

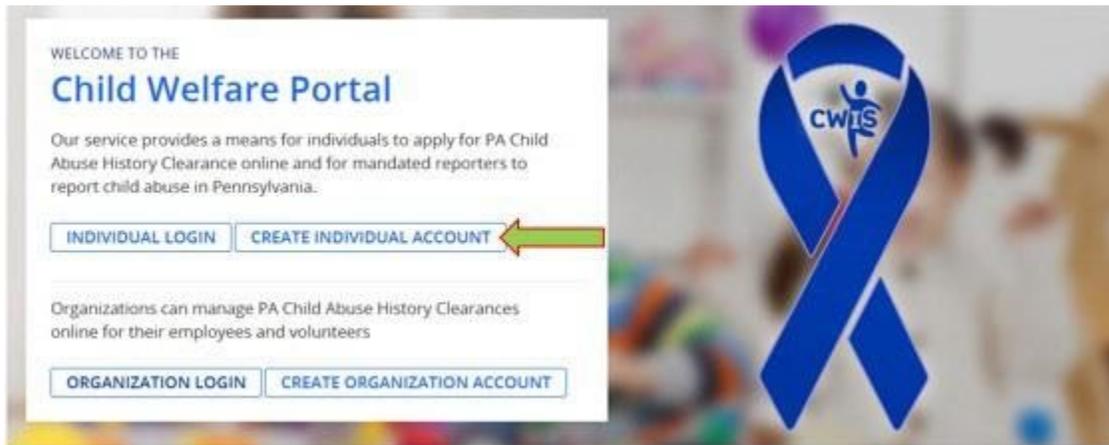
## PA Child Abuse History Certification

Completion of this clearance requires registration through the Pennsylvania Child Welfare Information Solution (CWIS), completing the certification application (including addresses that you have lived at since 1975), and submitting the results to the Office of Human Resources.

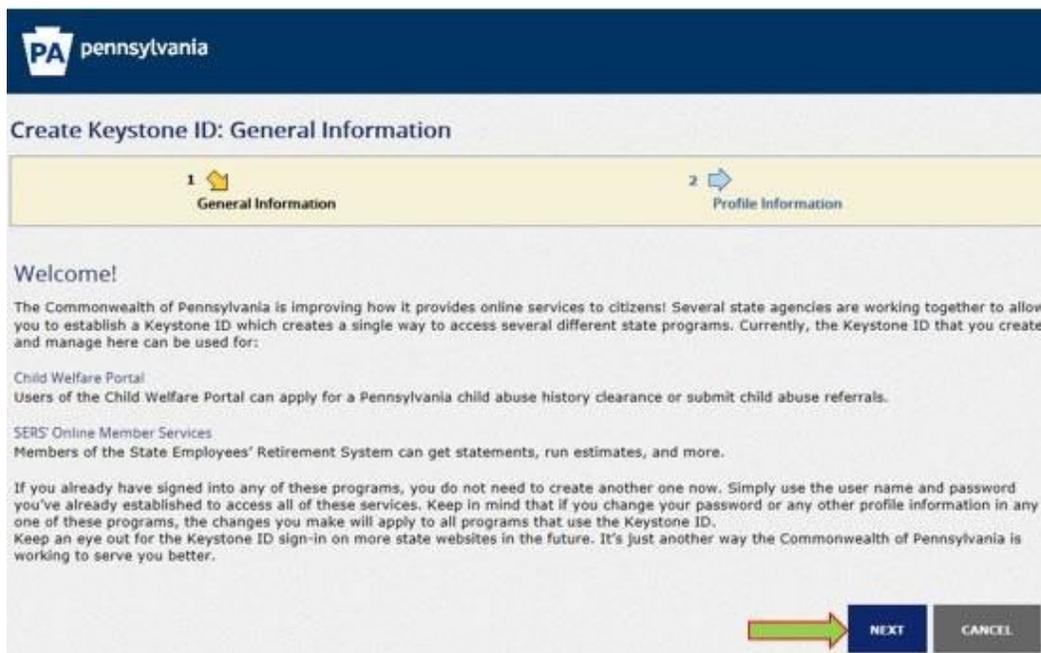
The steps outlined in this procedure will help you successfully complete the clearance. The clearance cost is \$13.00.

