Pennsylvania Child Abuse History Clearance Instructions

The Department of Public Welfare has established a web-based computer application called the Child Welfare Portal which allows an individual to apply for their PA Child Abuse Clearance online.

- Before your start, you should have the following information readily available and also have access to your email account.
  - o Previous addresses since 1975
  - o Names of everyone who lived with you at any time since 1975 to present
  - o Previous names used since 1975

Create an account, password and application
Start the online application by visiting the Child Welfare secure website at
https://www.compass.state.pa.us/cwis/public/home
- Click on *Create a new account*
- Read the general information and click *Next* to create a Keystone ID. *Chose a username that you will remember.*
- Enter the requested information including email address and create security questions. Then click *Finish*. [YOU WILL NEED TO IMMEDIATELY ACCESS YOUR EMAIL FOR THE TEMPORARY PASSWORD]
- 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.*
- If you are not immediately taken to the login page, return to https://www.compass.state.pa.us/cwis/public/home , click *Login*, then *Access My Clearances*, scroll to the bottom of the page and click *Continue*. On the Keystone Key Login page, enter your username (Keystone ID) and temporary password you retrieved via email.
- You will be taken to the login screen to reset your password. Create a *New* password and click *Submit*.
- Click *Close Window*. You will be taken back to the login screen. Enter your username and **NEW** password.
- 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.*
- Scroll to the bottom of the page and click *Continue*
- Click *Create Clearance Application.* Scroll to the bottom of the next page and click *Begin*.
- Under the Application Purpose select *School Employment*, **school employee governed by public school code**. Then click *Next.*
- Continue through the online application pages and provide the requested information. Click the blue plus sign (+) to add additional fields
- Under the section Certificate Delivery Method, you can elect to have a paper copy of the clearance mailed to you. It will also be available online.
- 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.
- Click *Next* for your eSignature
- To complete your application, eSign by checking the acknowledgement and entering your first and last name as it appears on the Application Information screen.
- Proceed to the "Applicant Payment" screen
- Select *Yes* to the question *Did an organization provide a payment code for your application,* unless you are paying for your clearance because you are not a Swarthmore College student enrolled in an Educational Studies course.
- Enter the payment code provided to you by the educational studies department.
- Click the check box below the code

- Click ***Submit Application***
- You should see the message **Success. Your application (e-Clearance ID: xxxxxx) has been successfully submitted.**

<u>Print and present your clearance</u>

- Most results will appear fairly soon after submission. Typically, you are notified by email that the application has been processed and you are directed to open your Child Welfare Account to retrieve the clearance. Field sites usually require that you present a hard copy on your first visit.