![Penn State Health logo]

Child Abuse Clearance - Step by Step Guide

Note: This is separate from the Child Abuse/Mandated Reporter Training Certificate for licensed professionals. Penn State Health **will not accept** "Volunteer" Child Abuse clearances – **we only accept clearances done for "Employment" purposes.**

- If you have completed the Child Abuse History Clearance through the PA Department of Human Services for "Employment" within the past 5 years, you can access this by logging into your account at https://www.compass.state.pa.us/cwis/public/home.

- For account support with retrieving a preexisting clearance, please call 877-343-0494

Instructions

How to Register

1. Click "**CREATE INDIVIDUAL ACCOUNT**."

2. Click "**NEXT**"

3. Fill in the blanks and click "**FINISH**"

    A temporary password is then emailed to the candidate.

4. You have just created your account. Next, you will receive 2 emails.
    a. One will contain your user ID and another will contain your temporary password.
    b. Go back to the main page of the site, click "**INDIVIDUAL LOGIN**"
    c. Log in using these credentials

5. Once you log in, click on "**ACCESS MY CLEARANCES**"

6. Read the disclosure, then hit "**CONTINUE**" at the bottom

7. You should now be at the login page. Enter your login credentials.

8. You will next be directed to change your password and redirected to the login screen again to login with the new password.

    Once logged in, there's a Terms and Conditions page, click "**NEXT**" at the bottom right.

9. Review the next disclosure and click "**CONTINUE**"

10. Click on "**CREATE CLEARANCE APPLICATION**"

11. After clicking the above option, you will be redirected to the following page where you will click "**BEGIN**" in the bottom right corner

12. You will now be asked to provide an application purpose.

   Select "**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**"

   Note: This is the only option that will be accepted for employment at Penn State Health, so please select carefully.

   Then, click "**NEXT**" in the bottom right corner.

13. Next you will be directed to the Applicant Information Section.

   Complete all fields as requested. Click "**NEXT**" at the bottom of the screen when finished.

14. Complete Current Address section. Click "**NEXT**" at the bottom of the screen when finished.

15. You will be directed next to the Previous Address section. Complete as requested.

   Click "**NEXT**" at the bottom of the screen when finished.

16. The next section to complete is Household Members. Click "**NEXT**" at the bottom of the screen when finished.

17. Next section is the Application Summary. Complete as requested.

   Click "**NEXT**" at the bottom of the screen when finished.

18. The next section is the e-Signature page. Complete as requested.

   Click "**NEXT**" at the bottom of the screen when finished.

19. The final section is the Application Payment section.

   Select "**NO**" for the question "Did an organization provide a code for your application?"

   Then select "**MAKE A PAYMENT**" at the bottom right.

20. Enter your credit card payment information for $13.00, and select "**Pay With Your Credit Card**"
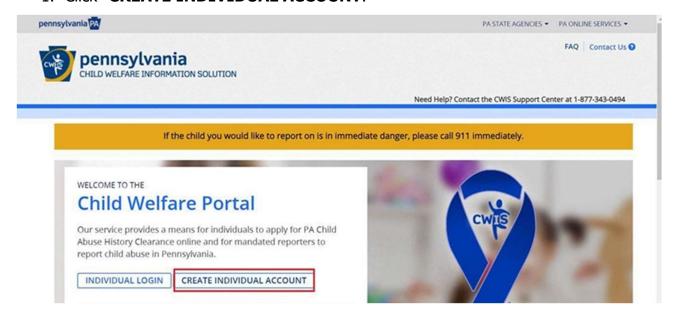
Payment Information

