

For questions or problems related to this clearance, contact DWIS Support Center at 1-877-343-0494.

# ACT 151: PENNSYLVANIA CHILD ABUSE CLEARANCE

Instructions for Teacher Education candidates at Shippensburg University

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1. Access the Pennsylvania Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home>

2. Click on "Create Individual Account."

The screenshot shows the Pennsylvania Child Welfare Information Solution (CWIS) portal. At the top, there is a navigation bar with 'pennsylvania CHILD WELFARE INFORMATION SOLUTION' and 'PA STATE AGENCIES PA ONLINE SERVICES'. Below the navigation bar, there is a banner with the text 'If the child you would like to report on is in immediate danger, please call 911 immediately.' The main content area is titled 'WELCOME TO THE Child Welfare Portal' and includes a description: 'Our service provides a means for individuals to apply for PA Child Abuse History Clearance as well as for mandated reporters to report child abuse in Pennsylvania.' There are two main sections: 'INDIVIDUAL LOGIN' and 'CREATE INDIVIDUAL ACCOUNT', with a red arrow pointing to the 'CREATE INDIVIDUAL ACCOUNT' button. Below this, there is an 'ORGANIZATION LOGIN' and 'CREATE ORGANIZATION ACCOUNT' section. The bottom of the page features three columns of links: 'Clearance Applications', 'Child Abuse Referrals', and 'Services and Information'.

3. On the next page, it will explain that you need to make a Keystone ID. This will be your login username for the Child Welfare Portal. Click "NEXT."

The screenshot shows the 'Create Keystone ID: General Information' page. At the top, there is a navigation bar with '1 General Information' and '2 Profile Information'. Below the navigation bar, there is a 'Welcome!' section followed by a paragraph explaining the purpose of the Keystone ID. Below this, there are several links for different services: Child Welfare Portal, SEES Online Member Services, Members of the State Employees' Retirement System, Disaster Training Registration, and COMPASS. At the bottom right, there are two buttons: 'NEXT' and 'CANCEL'. A red arrow points to the 'NEXT' button.

4. On the Create Keystone ID page, create a username login for your keystone ID that you will remember. *It must be between 6 to 64 characters long. (Note: Be sure to write down your Keystone ID and save it! You will need to remember this.)* Fill out the rest of the requested personal information on the page, along with the 3 security questions and answers.

5. On the same page, scroll down, and you will see a final question underneath your 3 security questions. The question is to ensure you are not a robot. Enter the logical answer to the question (in our example, the answer is 20). When you have entered all requested information and answered the security questions, click "FINISH."

The screenshot shows the 'Create Keystone ID: Profile Information' page. At the top, there is a navigation bar with '1 General Information' and '2 Profile Information'. Below the navigation bar, there is a 'Required' section followed by a paragraph explaining the information needed to create a new Keystone ID. Below this, there are several fields for personal information: Keystone ID, First Name, Last Name, Date Of Birth, and E-mail. Below these fields, there are three security questions, each with a dropdown menu for selecting a question and a text input field for the answer. At the bottom, there is a final question: 'Enter the smallest number of eighty one, thirty seven, fifty nine, eighty two, eighty or 20'. Below this question, there is a text input field for the answer. At the bottom right, there are three buttons: 'BACK', 'FINISH', and 'CANCEL'. A red arrow points to the 'FINISH' button.

6. The next screen will look like the one below. At this point you must login to whichever e-mail you provided on the previous registration screen. In your inbox, there will be an e-mail with a temporary password that you will use to login for the first time. You will be prompted to change the password when you log back in.



#### Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you receive this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use. Please close this browser window and login to your application.



7. The e-mail you receive will look like the one below, except with your own unique temporary password. The temporary password is a combination of random letters, numbers, and symbols. Write down this password exactly as it appears, and then click the blue "Child Welfare Portal" link within the e-mail.

Commonwealth of Pennsylvania - New account information

automatedmail@DONOTREPLY@pa.gov 3:15 PM (17 minutes ago)

The personal information provided in this e-mail is for your use only. It is not to be distributed to anyone else. If you have any questions, please contact the help desk at 1-800-785-2343.

**PA pennsylvania**

Thank you for creating a Keystone ID with the Commonwealth of Pennsylvania. Your temporary password is:

**YB!cckFp9K** ← Password

Please note that the password provided is system-generated and can be easily mis-typed. We suggest copying the password from the e-mail and pasting it into the password field. To do this:

- Highlight the password, right-click and choose Copy.
- Click in the Password field, right-click and choose Paste.

**Note:** If you choose to copy and paste your password, be careful that you do not copy an extra space before or after the word. If you copy and paste an extra space into the password field, the system registers it as another character, rendering the password incorrect. You can use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

The Commonwealth of Pennsylvania is pleased that you have taken advantage of this improvement in online services for citizens. As you know, several state agencies are working together to bring you a single sign-on that provides online access to several different state programs.

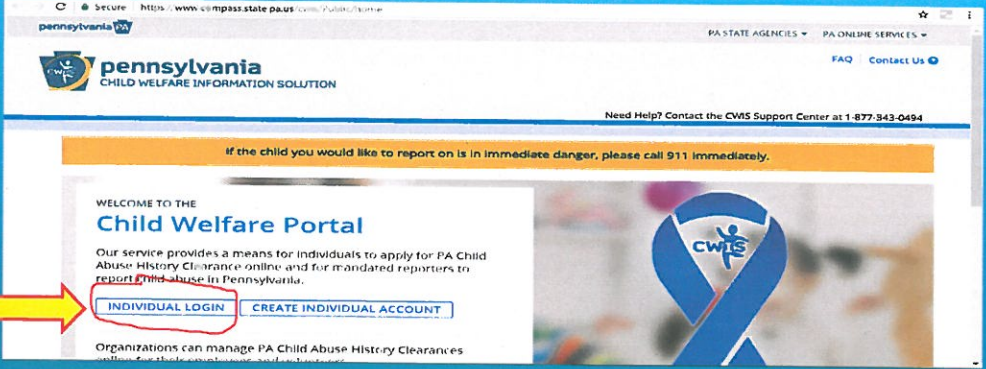
Currently, the Keystone ID that you created can be used for:

- COMPASS** Citizens can apply for and manage many health and human service programs online.
- Child Welfare Portal** Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.
- SEERS Online Member Services** Members of the State Employees' Retirement System can get statements, run estimates and more.

Keep in mind that if you change your Keystone ID information from within this program, the changes you make apply to all programs that use the Keystone ID.

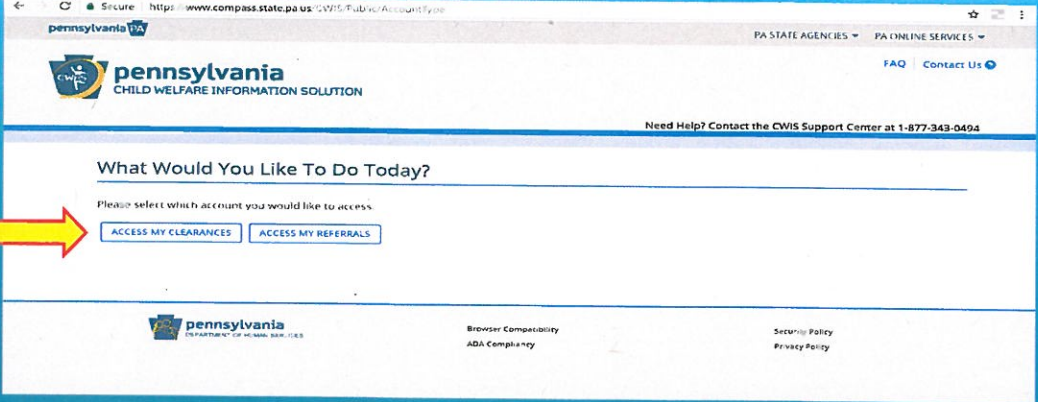

Keep an eye out for the Keystone ID sign-on on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

Click here →




The screenshot shows the Pennsylvania Child Welfare Information Solution portal. At the top, there is a navigation bar with the Pennsylvania logo and the text "CHILD WELFARE INFORMATION SOLUTION". Below this, a banner reads "WELCOME TO THE Child Welfare Portal". The main content area features two buttons: "INDIVIDUAL LOGIN" and "CREATE INDIVIDUAL ACCOUNT". A yellow arrow points to the "INDIVIDUAL LOGIN" button. To the right of the buttons is a blue ribbon graphic with the CWIS logo. At the bottom of the page, there are links for "PA STATE AGENCIES" and "PA ONLINE SERVICES".

