

PA Child Abuse History Certification - Employee

Priest (includes retired), Deacon (includes retired), Seminarian, Diaconate Candidate, Non-School Employee, School Employee (including Coaches), Teacher

Pennsylvania Child Abuse History Certification

<https://www.compass.state.pa.us/cwis/public/home>

\$13.00 fee (effective 7/1/2018)

To obtain the Pennsylvania Child Abuse History Certification:

Start here to establish an account:

- Click on the link above. From the Child Welfare Portal page click on Create Individual Account. Create a Keystone ID – print this page for your records.
- Using the temporary password that was emailed to you, log back in and create your own password. You will be required to log in again to apply for the clearance.
- Keep your Keystone ID, password, and the security questions with answers someplace safe.

Start here if you have an established account:

- From the Child Welfare Portal click Individual Account.
- Click Access My Clearances.
- Log into your account using your Keystone ID (username) and password.
- Complete each section of the application as required. If you are renewing your clearance you must first choose “create clearance application” from the results page.
- Use the following for Application Purpose -
 - **Priest (retired), Deacon (retired), Seminarian, Diaconate Candidate, Non-School Employee:** check Individual 14 years of age or older ...
 - **School Employee:** check School Employee Governed by Public School Code...
- Pay with your credit card.
- You will receive a Status of Submitted Application after submitting payment.
- You will receive email notice when your clearance results are ready.

To access your completed clearance:

- From the Child Welfare Portal click Individual Account.
- Log into your account.
- Click on your completed clearance.
- Print two copies. Save the clearance to your computer if desired.
- Return one copy to your employer. Keep one for your records.

**If you do not wish to complete the application online you may download, complete, sign and mail in a paper copy. A link to the paper copy can be found in the Getting Started section of the application.*

Before beginning employment in a parish, school or agency employees must present the official results of the following clearances:

- **Pennsylvania State Police Criminal Record Check (downloaded from site),**
- **Pennsylvania Child Abuse History Certification (downloaded from site),**
- **FBI Criminal History Record Information w/fingerprints.**

- ***Non-School Employees and Volunteers: The results of the clearance will be mailed to the recipient's home 7 to 10 days after fingerprinting and are printed on paper that is blue on one side and white on the other.***
- ***School employees will not receive a mailed copy and should submit the receipt for the FBI clearance to the school.***

Copies of clearances marked with "void", pictures or receipts will not be accepted. (see Policy, Section III., A.)

Revised: October 2025