Results

How to Submit Clearance to Penn State Health

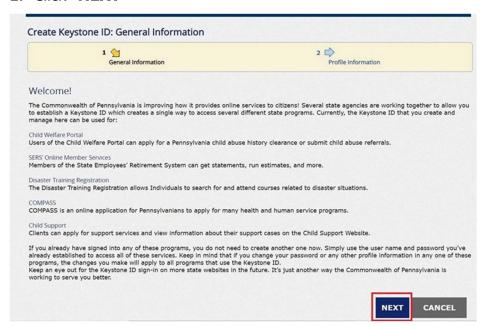**Child Abuse Clearance Sample**

How to Register

Once you click on the link that directs you to the PA Child Welfare Portal (Compass site) (https://www.compass.state.pa.us/CWIS), you will create an account. The steps for this are as follows:
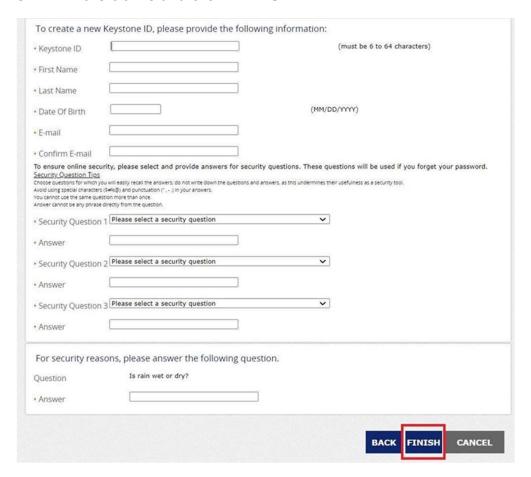
1. Click "**CREATE INDIVIDUAL ACCOUNT**."

2. Click "**NEXT**"

3. Fill in the blanks and click "**FINISH**"

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

• Keystone ID		(must be 6 to 64 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.
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	Please select a security question ⌄
• Answer	
• Security Question 2	Please select a security question ⌄
• Answer	
• Security Question 3	Please select a security question ⌄
• Answer	

For security reasons, please answer the following question.

Question   Is rain wet or dry?

• Answer   [   ]

BACK **FINISH** CANCEL

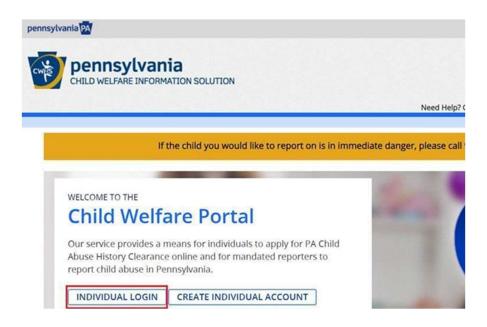A temporary password is then emailed to the candidate.

PA pennsylvania

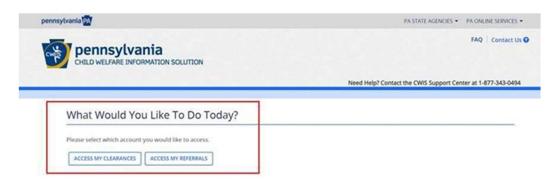**Check your e-mail for your temporary password!**
You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

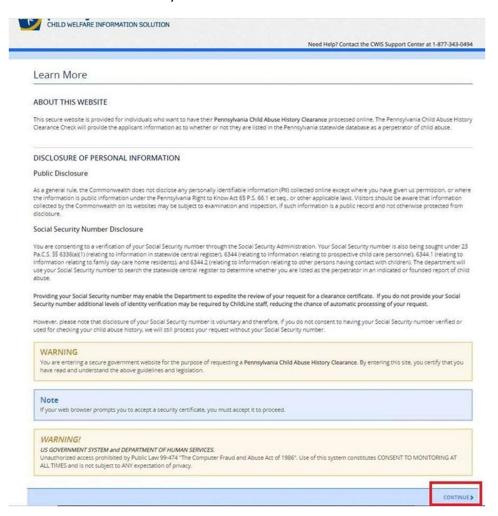Please close this browser window and login to your application.

4. You have just created your account. Next, you will receive 2 emails.

    a. One will contain your user ID and another will contain your temporary password.

    b. Go back to the main page of the site, click "**INDIVIDUAL LOGIN**"

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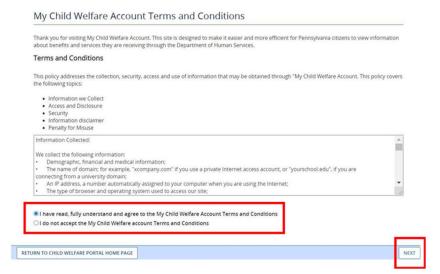6. Read the disclosure, then hit "**CONTINUE**" at the bottom

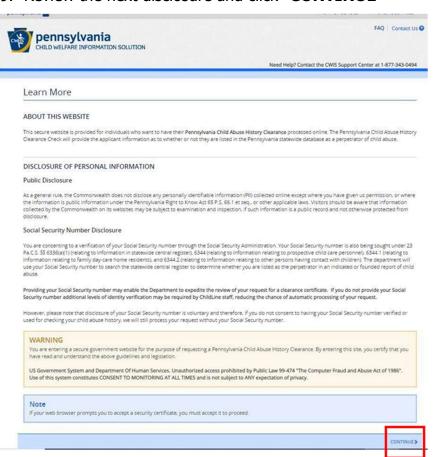7. You should now be at the login page. Enter your login credentials.

