Child Abuse Clearance Instructions

1. https://www.compass.state.pa.us/cwis/public/home
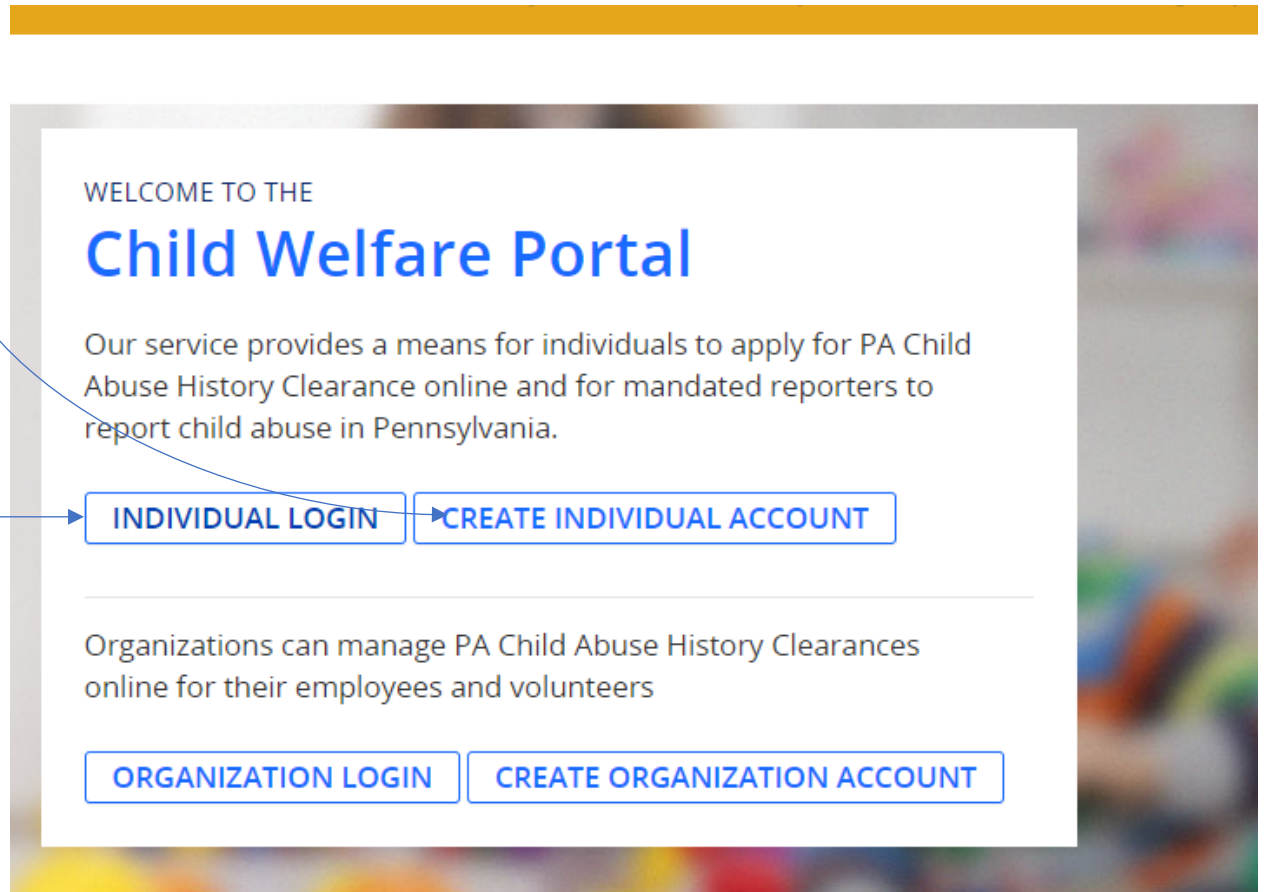2. If you have an account, click one of the following options:

"Individual Login" (If you have completed this background check in the previous years, you probably have an account – if you forget your information, you will have to use the forgot password functionality) ***Proceed to Step #5***

