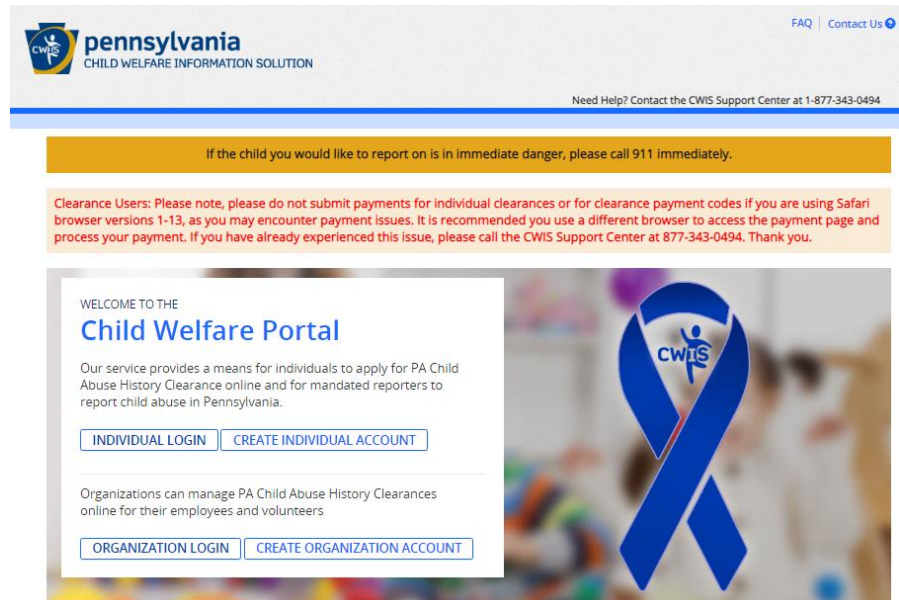


Guide to renew PA Child Abuse Background Check:

Go to <https://www.compass.state.pa.us/CWIS/Public/Home>

1. Click on *individual login*



2. Click on *access my clearances*

What Would You Like To Do Today?

Please select which account you would like to access.

[ACCESS MY CLEARANCES](#) [ACCESS MY REFERRALS](#)

3. At the disclosure of Personal Information page
 - Review their disclosure for use of information from the Commonwealth. If you agree, click <continue>

[CONTINUE >](#)

4. Login to your account, using your Keystone Key



5. Click **RESUBMIT** next to the clearance you'd like to renew

My PA Child Abuse History Clearances
[CREATE CLEARANCE APPLICATION](#) [ADD APPLICATION TO ACCOUNT](#)

Status of Submitted Applications

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

[RESUBMIT](#)

e-Clearance ID: 000004779491

Purpose	Created On 12/02/2019	Updated On 12/02/2019
Your application has been processed. To view the result, click here.		Verified On 12/02/2019

6. Select the option **School Employee NOT Governed by Public School Code** from the list.

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

- Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Foster Parent: Applying for purposes of providing foster care.
- Prospective Adoptive Parent: Applying for the purpose of adoption.
- Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school.
- School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.
- School Employee Not Governed by Public School Code:** Applying as a school employee not governed by Section 111 of the Public School Code.

7. Review your Applicant Information, Current & Previous Addresses, Household Members and Application Summary, clicking **[+] Add, EDIT or DELETE** for any areas you may need to adjust.

Previous Names/Nicknames

Please enter any nicknames or previous names that you have used or may have been known by.

[EDIT](#) [DELETE](#)

[+](#) **ADD PREVIOUS NAMES/NICKNAMES**

8. Provide an e-signature by clicking the 'I hereby certify' box and typing your **First** and **Last Name** as it appears on your application screen.
 - Click **Next**

eSignature

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

- I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). (required)

Signature (required)

← PREVIOUS

NEXT →

9. In the Application Payment screen, Click **Yes** for whether your organization provided a code for your application.
 - Enter the code from your email and click **Submit Application**

Application Payment

Did an organization provide a code for your application? (required) ?

Yes No

Code (required)

Eg., PAY123456789

- By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application. You will continue to receive application updates and certificates through your PA Child Abuse History Clearance Account, regardless of your answer. (required)

← PREVIOUS

SUBMIT APPLICATION →

10. Once complete, print the clearance result and forward to the Office of Human Resources.