Follow Link: <https://www.compass.state.pa.us/cwis/public/home>

1. Select “Create Individual Account”



2. Select “Next”



### 3. Create “Keystone ID”

- Complete required fields
- Select “Finish”
- Compass will now send a temporary password to the e-mail address you provided

**Create Keystone ID: Profile Information**

1 General information 2 Profile information

**Required**

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

• Keystone ID  (must be 6 to 10 characters)

• First Name

• Last Name

• Date Of Birth  (MM/DD/YYYY)

• E-mail

• Confirm E-mail

This E-mail address will receive your temporary password.

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.  
Answers must be typed exactly the same way, every time. Do, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question.  
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

• Answer

• Security Question 2

• Answer

• Security Question 3

• Answer

---

For security reasons, please answer the following question.

Question **36, twelve, 44, 7 or 16: which of these is the smallest?**

• Answer

**FINISH** **CANCEL**

#### 4. Retrieve Temporary Password from e-mail

- Temp. Password is received at the e-mail address you provided

Thank you for creating a Keystone ID with the Commonwealth of Pennsylvania. Your temporary password is:

 SKRvS#5\$9

Please note that the password provided is system generated and can be easily mis-typed. We suggest copying the password from the e-mail and pasting it into the password field. To do this:

- Highlight the password, right click and choose **Copy**.
- Click in the Password field, right click and choose **Paste**.

#### 5. Return to <https://www.compass.state.pa.us/cwis/public/home>

#### 6. Select “Individual Login”



#### 7. Select “Access My Clearances”

What Would You Like To Do Today?

Please select which account you would like to access.

 ACCESS MY CLEARANCES MY REFERRALS

## 8. Read the “Learn More” section

- Select “Continue”

### Learn More

---

#### ABOUT THIS WEBSITE

This secure website is provided for individuals who want to have their **Pennsylvania Child Abuse History Clearance** processed online. The Pennsylvania Child Abuse History Clearance Check will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse.

#### DISCLOSURE OF PERSONAL INFORMATION

##### Public Disclosure

As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

##### Social Security Number Disclosure

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. 55 6336(a)(1) (relating to information in statewide central register), 6344 (relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

**Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.**

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

#### WARNING

You are entering a secure government website for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you have read and understand the above guidelines and legislation.

#### Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

#### WARNING!

**US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES:**

Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

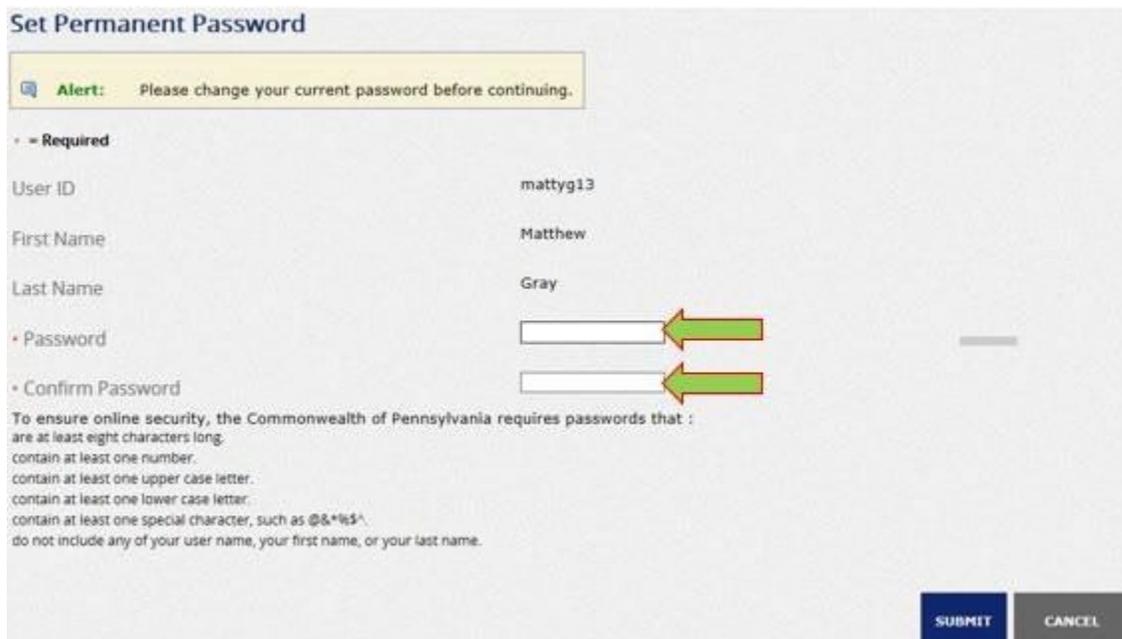


9. Login with “Keystone ID” & “Temporary Password” (From Step. 4)



The image shows the 'Keystone Key' login page for the Commonwealth of Pennsylvania. At the top is the 'PA pennsylvania' logo. Below it, the title 'Keystone Key' is displayed. There are two input fields: 'Keystone ID' and 'Temporary Password (from E-mail)'. Green arrows point to the right of each field. Below these fields is a large yellow 'LOGIN' button. To the right of the login fields are two service menus. The first menu, 'Self-service for Citizens', contains 'Forgot Password' (with a lock icon) and 'Edit Profile' (with a person icon). The second menu, 'Self-service for Commonwealth Employees', contains 'Change CWOPA Password or Hint Questions' (with a question mark icon).

10. Create a Permanent Password



The image shows the 'Set Permanent Password' page. At the top, there is an alert box that says 'Alert: Please change your current password before continuing.' Below the alert, there are several fields: 'User ID' with the value 'mattyg13', 'First Name' with 'Matthew', and 'Last Name' with 'Gray'. There are two password fields: 'Password' and 'Confirm Password', both with green arrows pointing to the right. Below the password fields, there is a list of requirements for passwords: 'To ensure online security, the Commonwealth of Pennsylvania requires passwords that : are at least eight characters long. contain at least one number. contain at least one upper case letter. contain at least one lower case letter. contain at least one special character, such as @&!\*\$^'. do not include any of your user name, your first name, or your last name.' At the bottom right, there are two buttons: 'SUBMIT' and 'CANCEL'.

11. Login with “Keystone ID & “Permanent Password”

## 12. Agree to Terms and Conditions

- Select “Next”

### My Child Welfare Account Terms and Conditions

Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Human Services.

#### Terms and Conditions

This policy addresses the collection, security, access and use of information that may be obtained through “My Child Welfare Account. This policy covers the following topics:

- Information we Collect
- Access and Disclosure
- Security
- Information disclaimer
- Penalty for Misuse

Therefore, the Department of Human Services denies any warranty or the accuracy, tenacity or timeliness of any information published by this system and shall not be held liable for any losses caused by reliance upon the accuracy, reliability or timeliness of such information. Any person who relies upon such information obtained from this system does so at his or her own risk.

#### Penalty for Misuse

Misuse of “My Child Welfare Account” including inappropriate access to another’s account, knowingly giving false information, or any other fraudulent use can result in penalties under Pennsylvania laws.



- I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions
- I do not accept the My Child Welfare account Terms and Conditions

[RETURN TO CHILD WELFARE PORTAL HOME PAGE](#)

 [NEXT](#)

## 13. Select “Create Clearance Application”

My PA Child Abuse History Clearances



[CREATE CLEARANCE APPLICATION](#)

[ADD APPLICATION TO ACCOUNT](#)

## 14. Read “Getting Started”

### - Select “Begin”

#### Getting Started

---

##### What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided an authorization code by the organization that is asking you to apply for a clearance, you will have a chance to enter it on the application payment page. Otherwise you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by clicking [here](#) 

You will be able to save and print your application once you have completed the application online.

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Certification is valid for 60 months.

##### Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$8.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

##### Volunteer Applicants

**As a volunteer applicant you are permitted to receive one certification free of charge every 57 months.** In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months.

##### 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](#).

If 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 ▶](#) 

## 15. Complete “Application Purpose”

- Check Circle “**School Employee Not Governed by Public School Code**”

- Select “Next”

**Part 1**

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

**Part 2**

- Signature
- 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 background checks pursuant to Section 111 of the Public School Code.
- School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.
- Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in one's home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver.
- 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
- Individual seeking to provide child-care services under contract with a child-care facility or program: Applying for the purpose of being able to provide child-care services as part of a contract or grant funded program.
- Individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year.
- Individual 18 years or older, excluding individuals receiving services, who resides in one of the following homes for at least 30 days in a calendar year:
  - Family living home
  - Community home for individuals with an intellectual disability
  - Host home for children
- PA Department of Human Services Employment and Training Program Participant: Applying for the purpose of participating in a PA Department of Human Service Employment and Training Program through a county assistance office (CAO) or the Office of Income Maintenance (OIM).

