

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”

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

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. So, 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

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”

The screenshot shows the 'Application Purpose' section of a web form. On the left is a navigation menu with steps: Application Purpose (selected), Applicant Information, Current Address, Previous Address, Household Members, Application Summary, Part 2, eSignature, and Application Payment. The main content area is titled 'Application Purpose' and contains the following text: '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.' Below this is a link: '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>'. A radio button is selected for the option: '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.' Below this is a grey box with text: '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.' Below that is a note: 'Please Note: The use of the term "certification" is used interchangeably with "clearance".' At the bottom are two required fields: 'Volunteer Category' with a dropdown menu showing 'Other' and 'Agency Name' with a text input field containing 'Drexel University'.

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	RESUBMIT	
Purpose Volunteer Having Contact with Children	Created On 09/14/2016	Updated On 09/14/2016
Your application has been processed. 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.

