

# New Application Requirement

## Introduction

- House Bill 975, Background Screening and Certifications, passed during the 2024 Legislative Session, establishing background screening requirements for health care professions regulated by the Florida Department of Health, Division of Medical Quality Assurance.
- **Beginning July 1, 2025**, all applicants must submit electronic fingerprints before an initial license is issued.



# How It Works

## Act Now – Don't Delay!

### Know Your Timeline.

- The background screening process **takes time** due to multiple steps and processing delays.
- Waiting too long can result in **licensing delays**.

### What Happens if You Don't Comply?

- No background screening = No license.
- You cannot obtain your license without completing this requirement.

**Start the process early to avoid disruptions!**



# Steps to Initiate and Track Screenings:

## 1. Register with the CHAI system.

- Go to [chai.flclearinghouse.com/](http://chai.flclearinghouse.com/)

## 2. Create or update your profile.

- If you're a **new user**, complete the registration process.
- If you've **registered before**, ensure your profile is up to date.



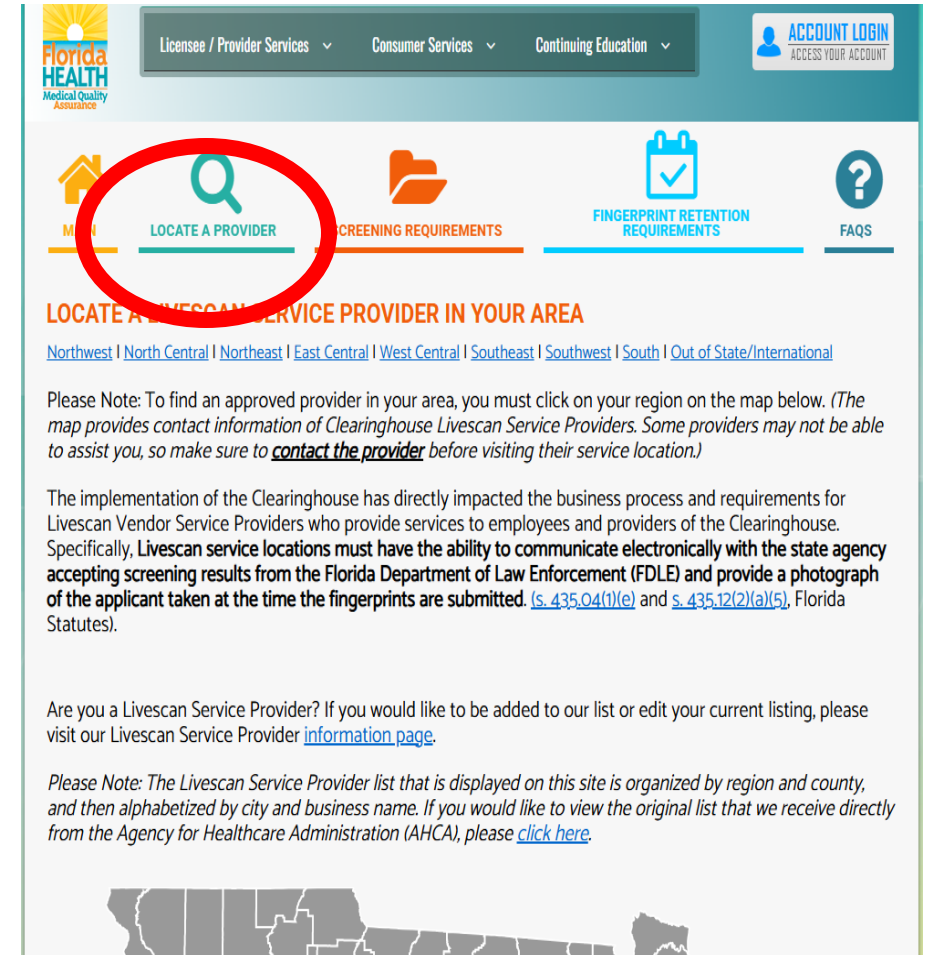
# Steps to Initiate and Track Screenings:

## 3. Schedule an appointment with a Livescan provider.

- Use the **CHAI system** or visit the Locate a Provider page at <https://flhealthsource.gov/background-screening/bgs-providers/>

### Important:

You are responsible for screening costs – fees vary by provider. Check pricing and availability in advance to avoid delays!



