

Online link for Employees

(Priest, Deacon, Seminarians, Priest/Deaconate Candidate, Non-School Employee, School Employee)

PA Child Abuse History Certification

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

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

Important notice: When applying for or checking the status of your clearance DO NOT use the google chrome internet browser. You will not be able to access your clearance and you may be double charged when using google chrome.

Abbreviated steps to obtain a PA Child Abuse History Certification:

1. Click on Create Individual Account.
2. Create a Keystone ID – print this page for your records.
3. Using the temporary password that was emailed to you, log back in and create your own password. Record your password someplace safe.
4. You will be required to log in again in order to apply for the clearance.
5. Read and accept the terms and conditions. Click next
6. Read the Learn More section and click continue.
7. Read Getting Started. You will need the address where you previously lived, names of all individuals with whom you have lived and any previous names you have used or have been known by. Addresses should contain as much information as possible. Click begin.
8. Application Purpose –
Priest, Deacon, Seminarians, Priest/Deaconate Candidate, Non-School Employee: check Individual 14 years of age or older ...
School Employee: check School Employee Governed by Public School Code...
9. Complete the following sections: Applicant Information, Current Address, Previous Address, Household Members, clicking next after each section.
10. Review your application
11. Sign your application and submit the application.
12. Application Payment: check no and click make a payment.
13. Complete the payment information required and click pay with your credit card.
14. You will receive a Status of Submitted Application after submitting payment. Reports can be obtained both online and in the mail.

*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.

The process for state required clearances must be underway before an employee begins work with children. Employees must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and Federal Criminal History Record Information within 30 days of beginning employment in a parish, school or agency.

(see Policy, section III A., pp. 8-9)

Revised: October 2020