"Create Individual Account" (If you have never completed a background check previously or totally forget your old credentials use this option) ***Proceed to Step #3***

WELCOME TO THE

Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

INDIVIDUAL LOGIN   CREATE INDIVIDUAL ACCOUNT

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

ORGANIZATION LOGIN   CREATE ORGANIZATION ACCOUNT

3. Click "Next"

Create Keystone ID: General Information

1 General Information	2 Profile Information

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

Child Welfare Portal
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

SERS' Online Member Services
Members of the State Employees' Retirement System can get statements, run estimates, and more.

Disaster Training Registration
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.

COMPASS
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.

Child Support
Clients can apply for support services and view information about their support cases on the Child Support Website.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID.
Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

NEXT   **CANCEL**

4. Enter all information, and click Finish

To create a new Keystone ID, please provide the following information:

Note: Please ensure the information provided below is accurate. Once the Keystone ID is created, you will not be able to update the Keystone ID, First Name, Last Name or Date of Birth associated with this ID.

• Keystone ID   [   ]   (must be 6 to 64 characters)

• First Name   [   ]

• Last Name   [   ]

• Date Of Birth   [   ]   (MM/DD/YYYY)

• E-mail   [   ]

• Confirm E-mail   [   ]

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

Security Question Tips

Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Avoid using special characters ($#%@) and punctuation (¨ . - .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

• Security Question 1 [Please select a security question ⌄]

• Answer   [   ]

• Security Question 2 [Please select a security question ⌄]

• Answer   [   ]

• Security Question 3 [Please select a security question ⌄]

• Answer   [   ]

For security reasons, please answer the following question.

Question   Of the following, which is a color: hair, dog, purple, watch?

• Answer   [   ]

Please review the information provided and click Finish.

BACK   **FINISH**   **CANCEL**

5. Go back to https://www.compass.state.pa.us/cwis/public/home

   Either with your new or old login credentials, log in using the "individual login"

WELCOME TO THE

Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

| INDIVIDUAL LOGIN | CREATE INDIVIDUAL ACCOUNT |

6. You will see this screen, click "access my clearances"

What Would You Like To Do Today?

Please select which account you would like to access.

| ACCESS MY CLEARANCES | ACCESS MY REFERRALS |
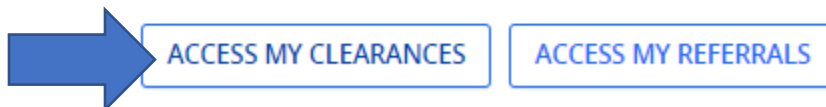
7. Scroll to bottom and click "Continue"

