

## Directions on How to Obtain your Staff Clearances

### 1. To Obtain your Child Abuse History Clearance:

This clearance is \$10 and can be received instantly by going on line to PA Child Welfare Information Solution website <https://www.compass.state.pa.us/cwis> Follow this process:

- Click on the **Create Individual Account** bar
- Read General information page, then click NEXT
- Create your Keystone ID by filling in the profile information; then click FINISH
- You will be emailed a temporary password. After receiving it, return to the CWIS website again and click on **Individual login**
- Then click on **Access my Clearances**; read the next page of information, and then click **Continue**
- Logon to the Keystone Key, using the Username and Temporary password. Upon entering, you will be asked to change your password.
- After changing your password, you will need to logon again using your username and your NEW PASSWORD.
- Read and Agree to the Child Welfare Account Terms and Conditions
- Complete remainder of application.
- Print a copy when completed.

### 2. Child Abuse Training Video

You will need to watch the training on line and then print out the certificate at the end of the session to show that you completed it.

- Go to the website: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).
- Create a login
- Complete the training – it is about 3 hours and you can stop and start whenever you need to.
- Print the certificate when completed

### 3. Pennsylvania Criminal Record Check

This clearance is \$8 and can be received instantly by going on line to Pennsylvania access to Criminal History website <https://epatch.state.pa.us/Home.jsp> Follow this process:

- Click on **Submit a New Record**
- Read the terms and conditions, then at the bottom of the page, **check** the box by the section with red font acknowledging volunteer status. Then click **ACCEPT**
- Follow instructions to fill in all needed information; complete remainder of application.
- Pay with Credit Card
- Print a copy when completed.

### 4. Federal Bureau of Investigation criminal history clearance check

Follow this process:

- Got to the <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx> website
- Then click on the box that says **Department of Human Services** (and lists nursing students, Child care, etc)
- Then, under the **Registration category**, click “Register Online.”
- The cost of the FBI clearances is \$27.00, which is paid by credit card upon registering.
- Fill in all of the yellow highlighted fields.

- In the field **Reason fingerprinted**, choose “**Employment with significant likelihood of regular contact with children.**” Code is 1KG738 Child Care program employee/contractor
- When completed, print registration paper
- Take FBI Clearance registration with you to get fingerprinted. Willow Street Identigo.
- Your FBI clearance will be mailed to you within 4-6 weeks.

#### National Sex Offender

1. <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>