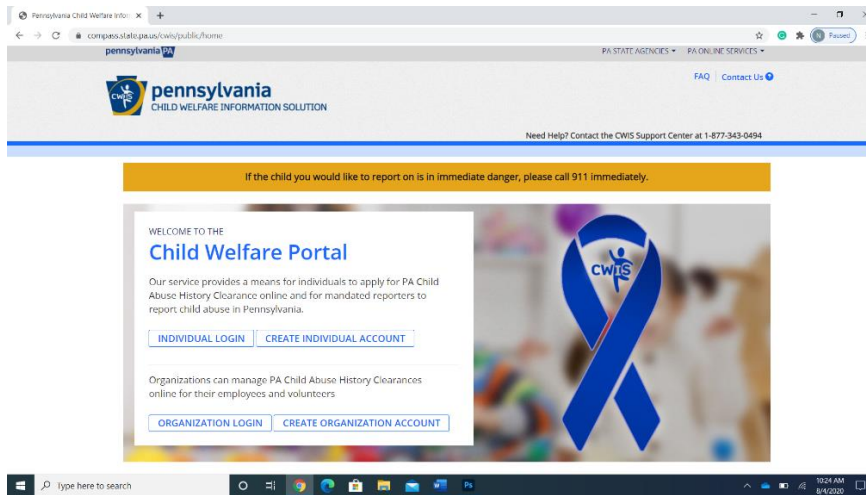




The Child Abuse Clearance

1. The Child Abuse Clearance, must indicate for school purposes **cost is \$13** and can be completed at <https://www.compass.state.pa.us/cwis/public/home>
2. Once you click the link you will select **CREATE INDIVIDUAL ACCOUNT**



3. Hit next and begin to fill out your personal information on the **Create Keystone ID: Profile Information** page.
4. We **DO NOT** provide you with the Keystone ID number. It is on this Profile Information page that you **create your own**. It must be 6 to 64 characters of your choosing, and you will use this number to later access your clearance information.

• = Required

To create a new Keystone ID, please provide the following information:

• Keystone ID ← (must be 6 to 64 characters)

5. Once the information is filled out and the Keystone ID is created you can hit Finish and head to the next page.
6. On the next page you will select that you are filling it out for **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.**



“A Non-Profit Health Care Foundation”

325 Alum Street, Lehighton, PA 18235

610-379-1266

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- 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.
- Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in one's home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver.
- Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:
 - A youth camp or program;
 - A recreational camp or program;
 - A sports or athletic program;
 - A community or social outreach program;
 - An enrichment or educational program; and
 - A troop, club or similar organization
- Individual seeking to provide child-care services under contract with a child-care facility or program: Applying for the purpose of being able to provide child-care services as part of a contract or grant funded program.
- Individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year.

7. Once completed your certification containing your results will be mailed to you in the following 14 days. You can share the document through email or by handing in a physical copy.

8. If you have any more questions visit <https://www.compass.state.pa.us/CWIS/Public/FAQ>