

# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE VOLUNTEERS ONLY!

CENTRAL FULTON SCHOOL DISTRICT  
151 E. CHERRY ST.  
MCCONNELELSBURG, PA 17233  
(717) 485-3183

---

## Electronic Submission

The Pennsylvania Child Abuse History Clearance (Certification) can now be submitted online through the **Child Welfare Solution (CWIS) self-service portal**. This certification is **FREE** for volunteers.

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

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

You will then receive two emails: (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](http://www.compass.state.pa.us/cwis) 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.

1. Access the self-service portal at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) using your Keystone ID and password
2. Click "CREATE CLEARANCE APPLICATION"
3. Read the *Getting Started* information page and then click "BEGIN"
4. Select appropriate APPLICATION PURPOSE
  - a. All volunteers must select "**VOLUNTEER HAVING CONTACT WITH CHILDREN**"  
**Please Note:** If you incorrectly select a different APPLICATION PURPOSE first and then click the correct one for volunteers, **YOU MUST DELETE THAT APPLICATION AND START OVER!** If you do not delete and re-start the process, **YOU WILL BE CHARGED A FEE!**
5. Once you select "**VOLUNTEER HAVING CONTACT WITH CHILDREN**," you will be asked for the VOLUNTEER CATEGORY. Select "**OTHER**."
6. You will then be asked for AGENCY NAME. Enter "**Central Fulton School District**" in the provided box.
7. Click "Next"
8. Enter APPLICANT INFORMATION; CLICK "NEXT" once complete
  - a. Enter all required fields; this includes providing previous names/nicknames and contact information
9. Enter CURRENT ADDRESS; CLICK "NEXT" once complete

- a. 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.
10. Enter all PREVIOUS ADDRESSES since 1975; click "NEXT" once complete
11. Enter HOUSEHOLD MEMBERS with whom you have lived with since 1975; click "NEXT" once complete
12. You will be provided with an APPLICATION SUMMARY. Carefully review the information you entered and edit if necessary; click "NEXT" once complete
13. Complete the e-SIGNATURE; CLICK "NEXT" once complete
14. You will then be presented with a question asking if you were provided a code for your application as a Volunteer
  - a. Answer "NO" to the question
15. Click "SUBMIT APPLICATION"
16. You have successfully completed the process if you receive a "SUBMISSION CONFIRMATION" page
17. 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](http://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](http://www.KeepKidsSafe.pa.gov). Complete the following steps in order to retrieve the required form:

1. At the top of the home page, select "RESOURCES" and then click on "FORMS"
2. Scroll down and click on "Pennsylvania Child Abuse History Clearance Form (CY-113)" (4 page document)
3. 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 VOLUNTEERS, the Volunteer box should be checked under the "Purpose of Certification" item on the application. Sub Purpose of "Other" should be checked with the added descriptor of PA K-12 School District.**

Effective July 25, 2015, this clearance is FREE for volunteers. No payment should be sent.

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.