

Employee

Priest (includes retired), Deacon (includes retired), Seminary Student, Diaconate Candidate, Non-School Employee, School Employee (includes paid/stipend Coach), Educator

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. Record your password someplace safe. You will be required to log in again to apply for the clearance.

Start here if you have an established account:

- When your individual account is created, 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. Use the following for Application Purpose -
 - **Priest (retired), Deacon (retired), Seminary Student, Diaconate Candidate, Non-School Employee:** check Individual 14 years of age or older ...
 - **School Employee:** check School Employee Governed by Public School Code...
- Complete the payment information required and click 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.

**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 which is printed on a blue background and is mailed to the recipients home. School employees will not receive a mailed copy and are to 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.)