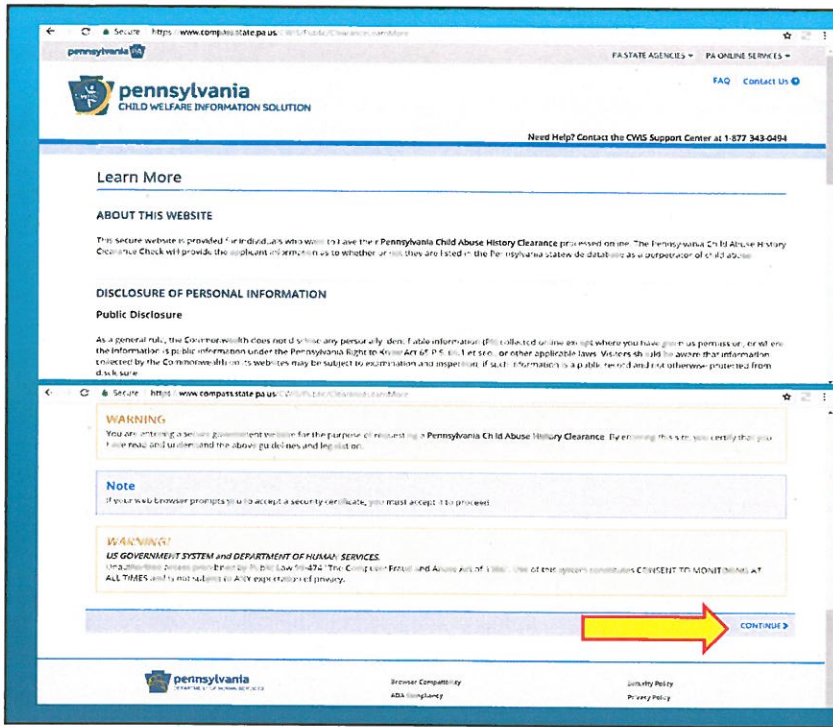
8. Clicking the link will bring you back to the Pennsylvania Child Welfare Portal login page. Click "Individual Login."



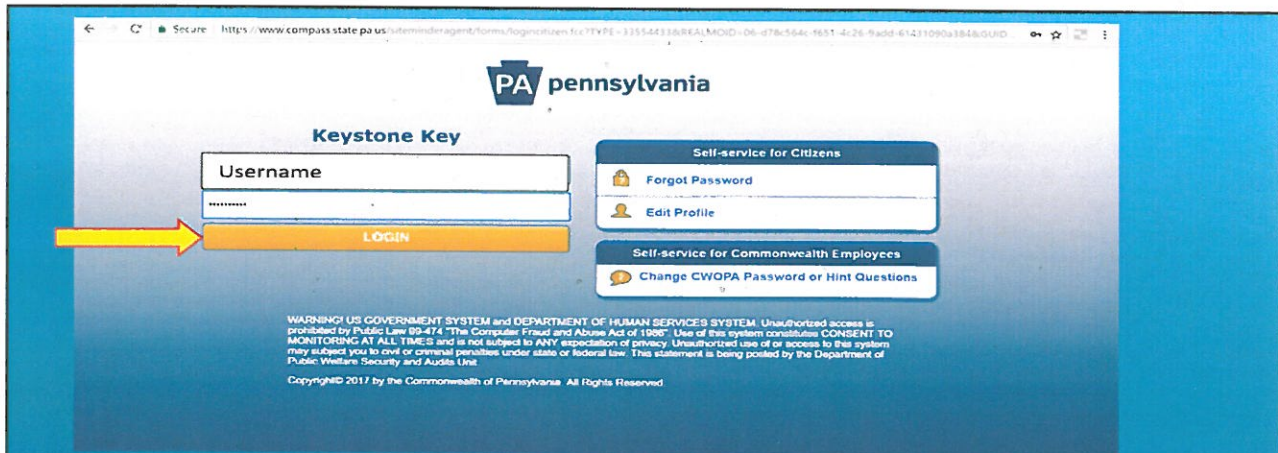
The screenshot shows the Pennsylvania Child Welfare Information Solution portal login page. The main heading is "What Would You Like To Do Today?". Below this, there is a prompt: "Please select which account you would like to access." Two buttons are visible: "ACCESS MY CLEARANCES" and "ACCESS MY REFERRALS". A yellow arrow points to the "ACCESS MY CLEARANCES" button. The footer of the page includes the Pennsylvania Department of Human Services logo, "Browser Compatibility" and "ADA Compliance" links, and "Security Policy" and "Privacy Policy" links.

9. On the next page, click "Access My Clearances."



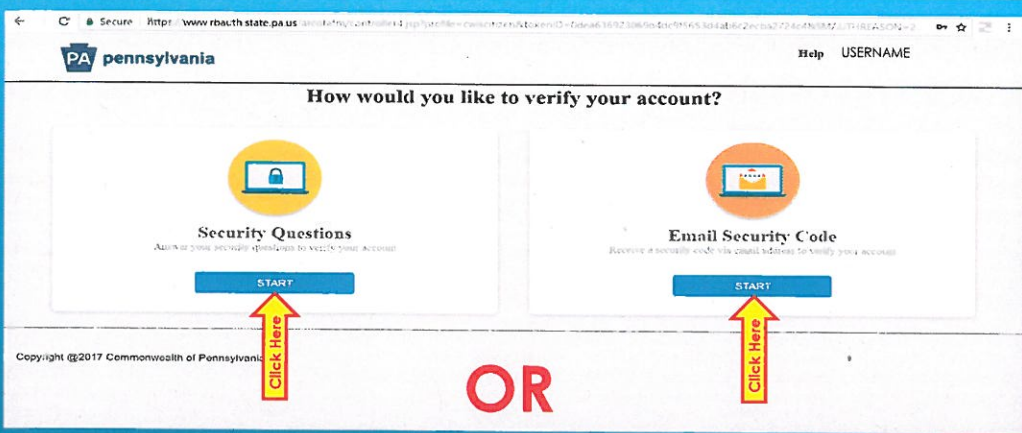


10. The next screen will show you a page of disclosures and warnings. Read through them, and scroll down to the bottom of the page. When you are finished reading, click "CONTINUE" on the bottom right hand side of the screen.

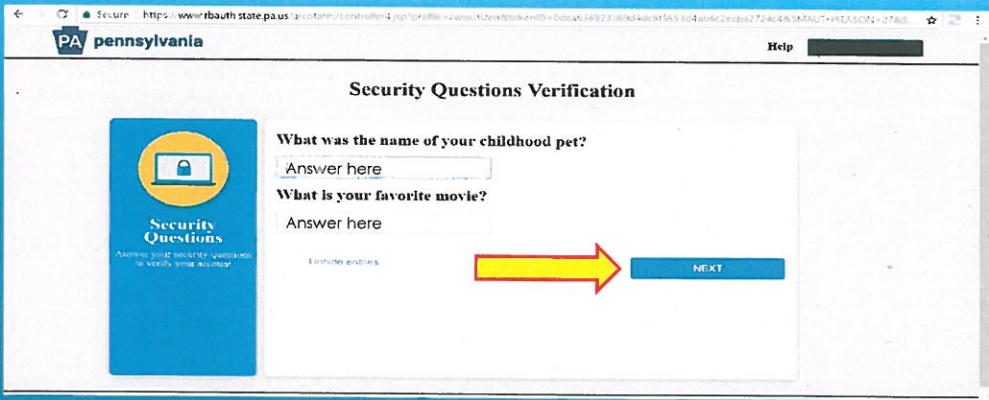


11. On the next screen you will be asked to enter your username and password in the Keystone Key section. Your username is your Keystone ID that you just created in step 4. The password is the temporary password that was emailed to you in step 7. After entering your username and password, click the yellow "LOGIN" bar.





