Child Abuse Clearance Guide for
Agape Center Volunteers

1. Go to https://www.compass.state.pa.us/cwis/public/home
2. Click on "Create Individual Account"
3. Click "Next"
4. Create a user account by filling in this page. The Keystone ID is a username that you make up. Click "Finish"

5. You will be emailed a temporary password. Retrieve the password from your email and revisit https://www.compass.state.pa.us/cwis/public/home
6. Click on "Individual Log In"
7. Click on "Access my Clearances"
8. Scroll down and hit "Continue"
9. Enter your Keystone ID and temporary password
10. Change your password and click "Submit"
11. You will now have to log in again with your new password
12. Scroll down, select "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions" and hit "Next"
13. Scroll down and hit "Continue"
14. Click "Create Clearance Application"

15. Scroll down and hit "Begin"

16. For Application Purpose, select the first option for "Volunteer Having Contact with Children…" Select "Other for the Volunteer Category and write Messiah College for the Agency Name. Scroll down and hit "Next"

17. Complete the Applicant Information section and hit "Next"

18. Complete the Current Address section and hit "Next." You do not need to have a paper copy delivered to you.

19. Complete the Previous Address section and hit "Next"

20. Complete the Household Members section and hit "Next"

21. Review the Application Summary section and hit "Next"

22. Answer no to the question "Have you received a paper or electronic volunteer certification free of charge since 12/14/2011?"

23. Check the box, type your full name and click "Next"

24. Answer no to the question "Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application."

25. Select "Waive Application Fee and Submit Application"

26. Your screen should look like this:

Submission Confirmation

Success.
Your application **(e-Clearance ID: 000001959950)** 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 |

27. At this point, you will wait for your results. They can take anywhere from one minute to several days. Once you receive an email from noreply@pa.gov that your results have are available, you will need to go back to https://www.compass.state.pa.us/cwis/public/home

28. Click on "Individual Log In," then "Access my Clearances," then "Continue" and enter your Keystone ID and password

29. Your screen should look like this. Click on "To view the result, click here"

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.

e-Clearance ID: 000001959950
Purpose **Volunteer Having Contact with Children**   Created On **09/14/2016**   Updated On **09/14/2016**

RESUBMIT

Your application has been ...   To view the result, click here.   Verified On **09/14/2016**

30. This will download a PDF of your results that should look like this.

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Your Name
Your Address

CERTIFICATION ID: 91M37092Q5

CERTIFICATION PURPOSE: VOLUNTEER

VERIFICATION DATE: 9/14/2016

SOCIAL SECURITY

DATE OF BIRTH:

Your Birthday

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 the applicant as a perpetrator of an Indicated or

31. Print out two copies of your results and give them to your Outreach leader or drop them off at the Agape Center