The screenshot shows the Florida Health Source website. The top navigation bar includes links for 'Licensee / Provider Services', 'Consumer Services', and 'Continuing Education'. A red circle highlights the 'LOCATE A PROVIDER' link in the main navigation area. Below this, the page title is 'LOCATE A LIVESCAN SERVICE PROVIDER IN YOUR AREA'. A list of regions is provided: Northwest, North Central, Northeast, East Central, West Central, Southeast, Southwest, South, and Out of State/International. A 'Please Note' section explains that users must click on their region on the map to find approved providers. Another section states that Livescan service locations must have the ability to communicate electronically with the state agency accepting screening results from the Florida Department of Law Enforcement (FDLE) and provide a photograph of the applicant taken at the time the fingerprints are submitted. A link to the 'Livescan Service Provider information page' is provided. A final 'Please Note' section explains that the Livescan Service Provider list is organized by region and county, and then alphabetized by city and business name. A link to view the original list is provided.

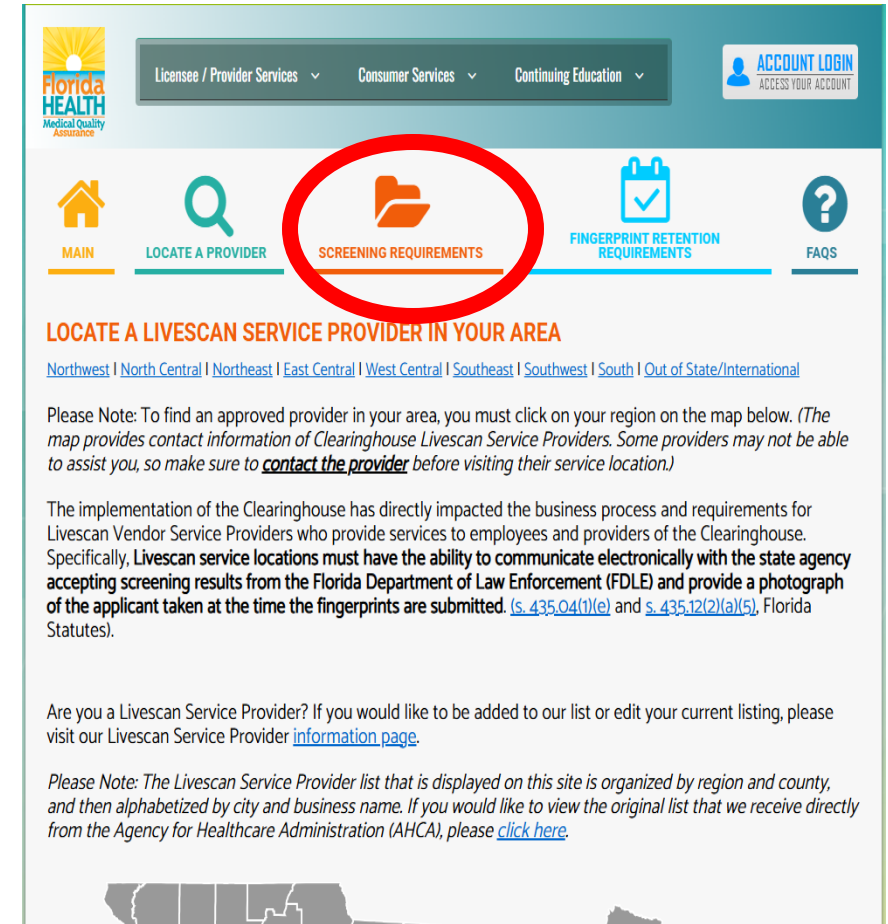
# Steps to Initiate and Track Screenings:

## 4. Bring your ORI Number to your Fingerprinting Appointment.

- ORI Numbers can be found at [flhealthsource.gov/background-screening/bgs-requirements/](https://flhealthsource.gov/background-screening/bgs-requirements/).

