PennState Health

Child Abuse Clearance - Step by Step Guide

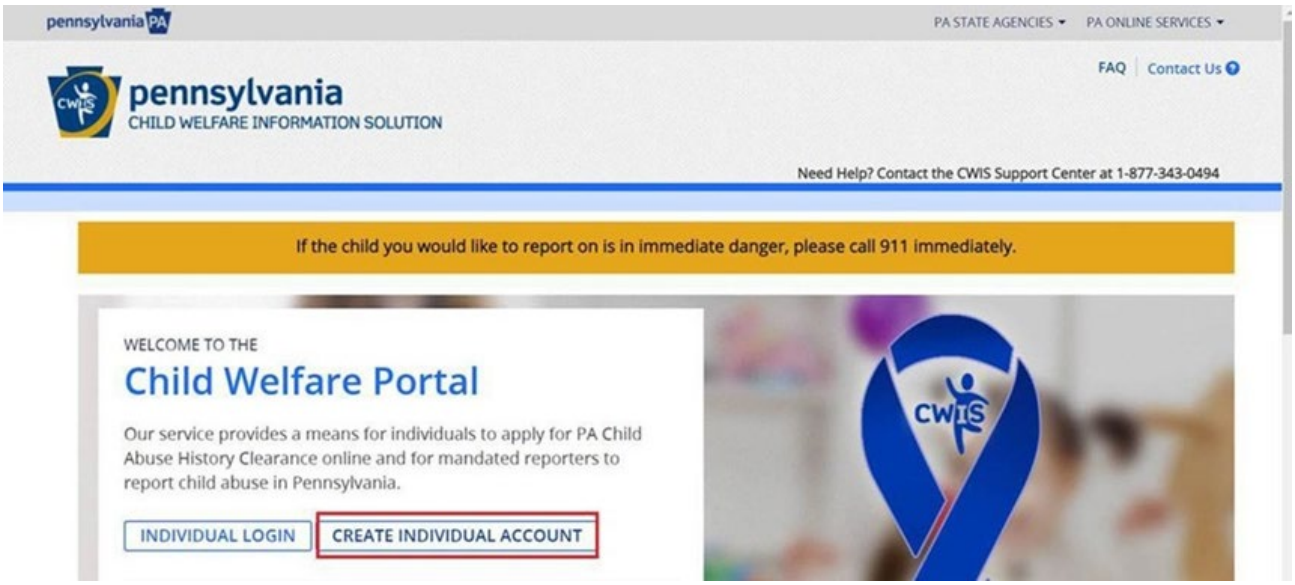
Note: This is separate from the Child Abuse/Mandated Reporter Training Certificate for licensed professionals. Penn State Health **will not accept** "Volunteer" Child Abuse clearances – **we only accept clearances done for "Employment" purposes.**

- If you have completed the Child Abuse History Clearance through the PA Department of Human Services for "Employment" within the past 5 years, you can access this by logging into your account at https://www.compass.state.pa.us/cwis/public/home.
- For account support with retrieving a preexisting clearance, please call 877-343-0494

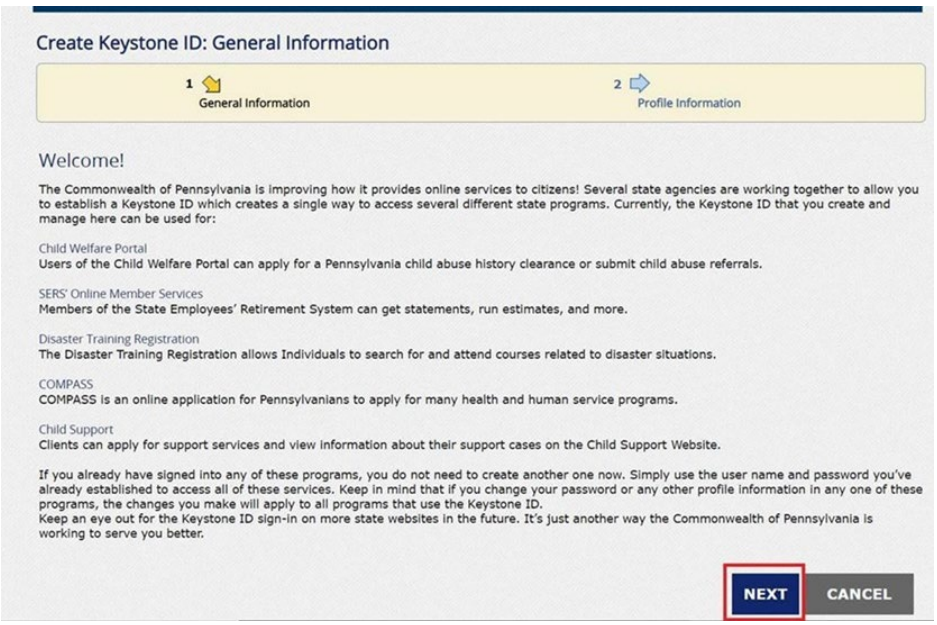
How to Register

Once you click on the link that directs you to the PA Child Welfare Portal (Compass site), https://www.compass.dhs.pa.gov/CWIS you will create an account. The steps for this are as follows:

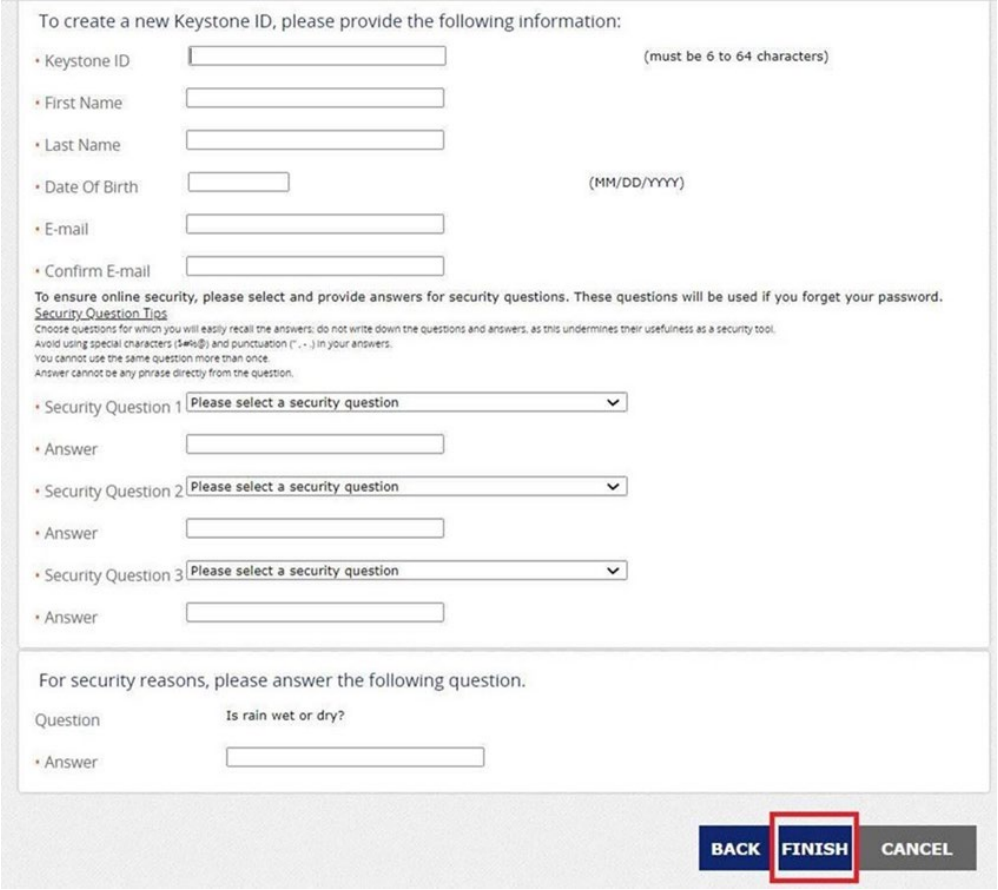
1. Click "**CREATE INDIVIDUAL ACCOUNT**."



