

## PA Child Abuse Clearance Application Instructions

Please note, **to complete the application process you will need the following:**

- Addresses for all previous residences
- Names of all individuals with whom you have lived with (i.e., parents, siblings, spouses, etc.)
- All names you have used or have been known by
- A credit or debit card for the \$13 application fee

1. Click on the following link or copy and paste into your browser to open the Child Welfare Portal:  
<https://www.compass.state.pa.us/cwis/public/home>
2. Click on **'Create Individual Account'**
  - If you already have an account, skip to step 6.
3. After reading the General Information page, click **'Next'**
4. Create a Keystone ID, complete all required fields, and click **'Finish'**
5. The system will then send you two (2) emails:
  - The first will be a confirmation of your user name.
  - The second will contain a temporary password. Once you have received these emails, you will need to go back to the original page: <https://www.compass.state.pa.us/cwis/public/home>
6. Select **'Individual Login'** and then **'Access My Clearances'**.
7. Read the disclosure information and then click **'Continue'**.
8. On the next page, enter the user name and temporary password that were sent to you.
9. On the following page, create a new password and then click **'Submit'**.
10. Once you have successfully submitted a new password, click **'Close Window'**.
11. You will now need to login using your username and new password.
12. Once you have logged into your account, read the Terms and Conditions, click the option to agree, and click **'Next'**.
13. You will again be directed to read the disclosure information and click **'Continue'**.
14. On the next screen, click **'Create Clearance Application'**.
15. On the following screen, read the information provided and click **'Begin'**.

16. For **'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."*

17. Then click **'Next'**.

18. On the following screen, you will need to complete basic information about yourself and confirm your e-mail address. Once you have completed this, click **'Next'**.

19. The following information will need to be entered to complete the application:

- Current Address
- Previous Address(es)
- Household Members
- Review your application

20. Complete the application by applying your electronic signature and entering your payment information.

21. You will be notified by the system when your clearance is complete.

- When you receive notification that your clearance is complete, log into your account and view/save/print the clearance. Please upload the clearance into Workday.

Please note, failure to comply with the above instructions could cause a considerable delay. The clearance is usually available within your online account within a week, but can take up to 4-6 weeks to be returned.

**If you have any questions, please contact the Compliance team at:**

[SM-Compliance@pennmedicine.upenn.edu](mailto:SM-Compliance@pennmedicine.upenn.edu)