12. On the next screen you will be asked to verify your account. You can choose to verify your account by either answering the security questions you answered from step 4, or by having a security code e-mailed to you. If you remember the answers to your security questions, click the blue "Start" button underneath "Security Questions." If you do not remember the answers to your security questions, or would rather use a security code sent via e-mail, click the blue "Start" button underneath "Email Security Code."



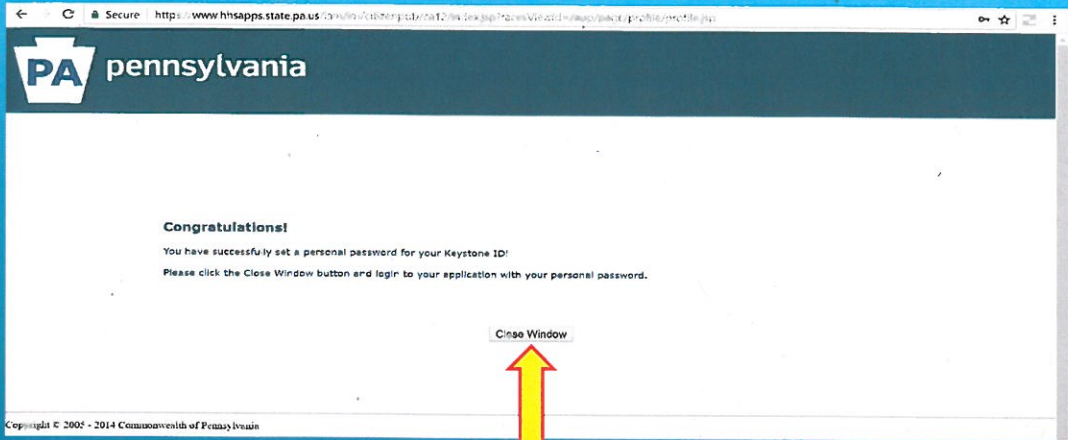
12. If you chose to answer the security questions, the next screen will look similar to the one above. The questions that they ask you may be different depending on which questions you selected from step 4. After answering your security questions exactly the way you answered them in step 4, click "NEXT."

The screenshot shows a web browser window with the URL <https://www.rbauth.state.pa.us>. The page title is "What type of device are you using?". There are two main options: "Private Device" and "Public or Shared Device". Each option has a "SELECT" button. A red "OR" is placed between the two options. Yellow arrows point to the "SELECT" buttons with the text "Click Here".

13. The next screen will ask you what type of device you are using. If you are using a personal computer, laptop, tablet, or other device, click the "Select" button underneath "Private Device". If you are using a computer, laptop, tablet or other device on campus, in a public library, or that is shared with others, click "Select" underneath "Public or Shared Device."

The screenshot shows the "Set Permanent Password" screen. It includes a "Required" section with fields for "User ID", "First Name", "Last Name", "Password", and "Confirm Password". The "Password" field has a yellow arrow pointing to it with the text "Enter New Password". The "Confirm Password" field has a yellow arrow pointing to it with the text "Re-Enter New Password Here". Below the fields, there are "Password Requirements" listed, with a yellow arrow pointing to them. At the bottom, there are "SUBMIT" and "CANCEL" buttons.

14. The next screen will ask you to set a permanent password. You will see your own personal user ID, First Name, and Last Name shown on the screen. Enter your new password for your account, paying attention to the password requirements. Re-enter your new password where it says "confirm password." **Write this password down somewhere and keep it safe! You will need to remember it!** Once finished, click the blue "SUBMIT" button.



Secure https://www.hhsapps.state.pa.us/.../profile/profile.js

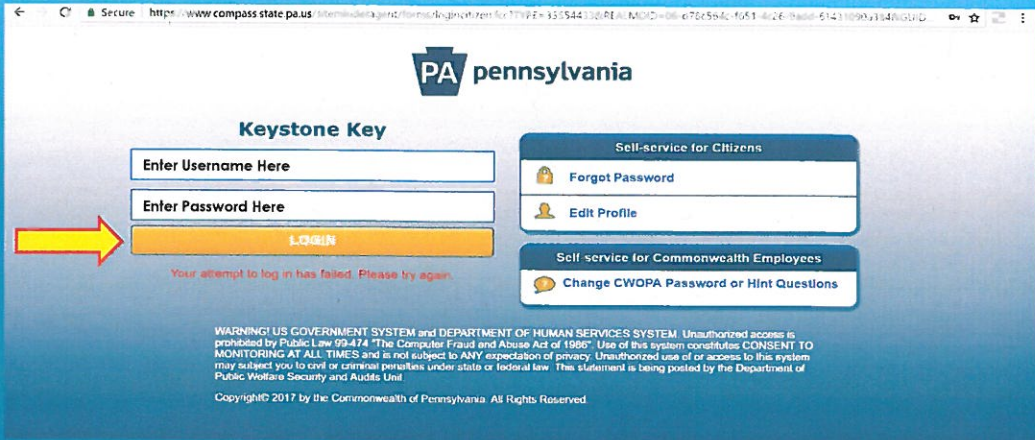
**PA** pennsylvania

**Congratulations!**  
 You have successfully set a personal password for your Keystone ID!  
 Please click the Close Window button and login to your application with your personal password.

Close Window

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15. When you have successfully set your new password, you will see the screen above. Click "Close Window."



Secure https://www.compass.state.pa.us/.../login/citizen

**PA** pennsylvania

**Keystone Key**

Enter Username Here

Enter Password Here

**LOGIN**

Your attempt to log in has failed. Please try again.

Self-service for Citizens

- Forgot Password
- Edit Profile

Self-service for Commonwealth Employees

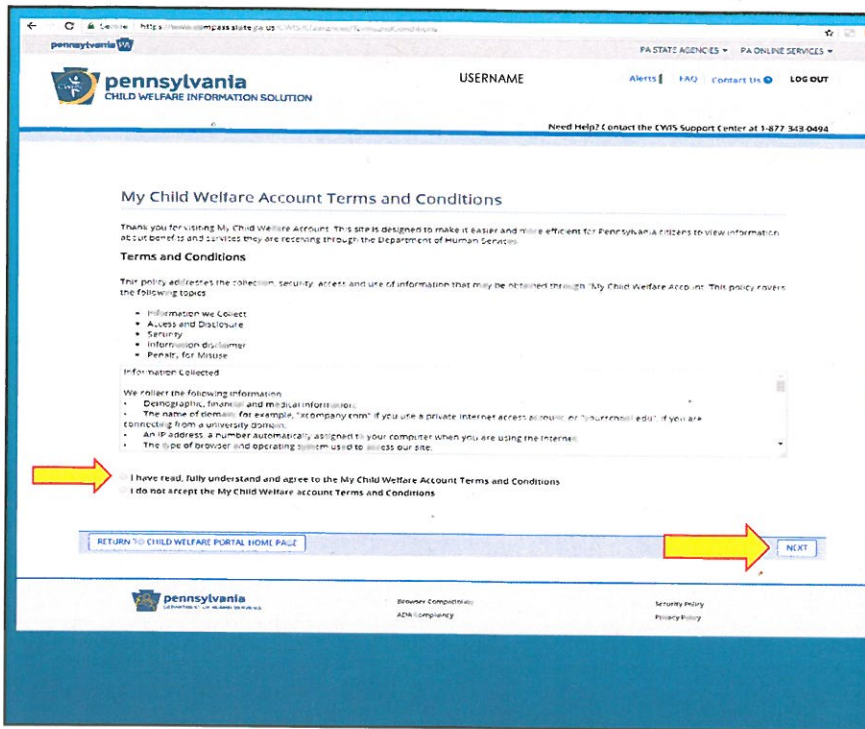
- Change CWOPA Password or Hint Questions

WARNING! U.S. GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1996". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audit Unit.