2. Click "**NEXT**"



3. Fill in the blanks and click "**FINISH**"



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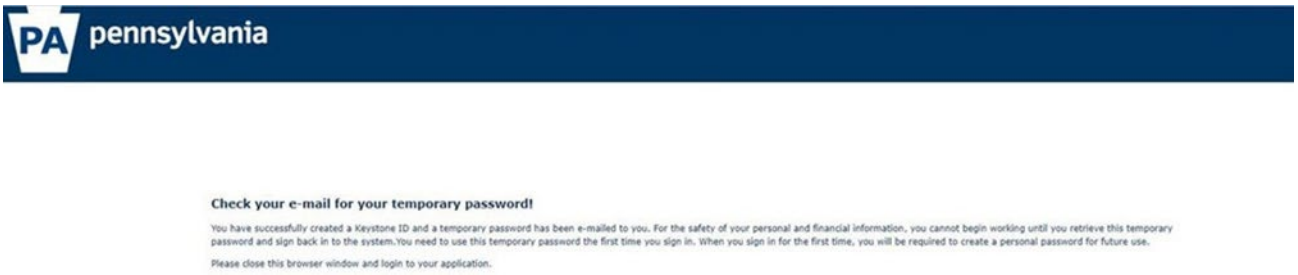
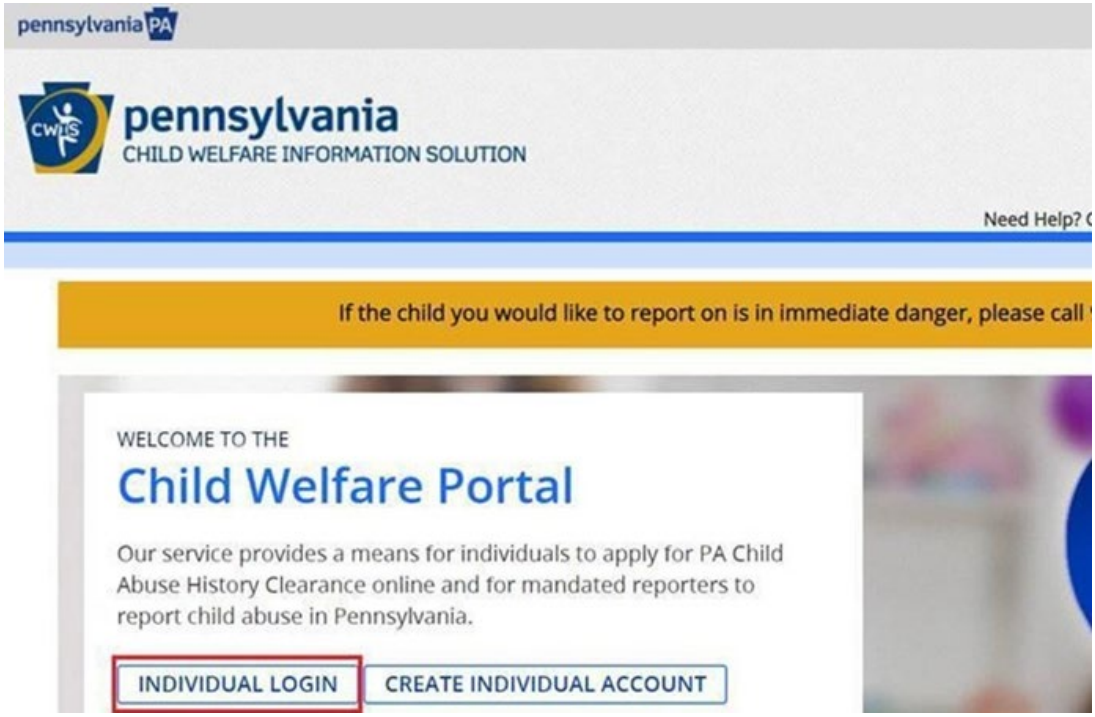
A temporary password is then emailed to the candidate.



4. You have just created your account. Next, you will receive 2 emails.
    a. One will contain your user ID and another will contain your temporary password.
    b. Go back to the main page of the site, click "**INDIVIDUAL LOGIN**"
    c. Log in using these credentials



