

Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

Follow these instructions to file for your Pennsylvania Child Abuse History Clearance using the website listed above:

1. Create a Keystone ID
2. You will receive an email with your temporary password
3. Use link in e-mail to log back into the Child Welfare Portal
4. Change password from temporary to permanent password
5. You will be directed back to the beginning to enter your login and permanent password
6. Click on button: Create Clearance Application
7. To complete on-line you will be required to provide an electronic signature. If you do not want to provide an electronic signature, there is an option to print a form to complete and submit by mail
8. Select "School Employment"
9. Complete applicant information – please be sure to add all information
 - a. (previous names, contact number, DOB, SS#)
10. Enter your home and mailing address
 - a. Be sure you check the box to have a copy mailed to you
11. Add all previous addresses
12. Enter household members...yes, everyone since 1975
13. Verify all information you entered
14. Certify all information is correct and provide an eSignature
15. Check "no"... the district is not providing a payment code
16. Click on button to provide a payment (debit/credit card needed) (\$13.00)