



Pennsylvania Child Abuse Background Check (Act 151)

www.compass.state.pa.us/CWIS

Cost: \$13.00 (Online Payment Available)

- Go to Child Welfare Portal www.compass.state.pa.us/CWIS and click on “Individual Login”.
 - *If you do not already have a login credentials select “Create Individual Account”.*
 - Follow prompts to create a Keystone ID which will allow you to login to Child Welfare Portal.
 - *(Once you create your Keystone ID and password, you will need to keep this information as the PA Department of Welfare does not keep this information on file.)*
- After clicking on “Individual Login”, click on “Access my Clearances” and then “Continue” at bottom of page.
- Enter in your Keystone ID and password. *If you already have an account, you will be asked to verify your account by answering your security questions or via a security sent to email. You will also be asked if you are using a private or public device for future logins.*
- Click on “Create Clearance Application” and follow prompts to fill out application.
- Application Purpose – Select “School Employee Governed by Public School Code”.
- Application Information – Enter your personal & contact information.
- Current Address – Enter your current address and method of delivery for your certificate.
- Previous Addresses – Enter any and as much information as possible for everywhere you have lived since 1975.
- Household Members – Enter any and as much information as possible for everyone you have lived with since 1975
- Application Summary – You will be given a summary of your application for review.
- Complete eSignature.
- Application Payment - *(The District does not provide payment for this service, so there is no code to be used as a method of payment)* Select “Make a Payment”.
- After online payment is complete you will receive a submission confirmation as well as a confirmation email of received application.

APPLICATION STATUS

Within 14 days, you will receive a confirmation email indicating application results. *(If you selected paper certificate for method of delivery, you will receive that paper copy in the mail as well.)*

Once you receive confirmation you can log onto the Child Welfare Portal

www.compass.state.pa.us/CWIS and print out your results certificate to be submitted to the District.