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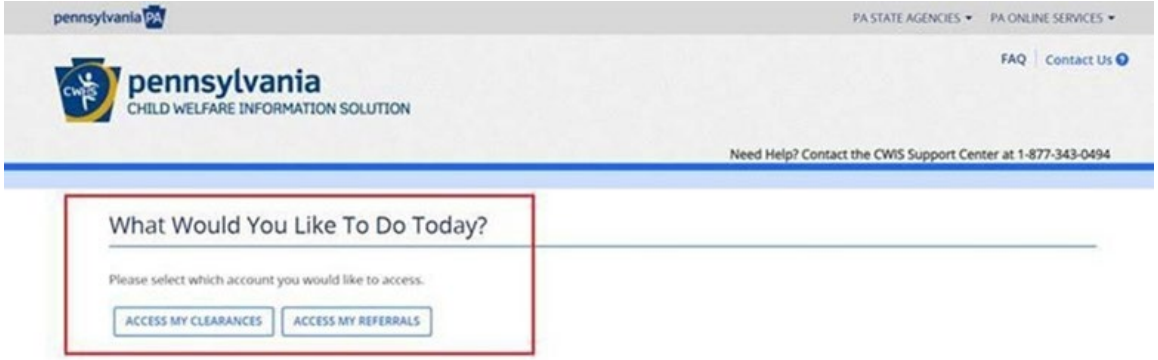
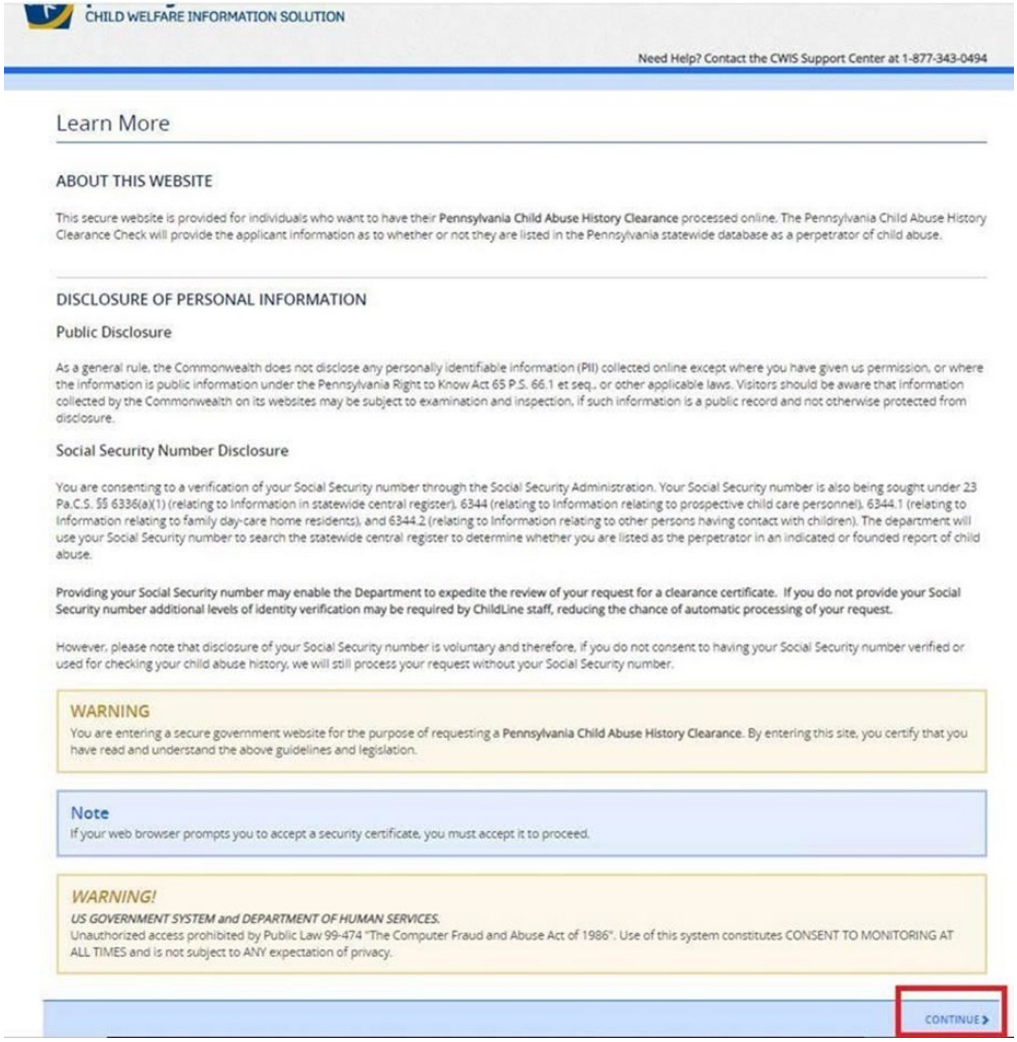
5. Once you log in, click on "**ACCESS MY CLEARANCES**"



6. Read the disclosure, then hit "**CONTINUE**" at the bottom



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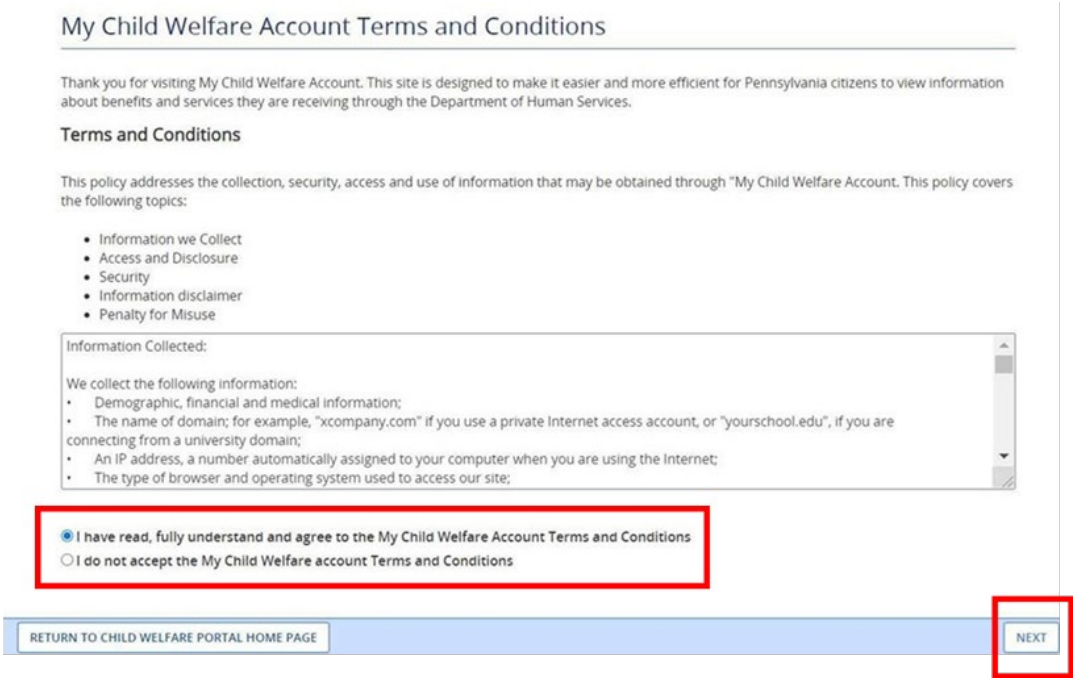
7. You should now be at the login page. Enter your login credentials.

8. You will next be directed to change your password and redirected to the login screen again to login with the new password.

   Once logged in, there's a Terms and Conditions page, click "**NEXT**" at the bottom right.



