



SHIPPENSBURG AREA SCHOOL DISTRICT

Pennsylvania Child Abuse History Clearance Instructions

ELECTRONIC SUBMISSION

The Pennsylvania Child Abuse History Clearance can now be submitted and paid for online through the **Child Welfare Information Solution (CWIS) self-service portal**. The cost is \$13.00.

In order to submit your application online, you will first need to establish a **KEYSTONE ID**.

- Access the self-service portal at www.compass.state.pa.us/cwis
 - you can also access the portal using a link provided under "CLEARANCES" on the Pennsylvania government website, www.KeepKidsSafe.pa.gov
- In the Child Welfare Portal window, click "CREATE A NEW ACCOUNT"
- You will be presented with a welcome page. Please read and then scroll down and click "NEXT"
- Complete all fields requested. You will also be asked to set-up 3 security questions and answers that will be used in the event that you forget your password.
- Click "FINISH"

You will then receive two e-mails; (1) confirmation of the Keystone ID that you selected, and (2) one that contains your temporary password. Upon receipt, return to the self-service portal at www.compass.state.pa.us/cwis and in the Child Welfare Portal window, click "LOGIN." You will be asked to enter your Keystone ID and temporary password. You will then be prompted to set-up a new password.

Once you have your Keystone ID and password created, please refer to the following instructions to assist you with the electronic submission of your child abuse application:

- Access the self-service portal at www.compass.state.pa.us/cwis using your Keystone ID and password
- Click "CREATE CLEARANCE APPLICATION"
- Read the *Getting Started* information page and then click "BEGIN"
- Select appropriate APPLICATION PURPOSE
 - **ALL employees, prospective employees, AND employees of independent contractors must select "SCHOOL EMPLOYMENT"**
- Click "NEXT"
- Enter APPLICANT INFORMATION; click "NEXT" once complete
 - Enter all required fields; this includes providing previous names/nicknames and contact information
- Enter CURRENT ADDRESS; click "NEXT" once complete
 - Please note, electronic results of this clearance will be available through your PA Child Abuse History Clearance Account, however, you are also given the option of receiving a paper version of your clearance certificate
- Enter all PREVIOUS ADDRESSES since 1975; click "NEXT" once complete
- Enter HOUSEHOLD MEMBERS with whom you have lived with since 1975; click "NEXT" once complete
- You will be provided with an APPLICATION SUMMARY. Carefully review the information you entered and edit if necessary; click "NEXT" once complete

- Complete the e-SIGNATURE; click "NEXT" once complete
- You will then be presented with the "APPLICATION PAYMENT" page
 - Answer "NO" to the question about being provided with a payment code
- Click "SUBMIT APPLICATION"
- You will be asked to supply your credit/debit card information; click "PAY NOW" once complete
- You will be taken to a stop-over page entitled "PAYMENT COMPLETED." **Your application has not been submitted yet. You must click on "FINALIZE AND SUBMIT APPLICATION"**
- You have successfully completed the process if you receive a "SUBMISSION CONFIRMATION" page
- Make sure you click "LOGOUT" when you are ready to leave the website

You will receive two e-mails (if you provided an e-mail address during your application submission). The first e-mail will confirm that your application was successfully received. The second e-mail is notification that your application was processed and your results are ready to be viewed.

To review your results electronically, access the self-service portal at www.compass.state.pa.us/cwis. Log in using your Keystone ID and password. As you scroll down the page, you will see your e-Clearance ID number and below that, a green icon stating that "Your Application Has Been Processed." Click where indicated to access your paper certificate. Print out two copies; one to submit to Human Resources and the other for your records. By law, Human Resources CANNOT provide a copy of the clearance results to the applicant.

PAPER SUBMISSION

The Pennsylvania Child Abuse History Clearance form can be found on the Pennsylvania government website, www.KeepKidsSafe.pa.gov. Complete the following steps in order to retrieve the required form:

- At the top of the homepage, select "RESOURCES" and then click on "FORMS"
- Scroll down and click on "Pennsylvania Child Abuse History Clearance Form (CY-113)" (4 page document)
- Go to pages 3 and 4 to review the "Instructions to Complete the Pennsylvania Child Abuse History Certification Application" prior to completing the form.

Please note that for ALL employees, ALL prospective school employees, and ALL employees of independent contractors, the box entitled "School employee governed by the Public School Code" should be checked under the "Purpose of Certification" on the application.

Remember to enclose a \$13.00 money order or check payable to: PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES, for each application. No cash will be accepted. Agency or business checks are acceptable.

Mail application to: CHILDLINE AND ABUSE REGISTRY
 PA Department of Human Services
 P.O. BOX 8170
 HARRISBURG, PA 17105-8170

Clearance results will be mailed directly to you and not the District. You must bring the original clearance results in to the Human Resources Department for review. A copy will be made and the original returned to you for your records.