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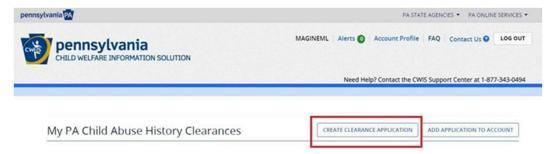
   Once logged in, there's a Terms and Conditions page, click "**NEXT**" at the bottom right.

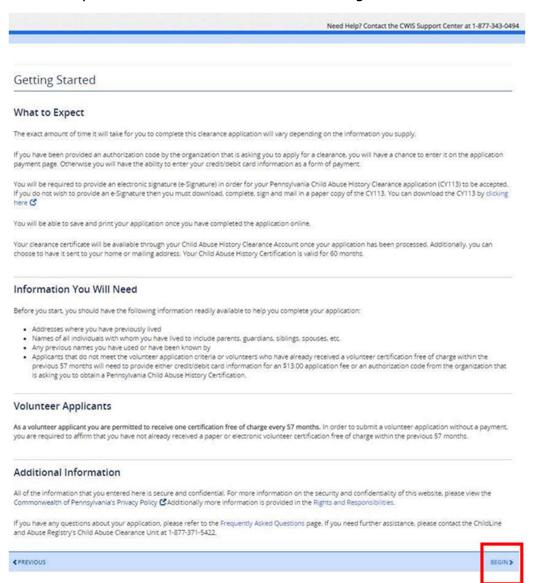9. Review the next disclosure and click "**CONTINUE**"

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Select "**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**"

- **Note:** This is the only option that will be accepted for employment at Penn State Health, so please select carefully.

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Complete all fields as requested. Click "**NEXT**" at the bottom of the screen when finished.