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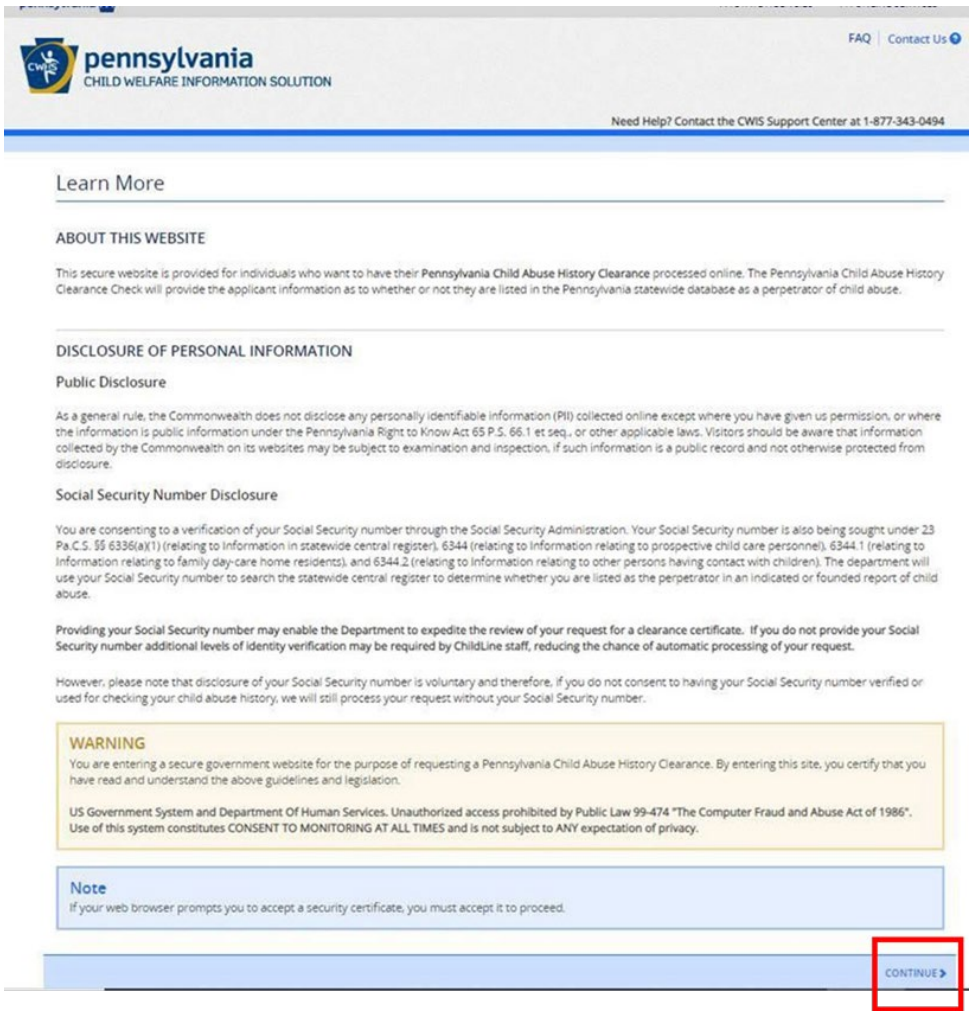
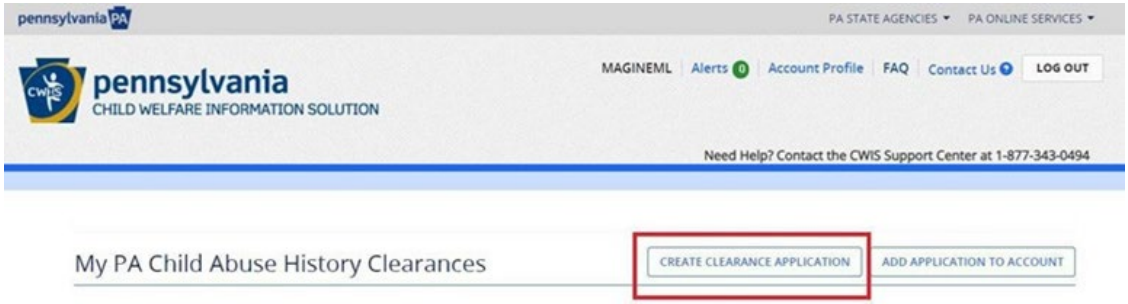
9. Review the next disclosure and click "**CONTINUE**"



10. Click on "**CREATE CLEARANCE APPLICATION**"



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11. After clicking the above option, you will be redirected to the following page where you will click "**BEGIN**" in the bottom right corner

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

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.

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 ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

PREVIOUS BEGIN

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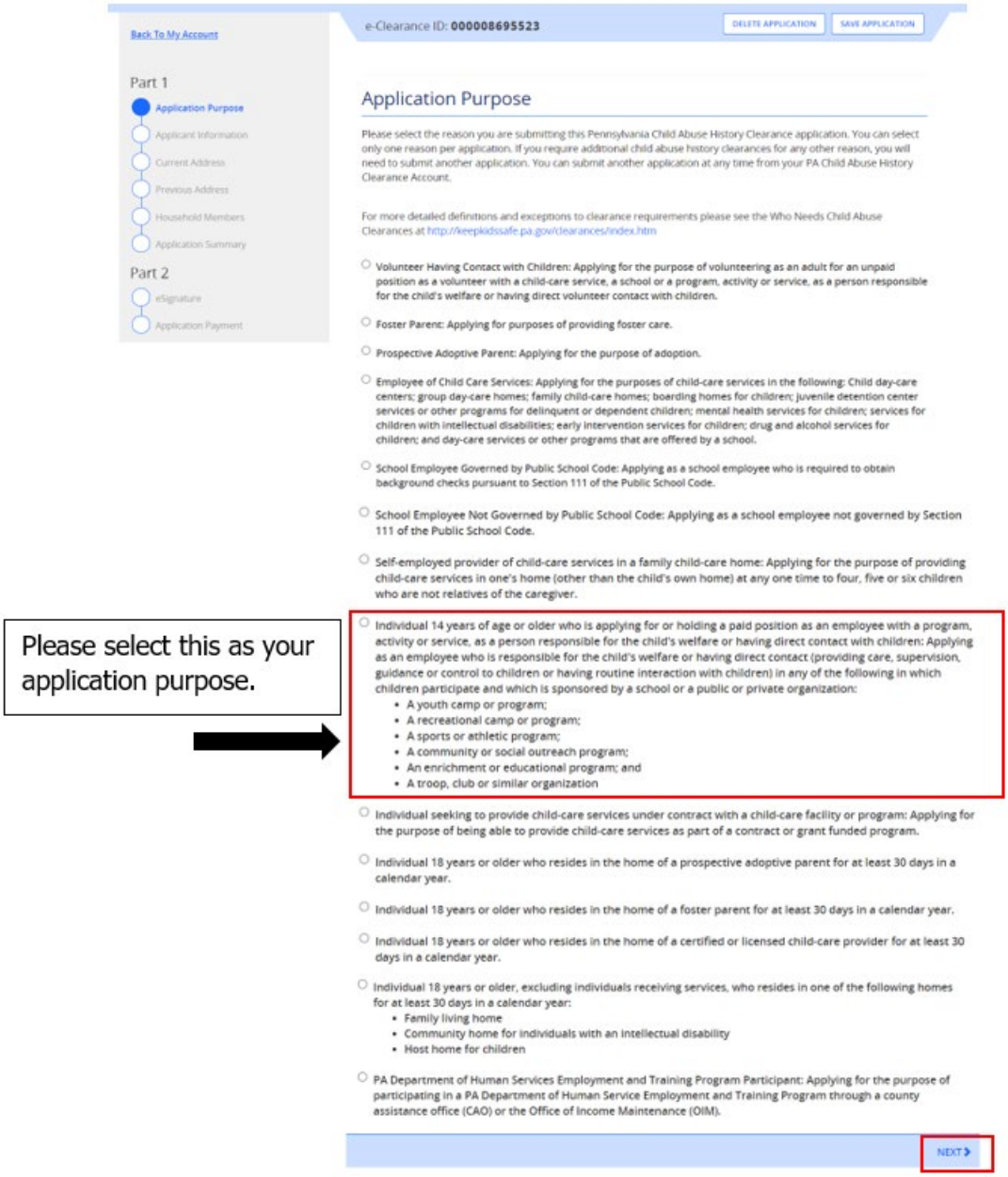
12. You will now be asked to provide an application purpose.