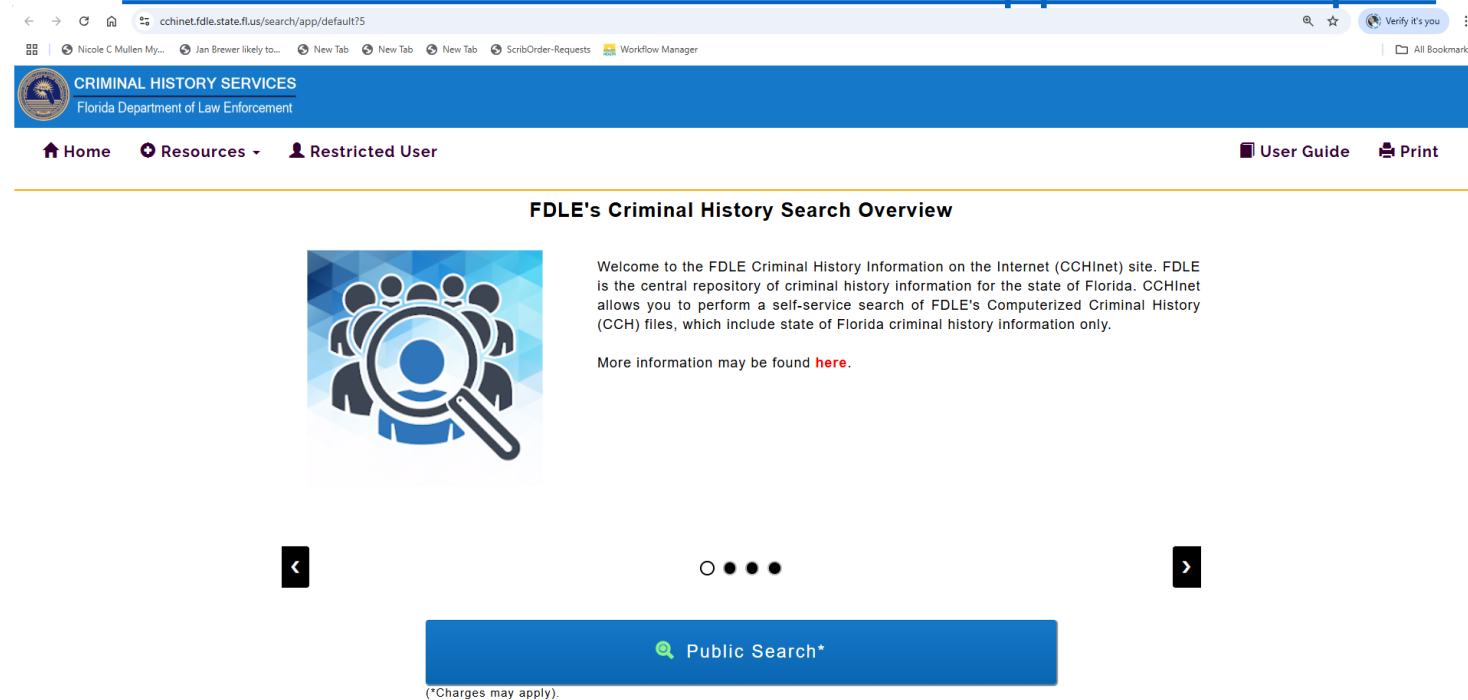
## 5. Request your Transaction Control Number (TCN).

- Before you leave, ask the Livescan provider for your TCN to track your results.
- **Important:** The Department cannot retrieve your TCN if you lose it.



# Steps to Initiate and Track Screenings:

Track the submission of your prints by entering your TCN at the **Florida Department of Law Enforcement TCN Lookup:**  
[cchinet.fdle.state.fl.us/search/app/tcnlookup?2](http://cchinet.fdle.state.fl.us/search/app/tcnlookup?2).





# Privacy Statement

## Acknowledge the Privacy Statement

- When **applying for or renewing your license**, you **must** agree to the privacy statement regarding electronic fingerprinting within the application.

## Important:

- If the privacy statement is not received, your fingerprinting results **CANNOT** be shared with the Department.
- **This will delay your application for initial licensure or renewal**