cial Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or
ill still process your request without your Social Security number.
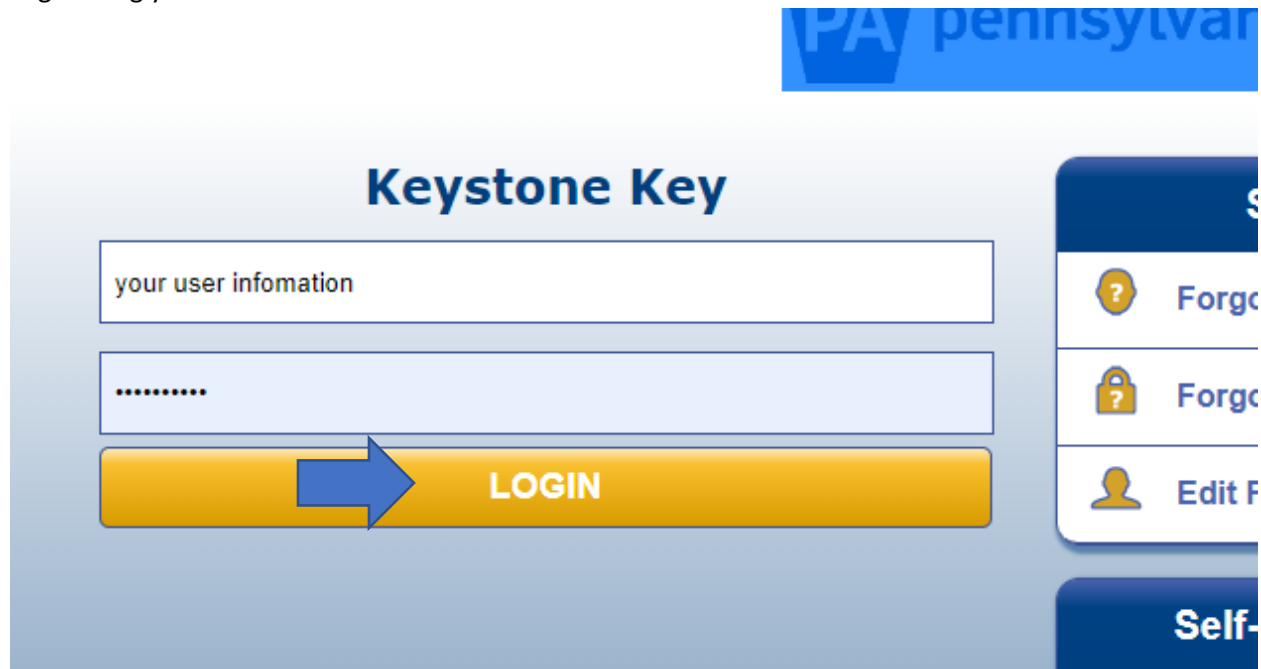
e for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you
es and legislation.

security certificate, you must accept it to proceed.

OF HUMAN SERVICES.
99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT
on of privacy.

CONTINUE >
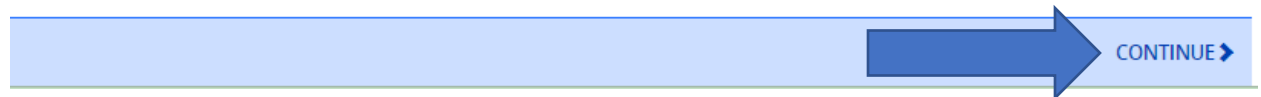
8. Login using your credentials

PA pennsylva

Keystone Key

your user infomation

••••••••••

LOGIN

S

Forgo

Forgo

Edit F

Self-

9. Click "Create Clearance Application"

10. Scroll to bottom and click "Begin"

Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the Commonwealth of Pennsylvania's Privacy Policy ⏍ Additionally more information is provided in the Rights and Responsibilities.

f you have any questions about your application, please refer to the Frequently Asked Questions page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

‹ PREVIOUS   BEGIN ›
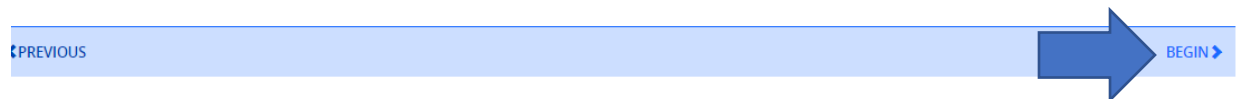
11. Fill out the entire application – Click "Volunteer Having Contact With Children Option"

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at http://keepkidssafe.pa.gov/clearances/index.htm

○ Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

○ Foster Parent: Applying for purposes of providing foster care.

○ Prospective Adoptive Parent: Applying for the purpose of adoption.

○ Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school.

○ School Employee Governed by Public School Code: Applying as a school employee who is required to obtain

12. This will populate a new option and use the following information:

● Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification " is used interchangeably with "clearance"."

Volunteer Category (required)

Other

Agency Name (required)

Redemption Church of PA

13. Continue to fill out your personal information

14. Under address section, you can opt to have a hard copy mailed to you if you desire.

Mailing Address

All notices and correspondences will be sent to you at the mailing address entered here.