Select "**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**"

- **<u>Note:</u>** This is the only option that will be accepted for employment at Penn State Health, so please select carefully.

Then, click "**NEXT**" in the bottom right corner.



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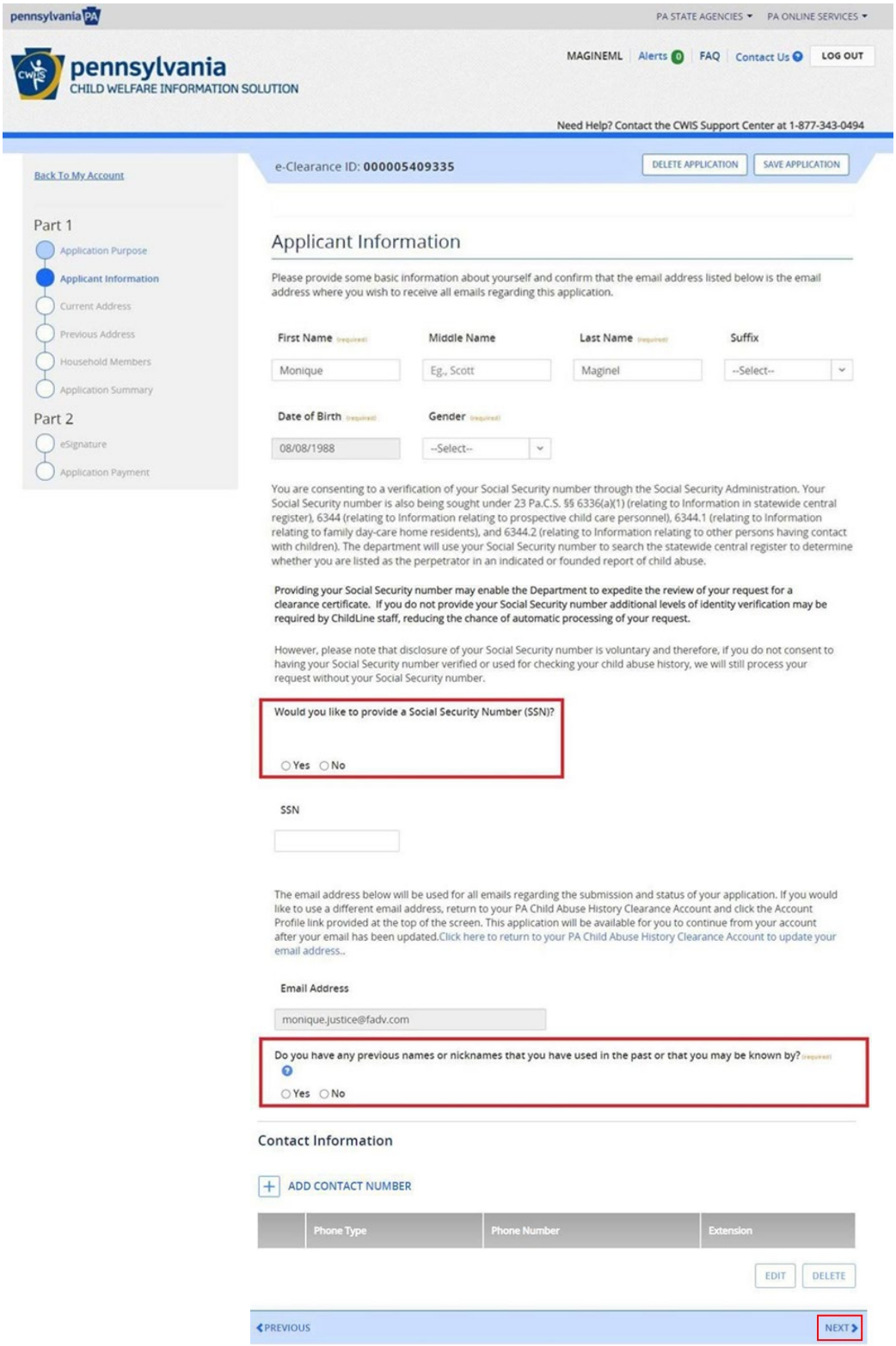
13. Next you will be directed to the Applicant Information Section.

Complete all fields as requested. Click "**NEXT**" at the bottom of the screen when finished.