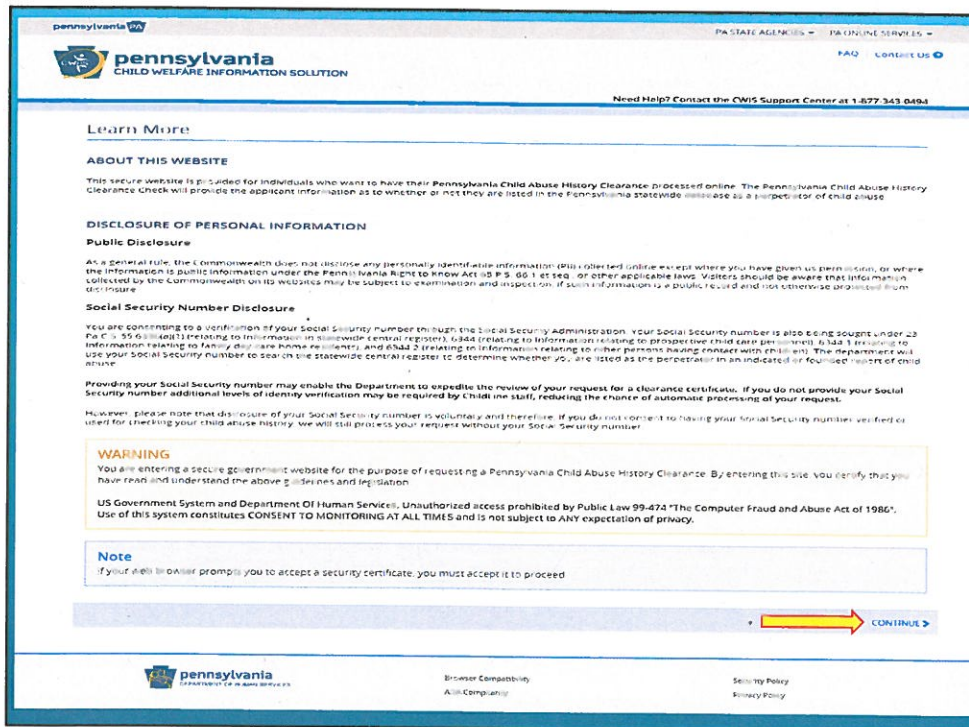
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16. The next screen that opens will be the "Keystone Key" login screen. Enter your username and new password in the boxes, and then click the yellow "**LOGIN**" button. After logging in, you may need to select the type of device you're using (private or shared) and enter the answers to your security questions again like you did in steps 12 and 13.





17. On the "My Child Welfare Account Terms and Conditions" page, review the terms and conditions, and if you agree, select the option that says "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions", and then click "NEXT" in the lower right-hand side of the screen.



18. On the next screen, review the disclosure information and warnings, and then click "CONTINUE" on the lower right-hand side of the screen.



19. The next page will say "My PA Child Abuse History Clearances." If this is your first time, you will not have any applications listed. Click "CREATE CLEARANCE APPLICATION."

20. The "Getting Started" page will appear and tell you what information you will need. Make sure you have all of this information before you begin. Keep scrolling down the page.

**Getting Started**

**What to Expect**

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided an authorization code by the organization that is asking you to apply for a clearance, you will have a chance to enter it on the application payment page. Otherwise you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by clicking [here](#).

You will be able to save and print your application once you have completed the application online.

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Certification is valid for 60 months.

**Information You Will Need**

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

Secure https://www.compass.state.pa.us/CWIS/Clearance/ClearingProcess

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Clearance is valid for 60 months.

### Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived (to include parents, guardians, siblings, spouses, etc)
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credible care information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

### Volunteer Applicants

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months.

### Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the Commonwealth of Pennsylvania's Privacy Policy. Additionally more information is provided in the Rights and Responsibilities.

If you have any questions about your application, please refer to the Frequently Asked Questions page. If you need further assistance, please contact the Child Abuse and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

◀ PREVIOUS ▶ BEGIN ▶

Browser Compatibility  
ADA Compliance
 

 Security Policy  
Privacy Policy

21. When you have read through the entire page, scrolling all the way down, click "BEGIN" in the lower right-hand corner of the page.



Secure https://www.compass.state.pa.us/CWIS/Clearance/Apply/ApplyPurposeNew?clearanceid=000000000000&clearanceid=000000000000

USERNAME

PA STATE AGENCIES PA ONLINE SERVICES

ALERTS FAQ CONTACT US LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0494

Back To My Account e-Clearance ID: 000000000000 DELETE APPLICATION SAVE APPLICATION

### Part 1 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 reasons, 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://keepkissafe.pa.gov/clearances/index.html>.

- 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.

Individual 18 years of older, excluding individuals receiving services who resides in one of the following homes for at least 30 days in a calendar year:

- Family living home
- Community home for individuals with an intellectual disability
- Host home for children

PA Department of Human Services Employment and Training Program Participant: Applying for the purpose of participating in a PA Department of Human Services Employment and Training Program through a county assistance office (CAO) or the Office of Income Maintenance (OIM).

▶ NEXT ▶

Browser Compatibility  
ADA Compliance
 

 Security Policy  
Privacy Policy

22. On the "Application Purpose" page select the "School Employee Governed by Public School Code" option, scroll down, and click "NEXT."



Secure https://www.compass.state.pa.us/.../CLEARANCE/ApplyAndConfirmInformation/NavAct?NavID=NavigationID=41422497-0263-43c3-988a-8524ae79f4c5

penNSYLVANIA CHILD WELFARE INFORMATION SOLUTION USERNAME Alerts | FAQ | Contact Us | Log Out

Need Help? Contact the CWIS Support Center at 1-877-343-0494

Back To My Account e-Clearance ID: 00000000000 [DELETE APPLICATION] [SAVE APPLICATION]

Part 1  
 Application Purpose  
**Applicant Information**  
 Current Address  
 Previous Address  
 Household Members  
 Application Summary

Part 2  
 eSignature  
 Application Payments

### Applicant Information

Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.

First Name: Your First Name Middle Name: Your Middle Name Last Name: Your Last Name Suffix: Select

Date of Birth: MM/DD/YYYY Gender: Your Gender

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. 55 e(1)(g)(ii) (relating to information in statewide central register), 6344 relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

23. On the "Applicant Information" page, fill in your first name, middle name if you have one (leave blank if you do not), last name, a suffix if you have one (do not select anything if you do not), and enter your date of birth and gender. Scroll down the page.



Secure https://www.compass.state.pa.us/.../CLEARANCE/ApplyAndConfirmInformation/NavAct?NavID=NavigationID=41422497-0263-43c3-988a-8524ae79f4c5

Would you like to provide a Social Security Number (SSN)?

Yes  No

SSN: XXX-XX-XXXX [Enter your social security number in this box]

The email address below will be used for all emails regarding the submission and status of your application. If you would like to use a different email address, return to your PA Child Abuse History Clearance Account and click the Account Profile link provided at the top of the screen. This application will be available for you to continue from your account after your email has been updated. Click here to return to your PA Child Abuse History Clearance Account to update your email address.

