

Act 151 – Child Abuse History Clearance
Apply on-line at <https://www.compass.state.pa.us/CWIS/>

Register online at <https://www.compass.state.pa.us/CWIS/>

1. Click "Create Individual Account" and then click "**Next**".
2. Read the welcome statement. Click "**Next**".
3. Create a New Keystone ID (must be 6-64 characters). Write your selection here:
ID __ __ __ __ __ __ __ __
4. Complete your personal information: first name, last name, date of birth (ie. 01/01/1962), email address, and confirmed email address.
5. Choose 3 security questions from the choices given, provide the answer to the security question - write down the questions and answers below (they are case sensitive)
Question 1 _____ Answer: _____
Question 2 _____ Answer: _____
Question 3 _____ Answer: _____

Answer the given security question and click "**Finish**".
6. You will receive an email usually within a few minutes with a temporary password. Re-enter the system. This time click "**individual login**". Click "**access my clearances**".
7. Read the "learn more" statement and click "**continue**".
8. Keystone Key- Enter your chosen Keystone ID (see #3). Enter your emailed temporary password. Click "**login**".
9. In the security questions block, click "**start**".
10. In the private device block, click "**select**".
11. Set your permanent password by following the guidelines listed (at least 8 characters, at least one upper case letter, at least one lower case letter, one special character). Type in the password twice. Click "**submit**".

Record your selected new password here: _____
12. At the congratulations screen click "**close window**".
13. Terms & Conditions - read, check that you read the statement and click "**next**".

14. Learn More - read the statement and click "**continue**".
15. Click "**create clearance application**".
16. Read the getting started statement and click "**begin**".
17. Record your e-Clearance ID number here: _ _ _ _
18. Read the Application Purpose and click the statement that begins "**Volunteer Having Contact With Children...** ".
19. Under volunteer category, click "**Other**".
20. Type in the agency name: "**Steel Center for CTE**". Click "**next**".
21. Applicant information: enter first name, middle name, last name, suffix (if applicable), date of birth, and gender.
22. Click "**yes**" for social security number and type in your number (there is an option to click "no" but it may extend the time to obtain your clearance results).
23. Check your email address. Check yes or no for previous names/nicknames (including a maiden name). If applicable, add your previous name or nickname and click "**add**".
24. Add your contact number: phone type, phone number, extension. Click "**add**". Click "**next**".
25. Type in your current address: country, address, city, state, zip code and county.
26. Answer the question, is your mailing address the same as your home?
27. Click "**yes**" that you want a paper copy. Click "**next**".
28. On "Add Previous Addresses" page, enter addresses of places you have lived since 1975 and click "**Next**" (fill in information "as best you can recall"). **Requested are:** *country, address, city, state, zip code, and county*. Click "**add**". After you have added all your previous addresses, click "**next**".
29. On "Household Members" page, list anyone living with you since 1975. **Requested are:** *first name, middle name, last name, relationship, gender and current age*. Click "**add**" until all have been added, then click "**next**".
30. On "Application Summary" page, review your information you entered and click "**Next**".
31. On the "eSignature" page, click "**no**" to verify that you have not received your free volunteer certification since the listed date. Click the affirmation statement. Type in your name for the signature. Click "**next**".
32. Click "**no**" to state that you have no authorization code. Click "**next**".

33. The Submission Confirmation includes instructions to check your email for the result of your application. Click "**logout**" and close your browser.
34. Once you receive your notification email with your results within a few days/weeks, it will instruct you to click on the tab, click "**individual login**", and click "**access my clearances**".
35. Read the Learn More statement and click "**continue**".
36. Type in your Keystone ID (see #3).
37. Type in your Keystone password (see#11) and click "**login**".
38. A block will read "**your application has been processed**". To view result, "**click here**".
39. Print your certificate and click "**log out**" at the top right. Close browser.

Please mail copies of all clearances along with any applicable payment receipts* to:

Steel Center for Career and Technical Education
 ATTN: CO-OP
 565 Lewis Run Road
 Jefferson Hills, PA 15330



**PENNSYLVANIA CHILD ABUSE
 HISTORY CLEARANCE**

00734288000001

TAYLOR R. MEHOLICK
 131 SOUTH PARK STREET
 SYKESVILLE, PA 15865

CERTIFICATE ID: QF508QRSS
 VERIFICATION DATE: 7/22/2015
 SOCIAL SECURITY #: XXX-XX-6529
 DATE OF BIRTH: 4/2/1997

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance 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

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