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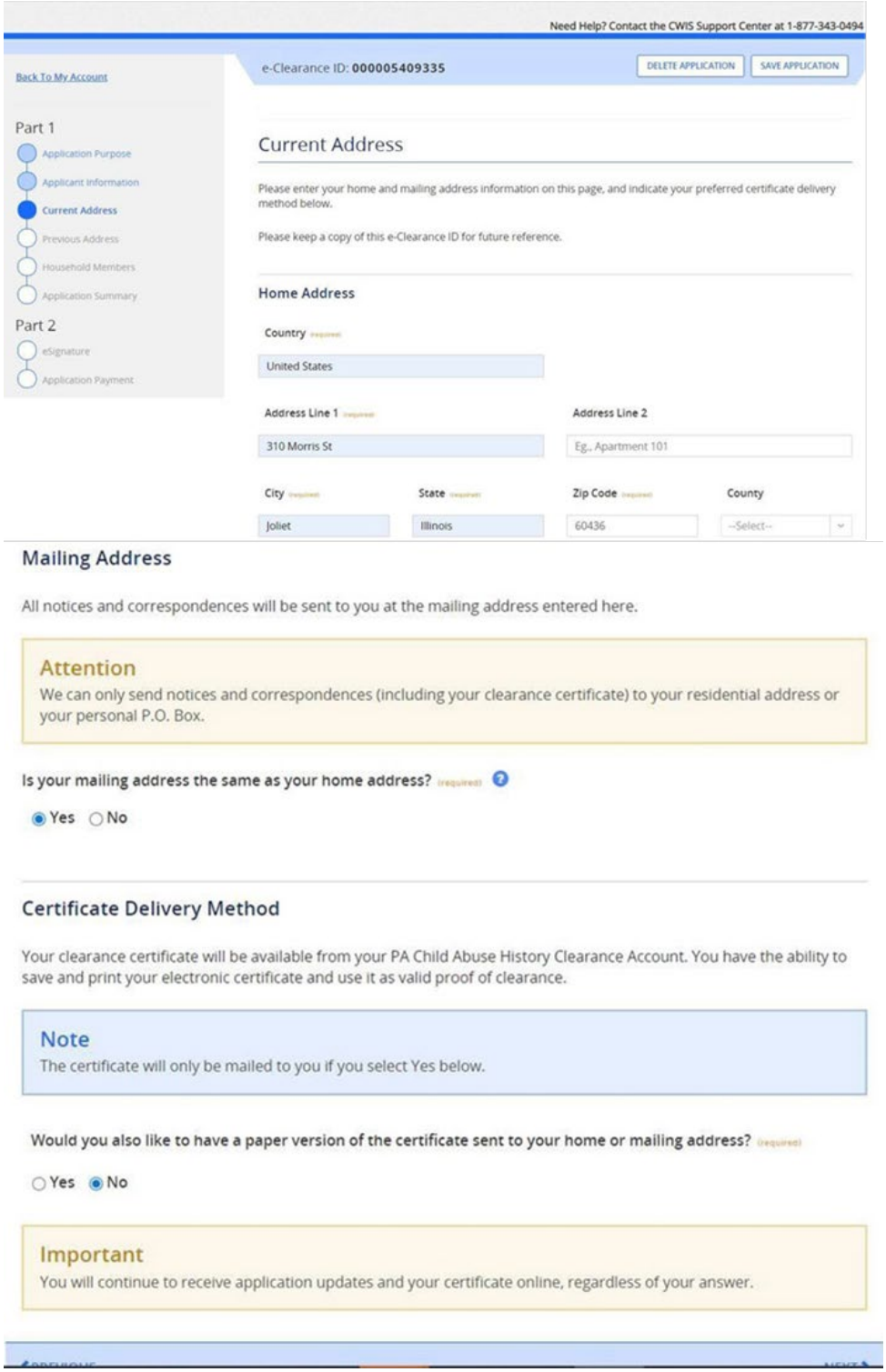
14. Complete Current Address section. Click "**NEXT**" at the bottom of the screen when finished.



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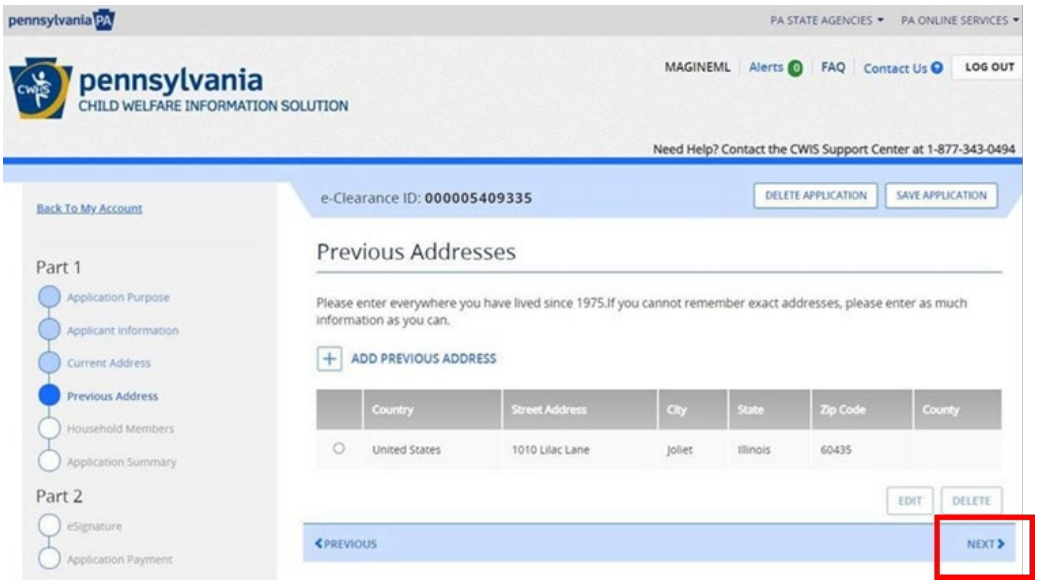
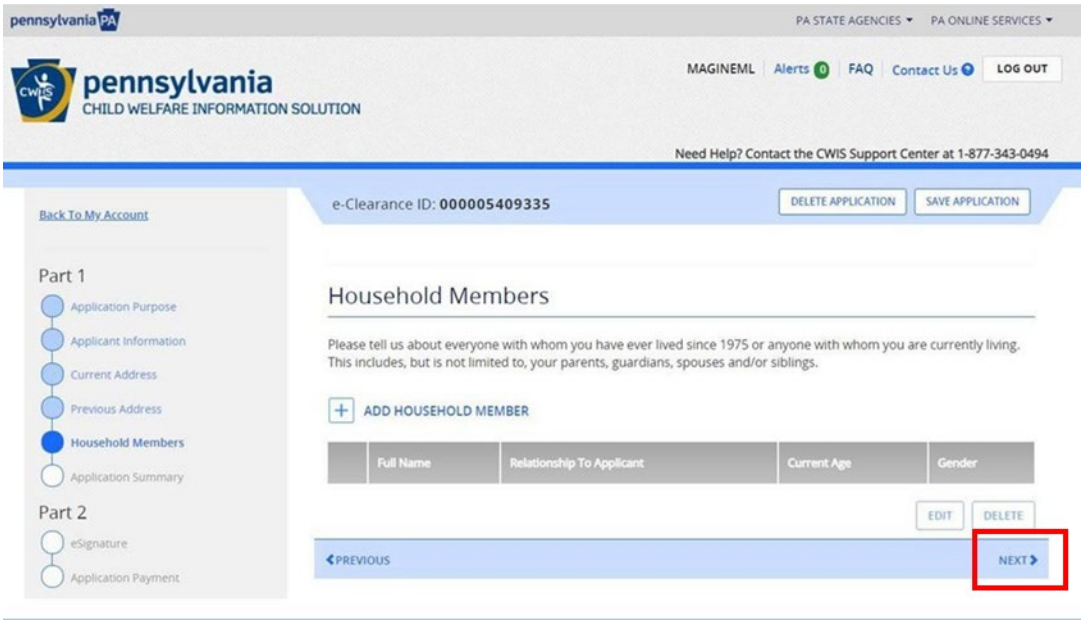
15. You will be directed next to the Previous Address section. Complete as requested.

