

# ACT 151

## Pennsylvania Child Abuse History Clearance

To complete the online PA Child Abuse History Clearance you will need to have internet access, printer, credit/debit card, email account, knowledge of previous addresses since 1975 and names of everyone you have lived with at any time since 1975.

1. Go to the Child Welfare secure website at <https://www.compass.state.pa.us/cwis>
2. Click on **Create a new account**.
3. Read the general information and click **Next** to create a Keystone ID. Chose a username that you will remember.
4. Enter the requested information including your email address and create security questions. Then click **Finish**. (*You will need to immediately access your email for the temporary password*).
5. You will receive this message on the screen: **You have successfully created a Keystone ID and a temporary password has been emailed to you**. You will receive two emails. The first email contains your Keystone ID and the second email contains your temporary password. Click **Close Window**.
6. If you are not immediately taken to the login page, return to the website and click **Login**. Then click **Access My Clearances**. Scroll to the bottom of the page and click **Continue**. On the Keystone Login page, enter your username (Keystone ID) and temporary password you retrieved via email.
7. You will be taken to the login screen to reset your password. Create a **New** password and click **Submit**.
8. Click **Close Window**. You will be taken back to the login screen. Enter your username (Keystone ID) and **New** password.
9. Read **My Child Welfare Account Terms and Conditions**. Then click the statement acknowledging **I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions**. Then click **Next**.
10. Scroll to the bottom of the page and click **Continue**.
11. Click **Create Clearance Application**. Scroll to the bottom of the next page and click **Begin**.

12. Under the Application Purpose select **School Employee Governed by PA School Code**. Then click **Next**.
13. Continue through the online application pages and provide the requested information. Click the blue plus sign [+] to add additional fields.
14. Under the section Certificate Delivery Method, you can elect to have a paper copy of clearance mailed to you. It will also be available online.
15. Once you have completed the online application, review the Applicant Summary. If your information is not correct or needs to be updated, click the **Edit** button in the heading of the section and modify it as necessary.
16. Click **Next** for your eSignature.
17. To complete your application, eSign by checking the acknowledgement and entering your first and last name as it appears on the Application Information screen.
18. Proceed to the “Applicant Payment” screen.
19. Select **No** to the question, “Did an organization provide a payment code for your application”.
20. You will then be asked for a payment of \$8.00 (credit/debit card).
21. Once payment has been submitted print your receipt and then Click **Submit Application**.
22. You should see the message **Success. Your application (e....Clearance Id: XXXXX) has been successfully submitted.**

### **Save your Keystone ID and Password!!**

You will be notified via email that your application has been processed and you are directed to open your Child Welfare Account to retrieve and print your clearance. This process may be immediate or may take a few days.