Email Address: Enter your e-mail address here

Do you have any previous names or nicknames that you have used in the past or that you may be known by?

Yes  No

Previous Names/Nicknames

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

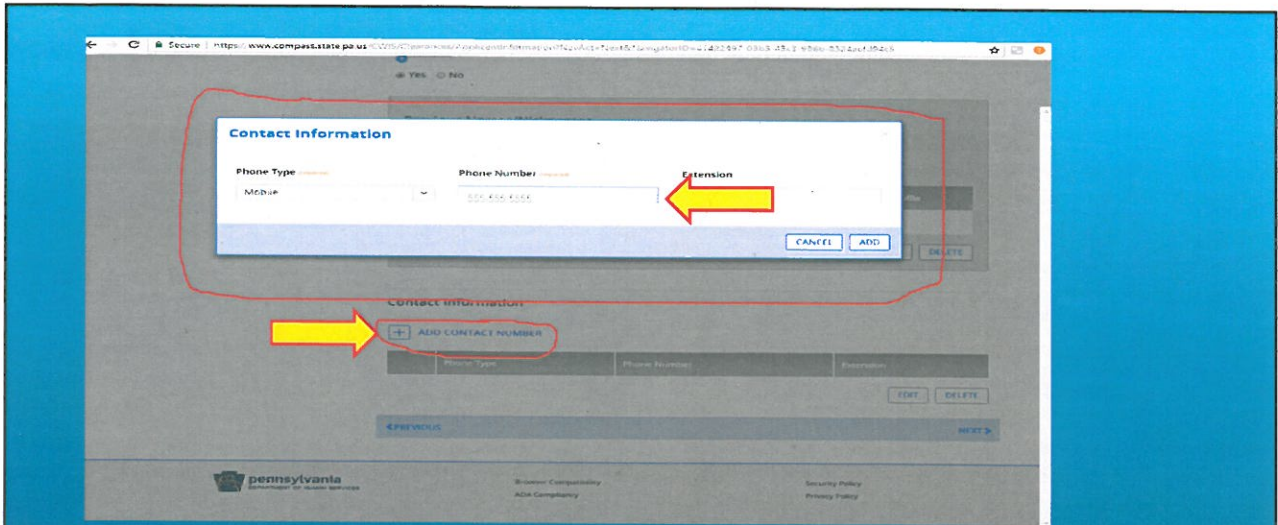
+ ADD PREVIOUS NAMES/NICKNAMES

First Name	Middle Name	Last Name	Suffix
First Name		Previous Last Name	

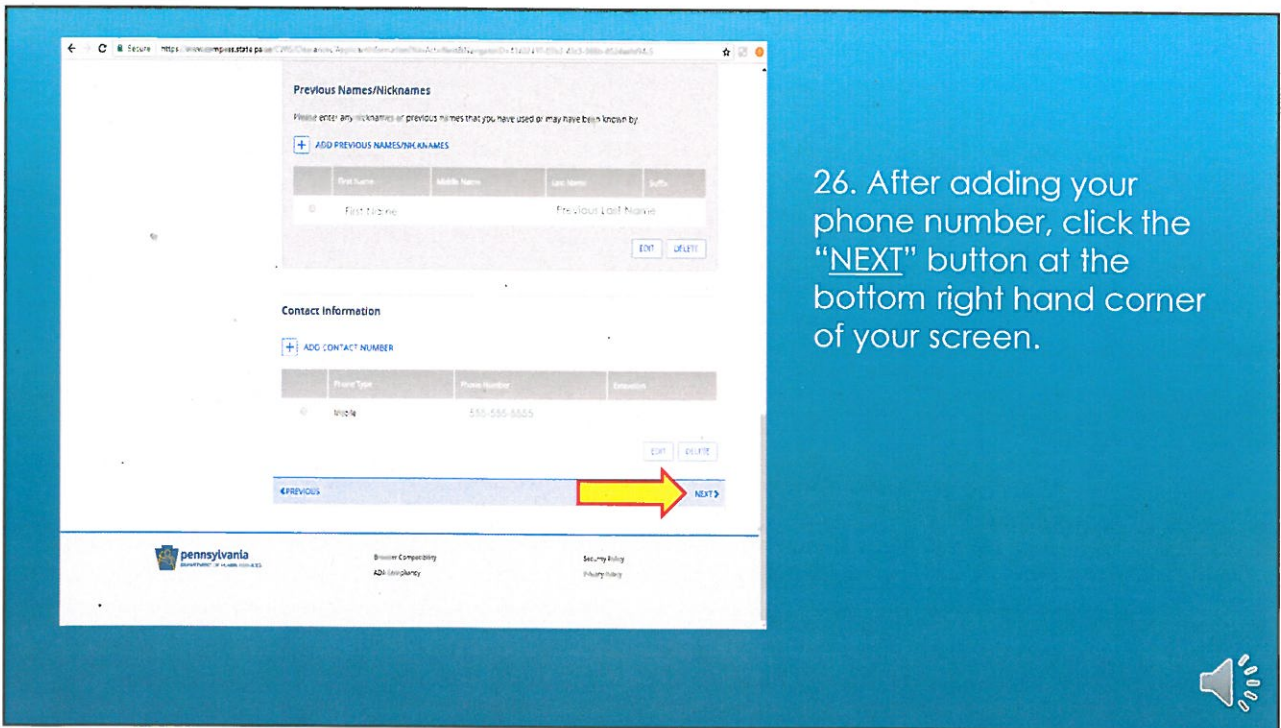
[EDIT] [DELETE]

24. After scrolling down the page, click the "yes" button underneath "Would you like to provide a Social Security Number (SSN)?" and fill in your SSN in the box. Write in your e-mail address in the next box. If you have any previous names that you've used in the past, click yes for that question and provide your past names (maiden name, etc.) If you've never used another name, click no, and you do not have to add any other names. Continue scrolling to the bottom of the page.





25. At the bottom of the same page it will ask you for contact information. Click the blue "Add contact number" link. A pop up box will appear for you to add your phone number. Fill in your phone number, and click "ADD."



26. After adding your phone number, click the "NEXT" button at the bottom right hand corner of your screen.



The screenshot shows a web browser window with the URL <https://www.compass.state.pa.us>. The page title is "pennsylvania CHILD WELFARE INFORMATION SOLUTION". The user is logged in as "USERNAME". The page displays a "Current Address" form with a "Clearance ID" of "00000000000". The form includes sections for "Home Address" and "Mailing Address". The "Home Address" section has fields for Country (United States), Address Line 1 (Street/PO Box), Address Line 2 (Apartment/Box), City (Shippensburg), State (Pennsylvania), Zip Code (17087), and County (Cumberland). The "Mailing Address" section is currently empty.

27. The next page will say "Current Address," fill in your current permanent home address. When you are finished, scroll down the page.



The screenshot shows the "Mailing Address" section of the form. It includes an "Attention" box stating that notices and correspondence will be sent to the mailing address. A question asks "Is your mailing address the same as your home address?" with "Yes" selected. Below this is the "Certificate Delivery Method" section, which includes a "Note" that certificates will only be mailed if the user selects "yes". A question asks "Would you also like to have a paper version of the certificate sent to your home or mailing address?" with "Yes" selected. An "Important" box notes that the user will continue to receive application updates and digital certificates. At the bottom, there are "PREVIOUS" and "NEXT" buttons, with a yellow arrow pointing to "NEXT".

28. After scrolling down it will ask you for your mailing address. If your mailing address and permanent address is the same, click yes. If they are different, click no, and fill in your mailing address.

29. Underneath "Certificate Delivery Method," you can select "yes" or "no" to indicate if you would like a paper copy mailed to you. This is up to you, you will receive an online copy that you can print either way. Select your answer, and then click "NEXT" at the bottom of the screen.



Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Applicant Summary

Part 2

- Signature
- Applicant Payment

Clearance ID: 0000000000

DELETE APPLICATION SAVE APPLICATION

### Previous Addresses

Please enter everyone you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

[+ ADD PREVIOUS ADDRESS](#)

Country	Street Address	City	State	Zip Code	County
United States	Previous street address	Previous City	Previous State	Previous Zip	County
United States	Previous street address	Previous City	Previous State	Previous Zip	County
United States	Previous street address	Previous City	Previous State	Previous Zip	County
United States	Previous street address	Previous City	Previous State	Previous Zip	County
United States	Previous street address	Previous City	Previous State	Previous Zip	County
United States	Previous street address	Previous City	Previous State	Previous Zip	County

EDIT DELETE

PREVIOUS NEXT

30. The next page will ask you to provide all of your previous addresses you have ever lived at since 1975. If you lived at one address since 1975 (the permanent address you listed in step 27), then you do not have to add any other addresses. To add a previous address, click "add previous address" then fill in the information. When you are finished, click "NEXT" at the bottom right corner of the screen.



Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Applicant Summary

Part 2

- Signature
- Applicant Payment

Clearance ID: 0000000000

DELETE APPLICATION SAVE APPLICATION

### Household Members

Please tell us about everyone with whom you have ever lived since 1975, or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

[+ ADD HOUSEHOLD MEMBER](#)

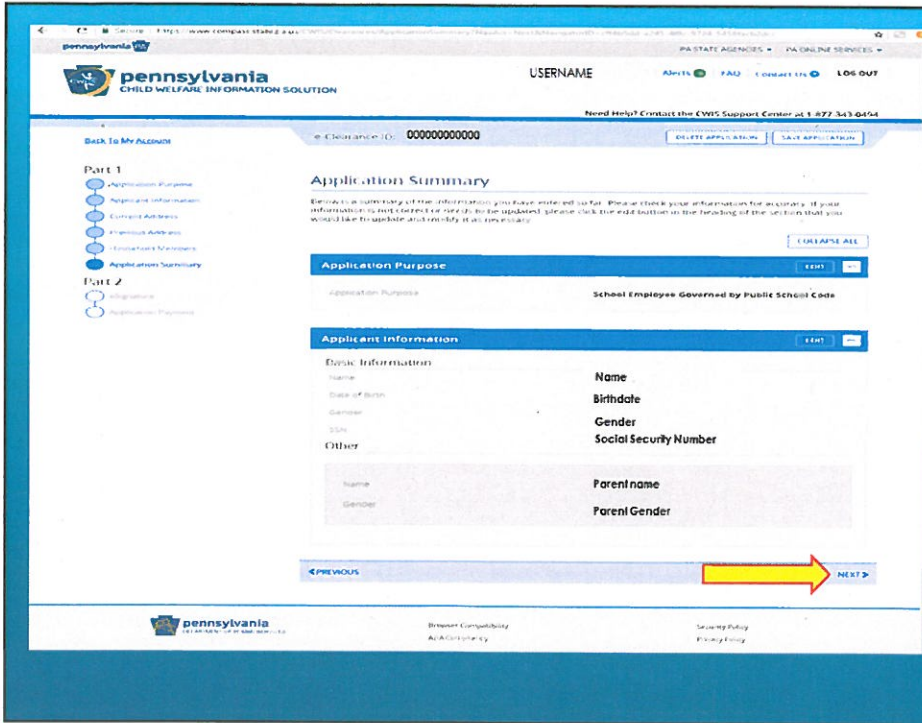
Full Name	Relationship To Applicant	Current Age	Gender
Name	Parent		Female
Name	Parent	69	Male
Name	Spouse	26	Male
Name	Other		Male

EDIT DELETE

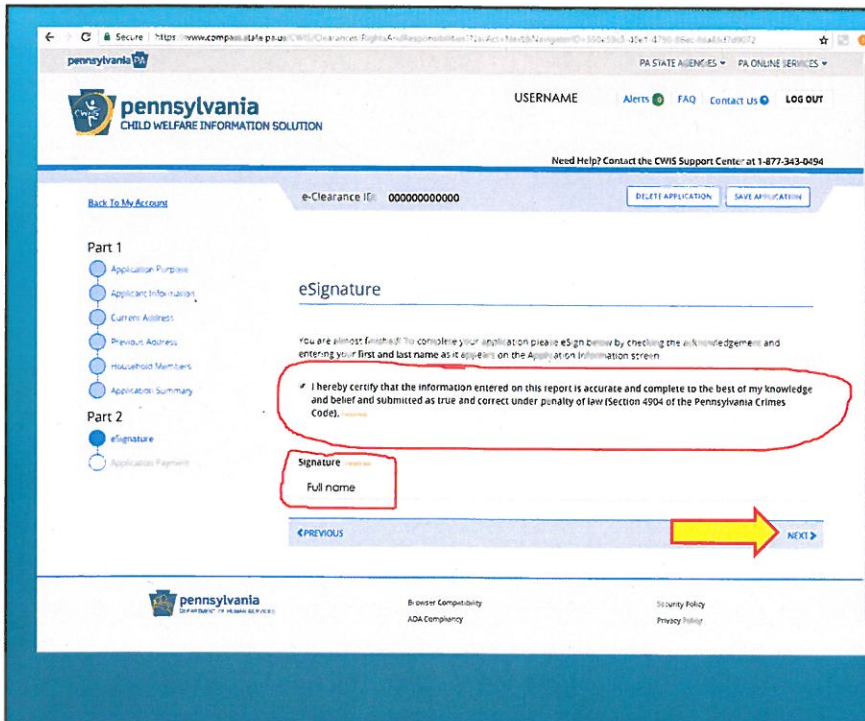
PREVIOUS NEXT

31. The next page will ask you to provide information on everyone you have lived with since 1975, including parents, siblings, other family members, spouses/significant others, children, roommates, friends, etc. Click "add household member" and fill out the information for EACH PERSON including full name, their relationship to you, gender, and current age. You will have to click "add household member" for each new person. When you are finished, click "NEXT" at the bottom right corner of the screen.





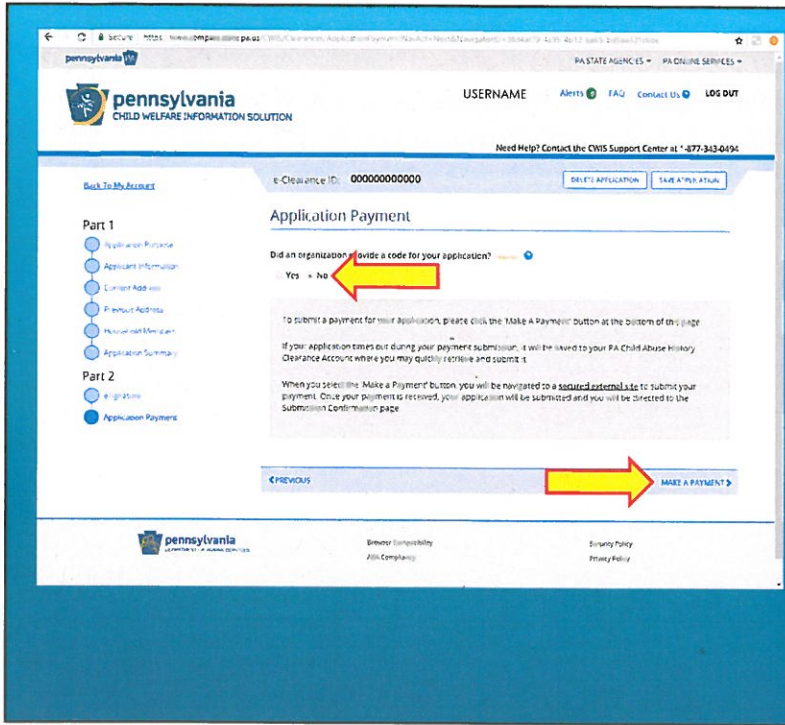
32. Review the information on the page. If everything looks correct, scroll down and click the "NEXT" button at the bottom of the screen.



