also agree that we do not need to provide you with additional paper (non-electronic) copies of the disclosures, agreements, change notices, terms and conditions and any other documents, unless specifically requested. **If you would like to request additional paper copies of any of the aforementioned documents, you may do so at no additional charge to you by emailing customerservice@fieldprint.com.**

3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at customerservice@fieldprint.com. Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

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4. You Must Keep Your Contact Information Current

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to, name, address, phone numbers, and email or other electronic addresses. **In order to update your information, contact us via email at customerservice@fieldprint.com.**

5. Hardware and Software You Will Need

To use our online processes, you will need Internet Browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Acrobat Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid email address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the I Agree button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: customerservice@fieldprint.com or call 888-472-8918.

You can download the "Consent Agreement" as a PDF file.

 Consent Agreement.pdf (120 K)  [Download](#)

I do not agree

I Agree

5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at your preferred location.

Create Account

Please fill in the following fields to create an account.

★ — Required Fields

Email *

Username *

Password * show

Confirm Password * show

First Name *

Last Name *

Mobile Phone Number

By providing your mobile phone number, you confirm that you are authorized to use this phone number and agree to receive text messages. This information is being requested for authentication purposes only. Carrier fees may apply.

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 *

Answer 1 * show

Security Question 2 *

Answer 2 * show

Security Question 3 *

Answer 3 * show

6. At the end of the process, print the Confirmation Page. Take the Confirmation Page and **two** forms of identification with you to your fingerprint appointment.
7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com
8. You may also email doh.cbcu@dc.gov for further assistance

Explore our comprehensive support resources here for quick answers to your queries!

Sincerely,

Credentia
 Administrator on Behalf of the District of Columbia Board of Nursing
www.credentia.com

Contact Support
 Phone: (888) 204-6249