

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 a Pennsylvania Child Abuse History Certification:

- 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.
- 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.*

Employees must present the official results of their Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Certification and FBI Criminal History Record Information w/fingerprints on blue paper (except school employees) **before beginning employment in a parish, school, or agency. Copies marked with “void” or receipts will not be accepted. (see *Policy, Section III., A.*)**

Revised: February 2024