**NEXT >**

## 17. Complete “Application Information”

- Provide all required applicant information
- Provide SSN to expedite processing time (optional)
- If applicable, provide previous names/nicknames
- Select “Next”

**Part 1**

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

**Part 2**

- Signature
- Application Payment

### Applicant Information

Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.

First Name  Middle Name  Last Name  Suffix

Date of Birth  Gender

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa. C.S. §§ 6336(a)(1) (relating to information in statewide central registers, 6344 (relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

**Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by CH&AH staff, reducing the chance of automatic processing of your request.**

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

Would you like to provide a Social Security Number (SSN)?

Yes  No

SSN

The email address below will be used for all emails regarding the submission and status of your application. If you wish like to use a different email address, return to your PA Child Abuse History Clearance Account and click the Account Profile link provided at the top of the screen. This application will be available for you to continue from your account after your email has been updated. Click here to return to your PA Child Abuse History Clearance Account to update your email address.

Email Address

Do you have any previous names or nicknames that you have used in the past or that you may be known by?  Yes  No

### Contact Information

ADD CONTACT NUMBER

Phone Type	Phone Number	Extension
------------	--------------	-----------

## 18. Complete “Current Address”

- Provide all required address information
- If you would like the paper certificate to be mailed to your address please indicate so
  - You will have access to an electronic copy through the website
- Select “Next”

**Part 1**

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

**Part 2**

- Signature
- Applicant Payment

### Current Address

Please enter your home and mailing address information on this page, and indicate your preferred certificate delivery method below.

Please keep a copy of this e-Clearance ID for future reference.

#### Home Address

Country required

Address Line 1 required

Address Line 2 required

City required

State required

Zip Code required

County required

#### 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

#### Certificate Delivery Method

Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance.

**Note**  
The certificate will only be mailed to you if you select Yes below.

Would you also like to have a paper version of the certificate sent to your home or mailing address? required

Yes  No

**Important**  
You will continue to receive application updates and your certificate online, regardless of your answer.

[< PREVIOUS](#) [NEXT >](#)

## 19. Complete “Previous Addresses” (Since 1975)

*Note:* You are only required to complete these addresses to the best of your ability. Special instructions and FAQs are available [here](#).

**Part 1**

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

**Part 2**

- eSignature
- Application Payment

### Previous Addresses

Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

[+](#) ADD PREVIOUS ADDRESS

Country	Street Address	City	State	Zip Code	County

[EDIT](#) [DELETE](#)

[← PREVIOUS](#) [NEXT →](#)

## 20. Complete “Household Members” (Since 1975)

**Part 1**

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

**Part 2**

- eSignature
- Application Payment

### Household Members

Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

[+](#) ADD HOUSEHOLD MEMBER

Full Name	Relationship To Applicant	Current Age	Gender

[EDIT](#) [DELETE](#)

[← PREVIOUS](#) [NEXT →](#)

## 21. Review “Application Summary”

- Select “Next”

Part 1

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

Part 2

- eSignature
- Application Payment

### Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

EXPAND ALL

Application Purpose EDIT +

Applicant Information EDIT +

Current Address EDIT +

Previous Address EDIT +

Household Members EDIT +

PREVIOUS NEXT

## 22. Complete “eSignature”

- Check Box “I hereby certify...”

- eSign

- Select “Next”

Part 1

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

Part 2

- eSignature**
- Application Payment

### eSignature

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

I hereby certify that the information entered on this report 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).

Signature \*

PREVIOUS NEXT

## 23. Complete “Application Payment”

- Select “No” to “Did an organization provide a code for your application?”
- Enter payment method/information
- Select “Submit Application”

## 24. Submission Confirmation Notification

### Submission Confirmation

---

#### Success.

Your application (e-Clearance ID: 000001892710) 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](#)

25. Once your Child Abuse History Clearance has been reviewed you will be able to access the results from the website.

**Please send a copy of the results to [hr@hacc.edu](mailto:hr@hacc.edu)**

\*Note: You can send copies via e-mail, fax, or mail.

- E-mail: [hr@hacc.edu](mailto:hr@hacc.edu)
- Fax: 717-901-4531
- Interoffice Mail: Ted Lick 205 (Harrisburg Campus)
- Mail: One HACC Drive, Ted Lick 205, Harrisburg, PA 17110