



INSTRUCTIONS FOR STATE MANDATED TRAINING AND CLEARANCE UPDATES

*****SCREENSHOTS, OR PHOTOS OF DOCUMENTS TAKEN WITH A CAMERA OR CELLPHONE ARE UNACCEPTABLE AND WILL VOID YOUR DOCUMENTS. IF YOU CANNOT PRINT, OR PRINT CLEARLY AT HOME, PLEASE SAVE THE DOCUMENT AS A PDF, E-MAIL IT TO YOURSELF AND BRING IT IN TO SHADY SIDE ACADEMY TO PRINT PROPERLY.*****

PA Child Abuse History Clearance:

1. Go to <https://www.compass.state.pa.us/cwis/public/home> **If this is your first time on the site, complete steps 2-7. If you already have your login information, skip to step 8.*
2. Choose “create individual account” and enter the requested information.
3. Check your email for a message with a temporary password.
4. Return to the link above, choose “login.”
5. Enter the Keystone ID (aka username) you created in the first step and the password sent in the email.
6. When prompted, change your password to something of your choice – note the very specific security requirements listed for your password.
7. *Be sure to keep track of your login information – you will need to access this account should you ever have cause to report suspected abuse.*
8. Login again with your Keystone ID and newly created password.
9. Accept the terms & conditions and move on to submitting your clearance request.
10. Choose “school employment” or “volunteer”, as appropriate, as the reason for your request.
11. Complete the application. Be prepared to enter every previous name you’ve ever used, every previous address you’ve ever lived at, and every person with whom you’ve ever lived. They will accept partial information if you don’t remember all the exact addresses.
12. Review your information and continue to the payment screen.
13. Enter your credit card information to **pay the fee** (if you are an employee – there is no cost for volunteers)
14. Print and retain your confirmation.
15. Once submitted & processed, you’ll be able to access your results through this account. **EXAMPLES OF WHAT THESE CERTIFICATES LOOK LIKE ARE ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**
16. Please note that there are several versions attached. Yours may vary depending on when, how and where you obtained it. Any of the three formats attached are acceptable, but all information must be clear, legible and visible. Print your results and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records.



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

00207366860010101

Requester Name

Requester Address

CERTIFICATION ID: XXXXXXXXXXXX

CERTIFICATION PURPOSE: EMPLOYMENT

VERIFICATION DATE: MM/DD/YYYY

SOCIAL SECURITY #: XXX-XX-NONE

DATE OF BIRTH: MM/DD/YYYY

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

MUST have visible
legible watermarks
in this version

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