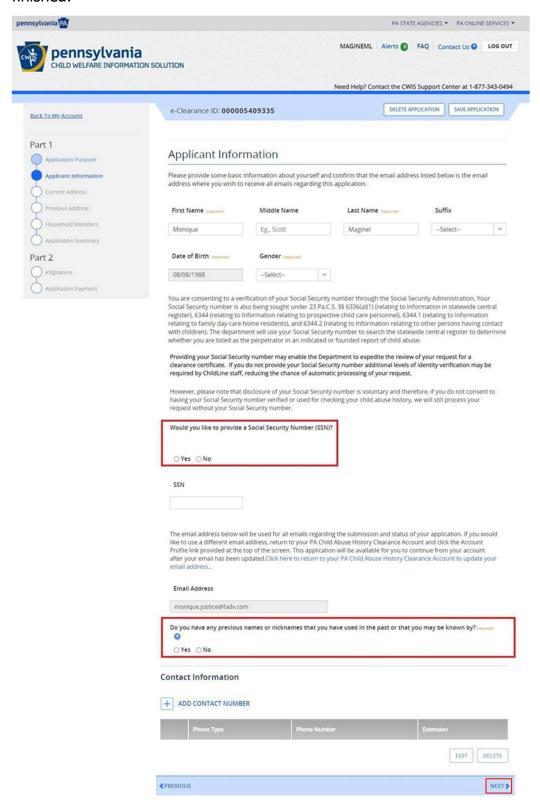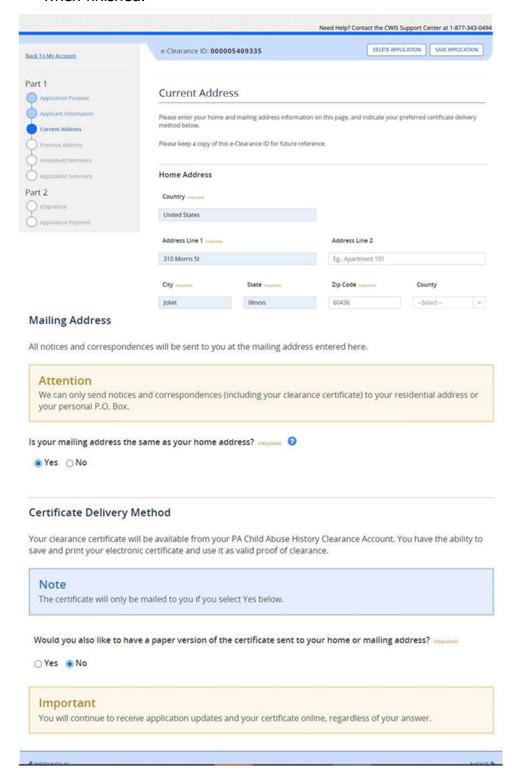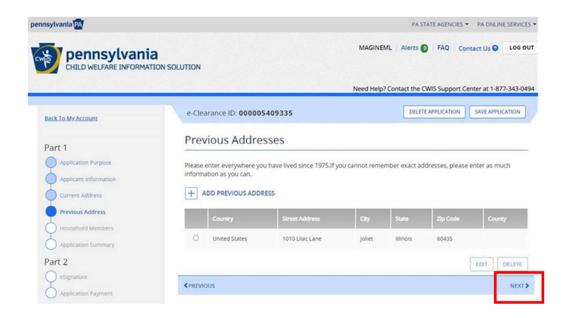14. Complete Current Address section. Click "**NEXT**" at the bottom of the screen when finished.
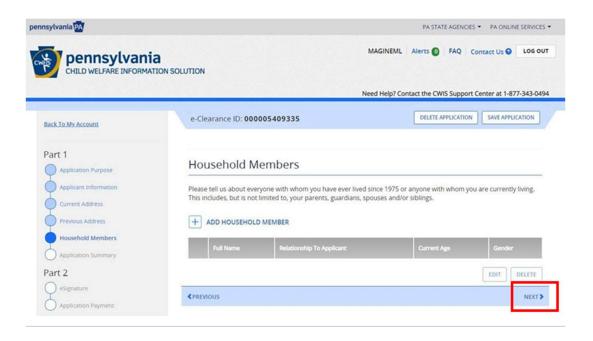
Back To My Account

e-Clearance ID: **000005409335**

DELETE APPLICATION   SAVE APPLICATION

Part 1
- Application Purpose
- Applicant Information
- **Current Address**
- Previous Address
- Household Members
- Application Summary

Part 2
- eSignature
- Application 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)

| United States |

Address Line 1 (required)   Address Line 2

| 310 Morris St | | Eg., Apartment 101 |

City (required)   State (required)   Zip Code (required)   County

| Joliet | | Illinois | | 60436 | | --Select-- ⌄ |

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

15. You will be directed next to the Previous Address section. Complete as requested.

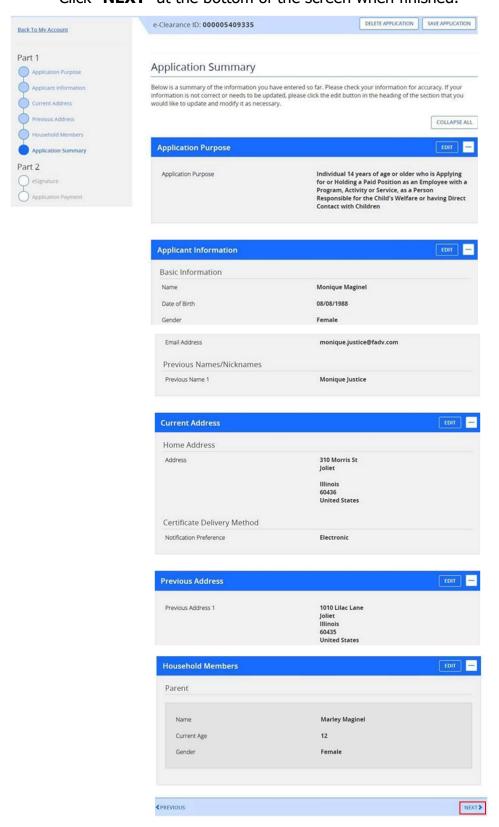Click "**NEXT**" at the bottom of the screen when finished.