    Click "**NEXT**" at the bottom of the screen when finished.



16. The next section to complete is Household Members. Click "**NEXT**" at the bottom of the screen when finished.



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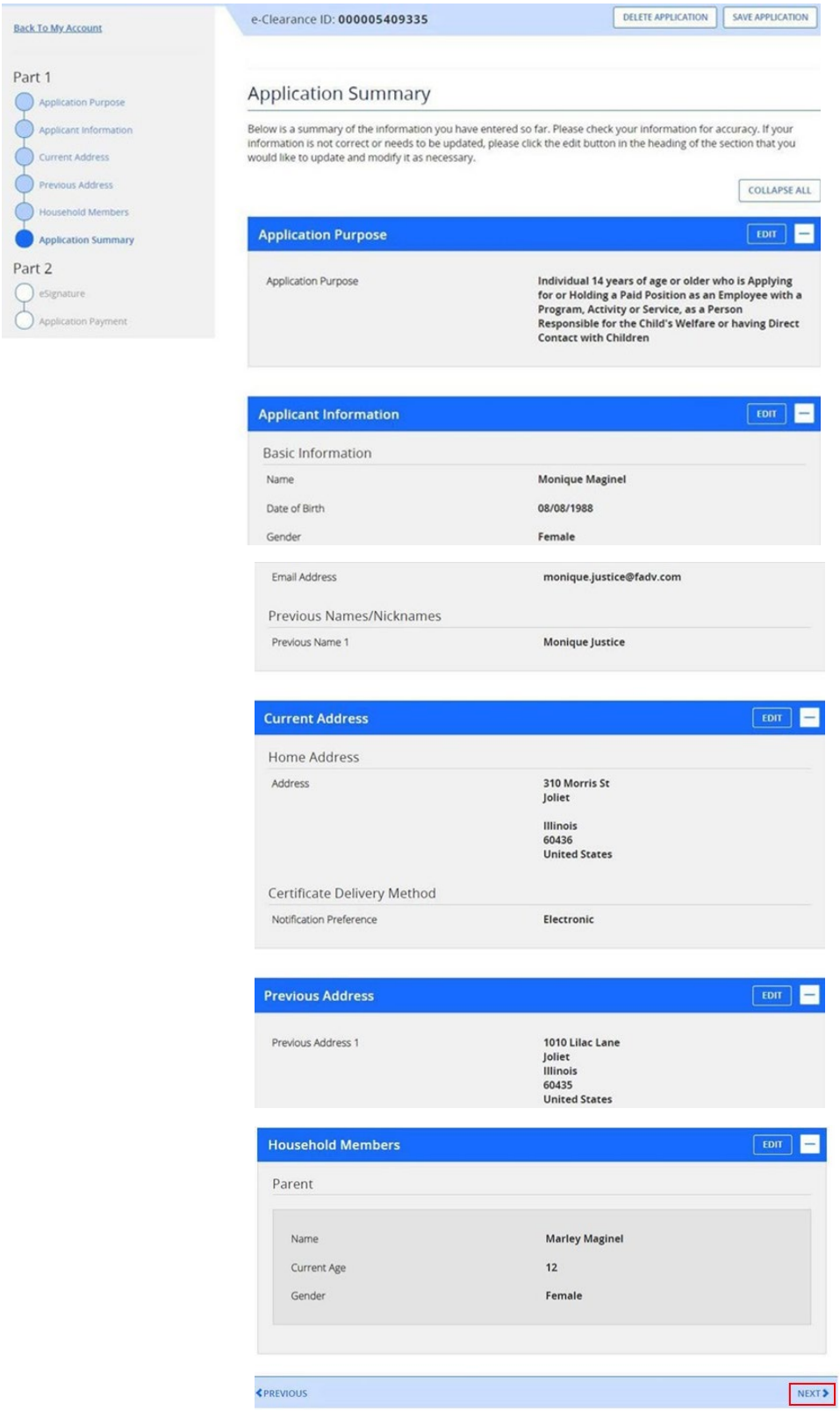
17. Next section is the Application Summary. Complete as requested. Click "**NEXT**" at the bottom of the screen when finished.



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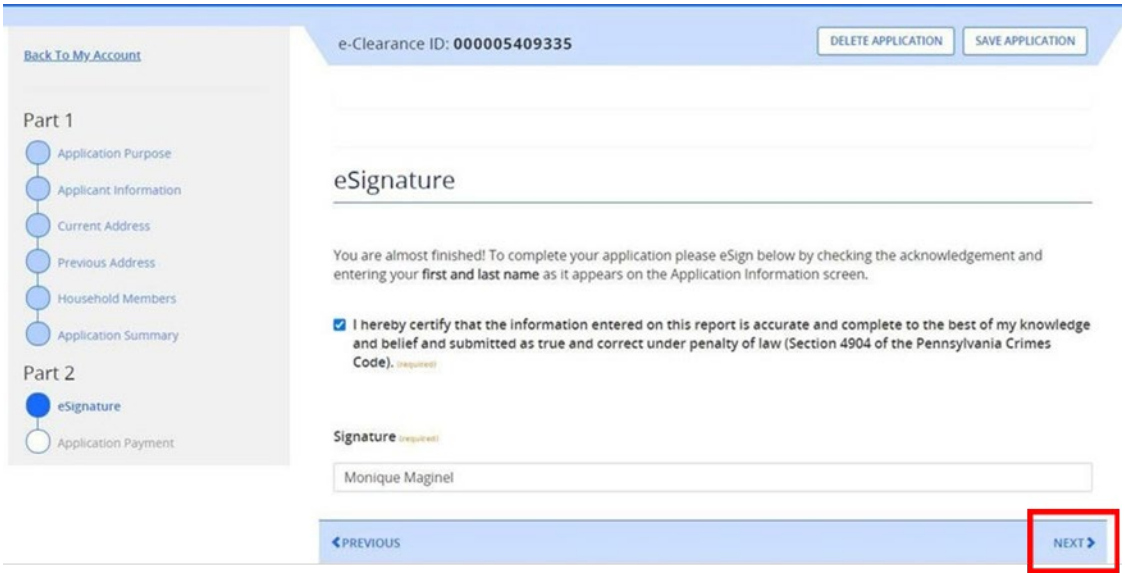
18. The next section is the e-Signature page. Complete as requested.