> **Attention**
> We can only send notices and correspondences (including your clearance certificate) to your residential address or your personal P.O. Box.
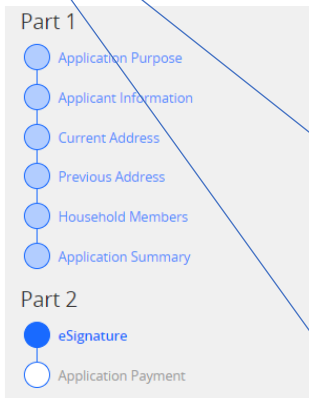
Is your mailing address the same as your home address? (required) ❓

◉ Yes ○ No

15. Confirm all application detail and Esign the document
    Check no for not receiving a free of chard certification
    Check Mark affirmation

Part 1
- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2
- ● eSignature
- ○ Application Payment

eSignature

To complete your application, please tell us if you have received a volunteer certification free of charge within the previous 57 months.

Have you received a paper or electronic volunteer certification free of charge since 03/22/2018 ? (required)

○ Yes ◉ No

Please eSign below by checking the acknowledgement and entering your **first and last name** exactly as it appears on the Applicant Information screen.

☐ I hereby affirm that the information entered on this application is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). I have selected Volunteer Having Contact with Children as the purpose for my application and I agree to the following: (required)
- I have not received a background certification free of charge within the previous 57 months;
- The background certification is necessary to satisfy the requirements under Chapter 63 subsection 6344(b);and
- I understand that the certification shall not be valid or used for any other purpose, including employment.

Signature (required)

[   ]

‹ PREVIOUS   NEXT ›

16. Select no for authorization code – and click submit

Part 1

Application Purpose
Applicant Information
Current Address
Previous Address
Household Members
Application Summary

Part 2

eSignature
Application Payment

Application Payment

Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application. (required) ?

○ Yes ○ No

< PREVIOUS   SUBMIT APPLICATION >

17. Confirmation of Success – Click "Go To PA Child Abuse History Clearance Account" button

Submission Confirmation

Success.
Your application **(e-Clearance ID: 000007724156)** has been successfully submitted!

Next Steps

Thank you for your submission. Please check your email for a confirmation notification that you may save for your own records. If you do not receive an email confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You may view or check the status of your application from your PA Child Abuse History Clearance Account at any time. Once your application has been processed, you will receive a notification via email to log in to your account and view the outcome/result of the application.

You can also log into your account at any time from the Child Welfare Portal homepage.

Now that you have submitted your application, what would you like to do?

LOG OUT   GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT   SUBMIT ANOTHER CLEARANCE APPLICATION

18. Click " To view the results click here" link

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION   ADD APPLICATION TO ACCOUNT

Status of Submitted Applications

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

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e-Clearance ID: 000007724156

Purpose **Volunteer Having Contact with Children**   Created On **12/22/2022**   Updated On **12/22/2022**

Your application has been processed. To view the result, click here.   Verified On **12/22/2022**

RESUBMIT

19. This will populate a document showing the results

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

LOWER BURRELL, PA 15068

CERTIFICATION ID: EZIA39TS

CERTIFICATION PURPOSE: VOLUNTEER

VERIFICATION DATE: 12/22/2022

SOCIAL SECURITY #:

DATE OF BIRTH: 1/

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing _____ as a perpetrator of an Indicated or Founded report of child abuse.

20. If you are using Chrome browser click print (or ctrl P) and select destination to "Save as PDf"

Click Save and select where to save the file – remember where you saved so you can continue to step 21

21. Go back to https://redemptionpa.org/background-checks and use upload files button

Redemption Church requires the following background checks:

    1) PA Criminal Record Clearance (no cost to volunteers)

    2) Child Abuse Clearance (no cost to volunteers)

Documents are not automatically sent to us. Once you receive them, please upload your documents in PDF format using the button below, with your name somewhere in the file name.

Click link

Upload Files

For assistance, please email admin@redemptionpa.org.

22. Upload your document to this drive. If you have trouble, you can always email them to admin@redemptionpa.org, but the upload function is preferred.