16. The next section to complete is Household Members. Click "**NEXT**" at the bottom of the screen when finished.
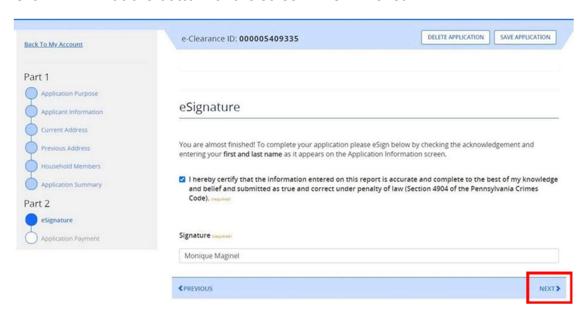
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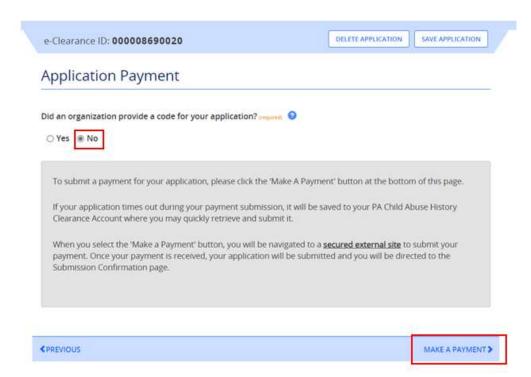18. The next section is the e-Signature page. Complete as requested.

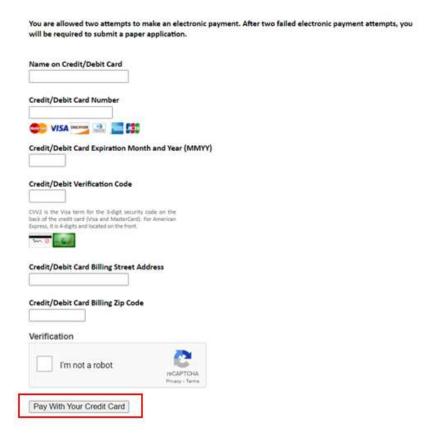Click "**NEXT**" at the bottom of the screen when finished.

19. The final section is the Application Payment section.

Select "**NO**" for the question "Did an organization provide a code for your application?"

Then select "**MAKE A PAYMENT**" at the bottom right.

20. Enter your credit card payment information for $13.00, and select "**Pay With Your Credit Card**"

You are allowed two attempts to make an electronic payment. After two failed electronic payment attempts, you will be required to submit a paper application.

Name on Credit/Debit Card

Credit/Debit Card Number

Credit/Debit Card Expiration Month and Year (MMYY)

Credit/Debit Verification Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Credit/Debit Card Billing Street Address

Credit/Debit Card Billing Zip Code

Verification

I'm not a robot

Pay With Your Credit Card

Payment Information

You will be required to pay the $13.00 fee up front by credit card. After you submit the clearance to Penn State Health, you may request reimbursement via Employee Expense Management (XM) – **you will need to submit this request within 60 days after your start date and attach your receipt/proof of payment to be reimbursed.**

You will receive instructions on how to submit for this reimbursement in their first week of employment. Please do not send receipts to HR Clearances – only send the clearance documents.

Results

You will receive an email when your results are ready in the state website. You will need to log in to access your results. Please check junk mail folders for this email confirmation.

You must retrieve the clearance from the website where you applied at by logging back in at https://www.compass.state.pa.us/cwis/public/home. You may log in even if you didn't receive the email.

How to Submit Clearance to Penn State Health

Penn State Health does not receive any clearance documents from the state directly – the individual will need to provide the clearance documents to PSH.

Please send your clearance by email to your Preboarding Coordinator as a PDF or JPEG file when requested. If you have any questions regarding how to submit your clearance, please contact the HR Solution Center at 717-531-8440.

Child Abuse Clearance Sample

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Name
Address

CERTIFICATION ID:

CERTIFICATION PURPOSE: EMPLOYMENT

VERIFICATION DATE: 2/3/2023

SOCIAL SECURITY #:

DATE OF BIRTH:

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   as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY   Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

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