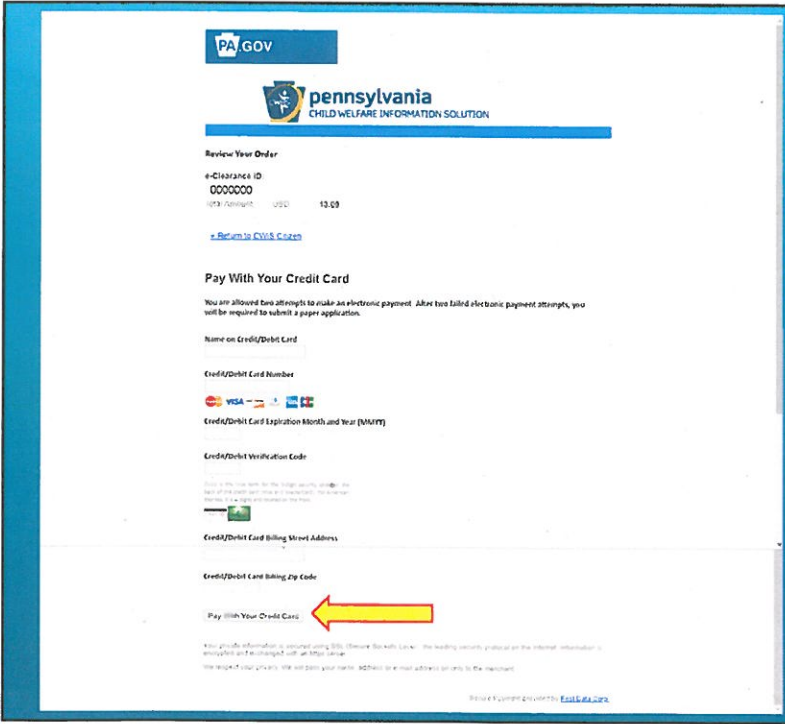
33. On the next screen, check the square next to the acknowledgement statement, and type in your full name to sign your application. Click "NEXT" at the bottom of the screen.





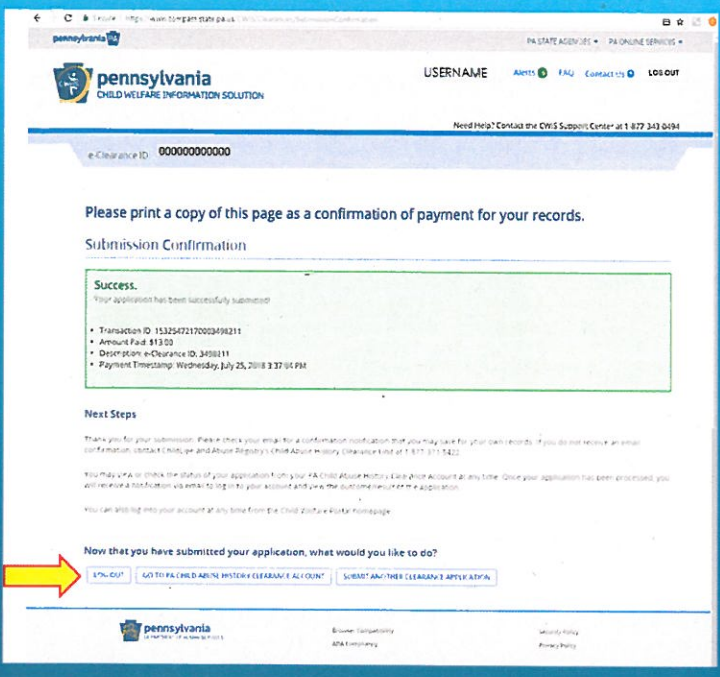


34. The next screen will say "Application Payment." Click "no" under "Did an organization provide a code for your application?". Then click "MAKE A PAYMENT" at the bottom right of the screen.



35. The next page will bring you to the pay screen. Fill out your credit card information, and click "PAY WITH YOUR CREDIT CARD". The cost should be \$13.00.





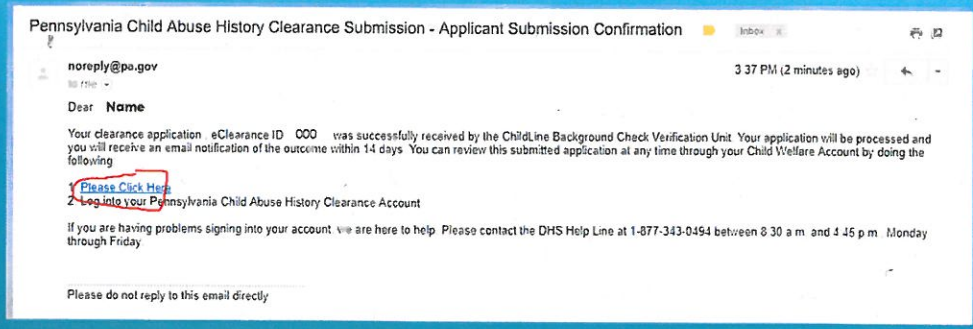
The screenshot shows a web browser window with the URL <https://www.papart.state.pa.us/child-abuse-history-clearance/confirmation>. The page header includes the Pennsylvania logo and "CHILD WELFARE INFORMATION SOLUTION". The main content area displays "e-Clearance ID: 000000000000" and a message: "Please print a copy of this page as a confirmation of payment for your records." Below this is a "Submission Confirmation" box with a green border containing the following text:

**Success.**  
Your application has been successfully submitted.

- Transaction ID: 15325472170003498211
- Amount Paid: \$13.00
- Description: e-Clearance ID: 3458111
- Payment Timestamp: Wednesday, July 25, 2018 1:37:04 PM

Below the success message is a "Next Steps" section with instructions. At the bottom, a yellow arrow points to the "Log Out" button in a row of three buttons: "Log Out", "GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT", and "SUBMIT ANOTHER CLEARANCE APPLICATION".

36. The next page should say "Submission Confirmation." This means your application has successfully went through, and you can logout of the system. You will receive an e-mail confirmation as well.



The screenshot shows an email titled "Pennsylvania Child Abuse History Clearance Submission - Applicant Submission Confirmation" from [noreply@pa.gov](mailto:noreply@pa.gov), received 3:37 PM (2 minutes ago). The email body contains the following text:

Dear **Name**

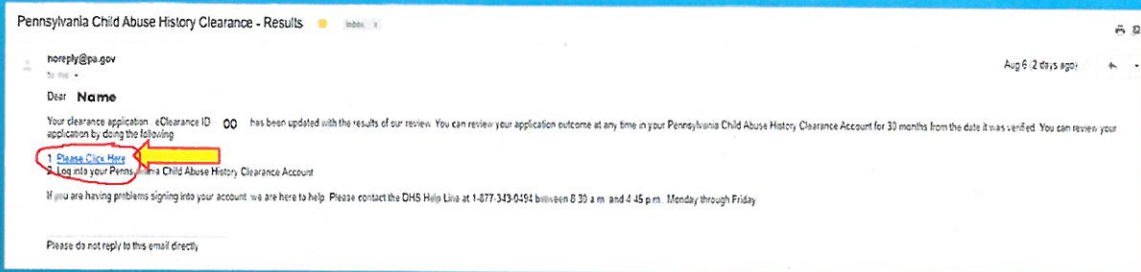
Your clearance application e-Clearance ID 000 was successfully received by the ChildLine Background Check Verification Unit. Your application will be processed and you will receive an email notification of the outcome within 14 days. You can review this submitted application at any time through your Child Welfare Account by doing the following:

1. [Please Click Here](#)
2. Log into your Pennsylvania Child Abuse History Clearance Account