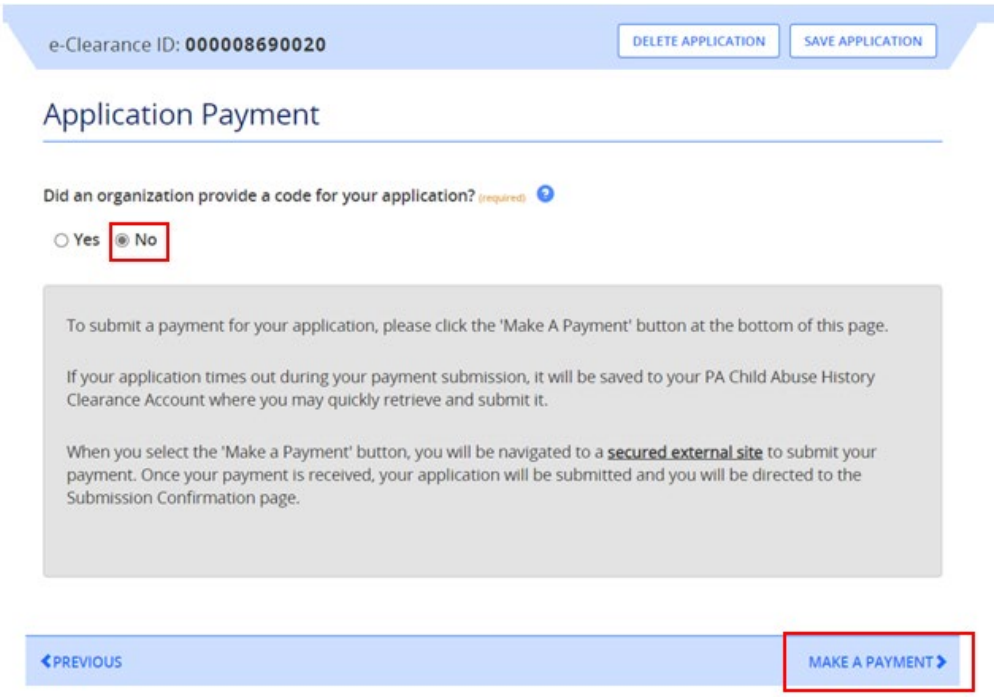
    Click "**NEXT**" at the bottom of the screen when finished.



19. The final section is the Application Payment section.

    Select "**NO**" for the question "Did an organization provide a code for your application?"

    Then select "**MAKE A PAYMENT**" at the bottom right.



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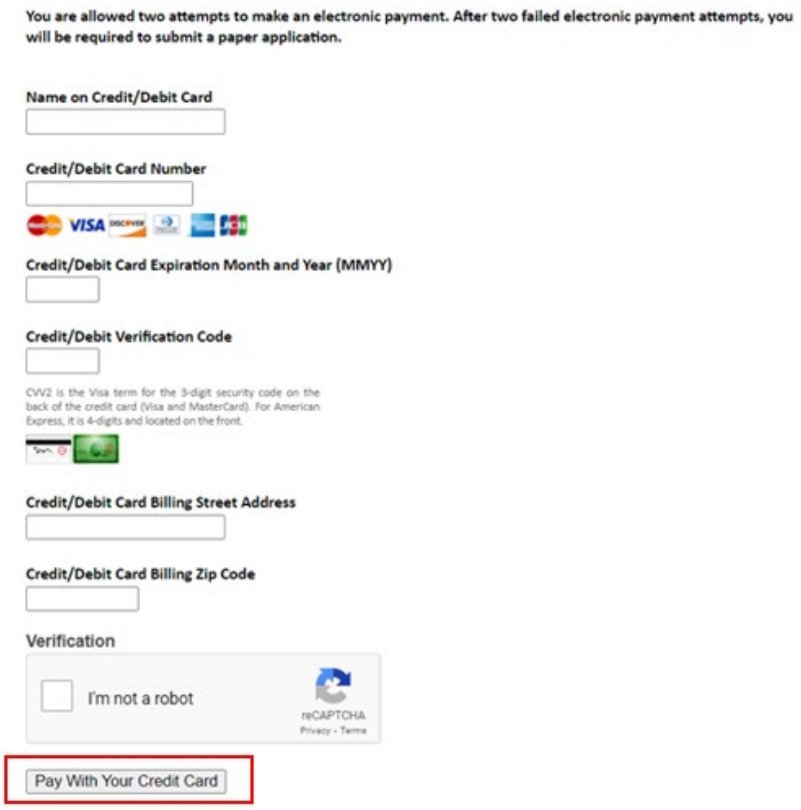
20. Enter your credit card payment information for $13.00, and select "**Pay With Your Credit Card**"



Payment Information

You will be required to pay the $13.00 fee up front by credit card. After you submit the clearance to Penn State Health, you may request reimbursement via Employee Expense Management (XM) – **you will need to submit this request within <u>60 days</u> after your start date and attach your receipt/proof of payment to be reimbursed.**

You will receive instructions on how to submit for this reimbursement in their first week of employment. Please do not send receipts to HR Clearances – only send the clearance documents.

Results

You will receive an email when your results are ready in the state website. You will need to log in to access your results. Please check junk mail folders for this email confirmation.

<u>You must retrieve the clearance from the website</u> where you applied at by logging back in at <u>https://www.compass.state.pa.us/cwis/public/home</u>. You may log in even if you didn't receive the email.

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How to Submit Clearance to Penn State Health

Penn State Health does not receive any clearance documents from the state directly – the individual will need to provide the clearance documents to PSH.

Please send your clearance by email to your Preboarding Coordinator as a PDF or JPEG file when requested. If you have any questions regarding how to submit your clearance, please contact the HR Solution Center at 717-531-8440.

Child Abuse Clearance Sample

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Name
Address

CERTIFICATION ID:
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE: 2/3/2023
SOCIAL SECURITY #:
DATE OF BIRTH:

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 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.

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

EXAMPLE

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