



Instructions for Obtaining the PA Child Abuse History Clearance

To complete the online application process, you will need the following information:

- **All addresses where you have lived since 1975**
 - If you do not remember a complete address, it is acceptable to enter a partial address, such as 'Rose Ave, Pittsburgh, PA' instead of '25 Rose Ave, Pittsburgh, PA'
- **The names of all individuals you have lived with**
 - This includes parents, grandparents, guardians, siblings, other relatives, spouses, partners, children and roommates
 - If any of these individuals are deceased, they must still be listed on the application
 - If you cannot remember the names of everyone you have lived with, that's fine – enter as much information as you can recall.
- **All maiden or previous names you have been known by**
- **Payment for application fee (\$13.00; debit or credit card accepted)**

1. Click on the following link (or copy/paste into your web browser):
<https://www.compass.state.pa.us/cwis/public/home>
2. Click on 'Create Individual Account' (or, if you already have an account, 'Individual Login').
3. Please review the information on the General Information page and click 'Next'.
4. You will be prompted to create a Keystone ID. Complete all required fields and click 'Finish'.
5. You will receive two emails. The first email will be a confirmation of your selected user name; the second email will contain your temporary password. Once you have received these emails, you will need to go back to the original page and click 'Login'.
6. On this new page, please review the disclosure information provided and click 'Continue' at the bottom right of the page.
7. Please enter the username and temporary password that were sent to you on the new page.
8. You will be prompted to change your password. Once you have selected a new password, click on 'Submit' on the lower right side of the screen. Once you have successfully submitted a new password, click on 'Close Window'
9. You will now be prompted to sign in using your username and new password.
10. Please review the **Terms & Conditions** and indicate that you have read, understand and agree to the account terms and conditions. Click 'Next' on the lower right side of the screen.
11. You will again be directed to read the **Disclosure of Personal Information** and click 'Continue' at the bottom right side of the page.

12. On the next screen, you will need to click on 'Create Clearance Application'.
13. Please review the **Getting Started** information and click 'Begin' on the bottom right side of the page.
14. For 'Application Purpose,' select: *please make sure you are selecting the correct purpose*

Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization: •A youth camp or program; •A recreational camp or program; •A sports or athletic program; •A community or social outreach program; •An enrichment or educational program; and •A troop, club or similar organization

Then click 'Next'.

15. Please complete the information on the following pages to complete the application including your:
 - a. Current Address
 - b. Previous Address
 - c. Household Members
 - d. Review your application
16. Once you have completed and reviewed the application for accuracy, you will be asked to provide your electronic signature and enter your payment information. You will receive confirmation on your computer screen that your payment was accepted (**print this screen for reimbursement purposes.**)
17. You will be notified by the system via email when your clearance has been completed. You will need to login to your account to view and **print the electronic clearance certificate.**
18. Please forward the electronic clearance certificate to Human Resources.

Note: your electronic clearance certificate is a valid proof of clearance. If you choose, you may also have a paper version of the certificate sent to your home or mailing address.

New hires: this clearance must be obtained and forwarded to Human Resources **prior** to your start date. You could also choose to upload the clearance into Workday.

Current employees: this clearance must be re-obtained every five (5) years. Workday will send you notifications regarding the expiration date of your clearance. Please use your Keystone ID and password to login to your account and submit a new clearance application.

Reimbursement for Application Fee

Employees may be reimbursed for the cost of the application fee (\$13.00). In order to process reimbursement, employees must submit the following to Human Resources:

- Employee Expense Reimbursement form (available on Accounts Payable portal page)
- Printed screen shot of PA Child Welfare Portal that confirms your payment of the application fee
- Child abuse clearance report

Please contact Human Resources with any questions regarding this reimbursement.

Note: although the clearance is available usually within a week of submission, it could take 4-6 weeks to be returned.