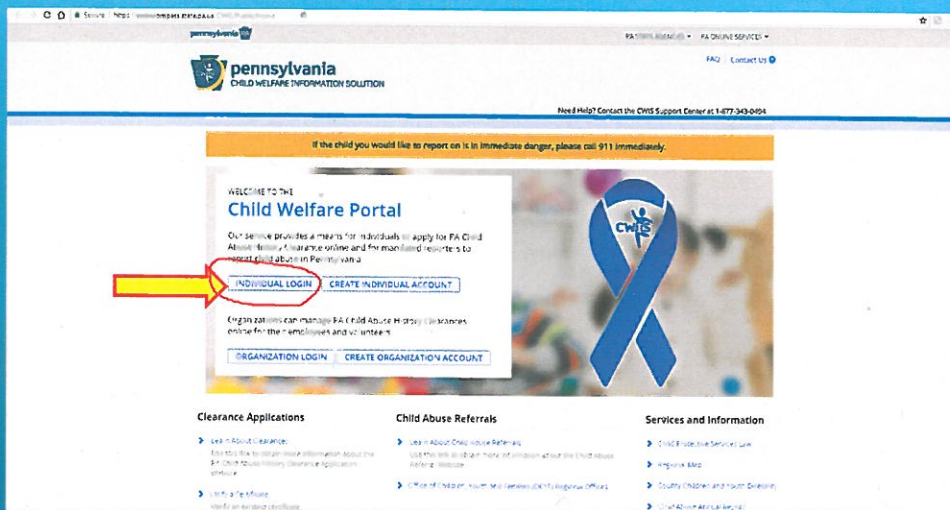
If you are having problems signing into your account, we are here to help. Please contact the DHS Help Line at 1-877-343-0454 between 8:30 a.m. and 4:45 p.m. Monday through Friday.

Please do not reply to this email directly.

37. Your confirmation e-mail will look like this. You can click the "Please Click Here" link within the email to check the status of your clearance at any time. However, they will e-mail you again when they have the results available.

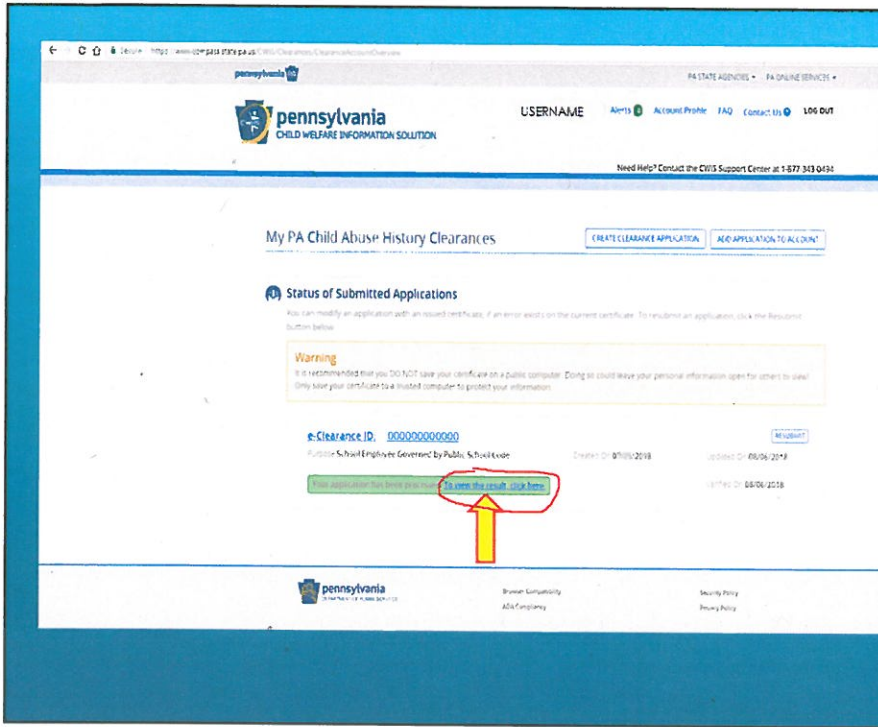


38. When your results are available, you will receive another e-mail that looks like the one above. Click the blue "[Please Click Here](#)" link to access your results.

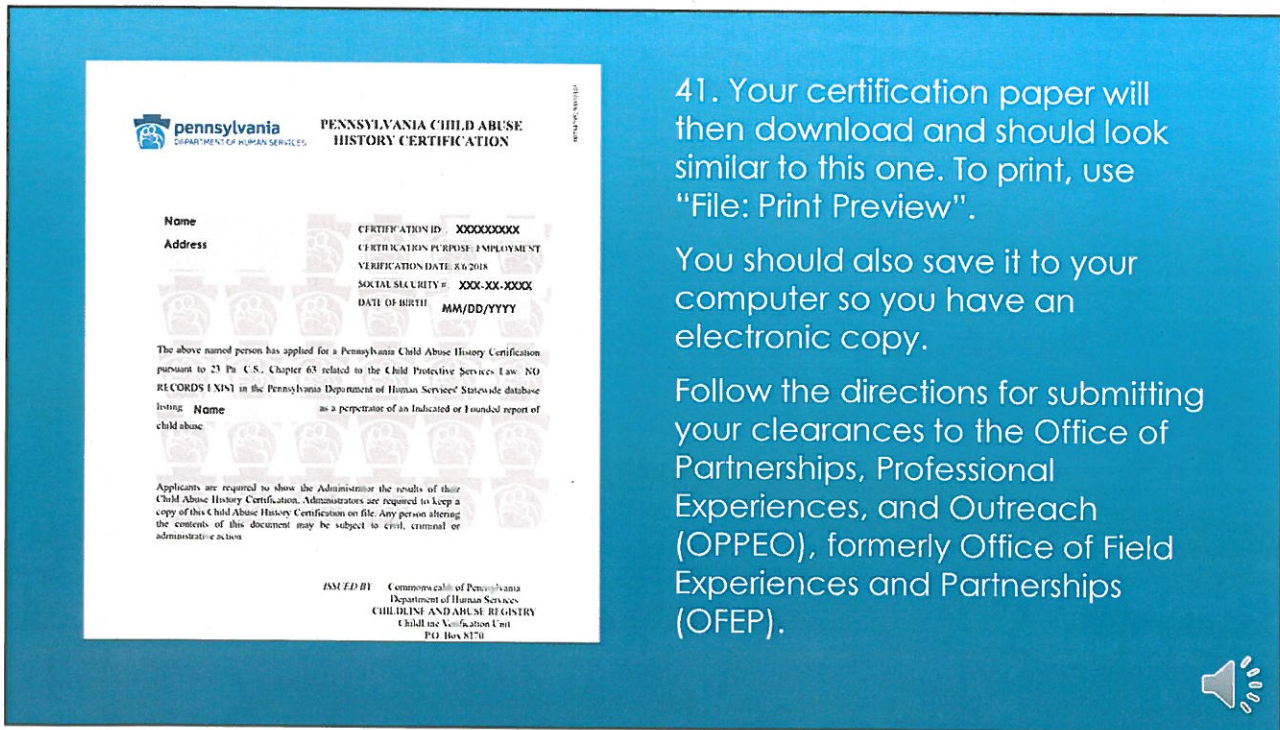


39. You will be brought back to the Child Welfare Portal. Click "[INDIVIDUAL LOGIN](#)" and follow the same steps you did in steps 8 through 13 (review slides 7-16 if you need help).





40. Once you logged in, you should see your application listed. Click the link that says "To view the result, click here" in the green box.



41. Your certification paper will then download and should look similar to this one. To print, use "File: Print Preview".

You should also save it to your computer so you have an electronic copy.

Follow the directions for submitting your clearances to the Office of Partnerships, Professional Experiences, and Outreach (OPPEO), formerly Office of Field Experiences and Partnerships (OFEP).

