

## Step-by-Step Instructions to Apply for Clearances

### Child Abuse History Certification Online Application (to apply with a paper application, instructions are on the next page)

- <https://www.compass.state.pa.us/CWIS/Public/Home>
- If registering for the first time, choose *Create Individual Account*.
- Read the directions on the next page, and then click *Next*.
- Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click *Finish* after completing all fields.
- You will be provided with a temporary password at the email address provided.
- When you receive the email go back to the initial webpage and chose *Login* and if entering for the first time you will be prompted to change your password.
- There will be a series of pages to fill in but remember to select *School Employee Not Governed by Public School Code* for the purpose of the clearance (*Do not choose VOLUNTEERS Only version*)
- When asked about the Certificate Delivery Method, remember to answer *Yes*, you would like to have a paper copy sent to your home or mailing address.
- You must pay for the clearance online (\$8) using either a debit or credit card and then sign electronically.
- The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

### Criminal Record Check-PA State Police

- <https://epatch.state.pa.us>
- Have a credit card ready.
- Click on *Submit a New Record Check* (*Do not choose VOLUNTEERS Only version*)
- Select *Individual Request*
- Reason for Request - choose *Other*.
- Accurately complete the information requested and click *Next*.
- Verify, then click on *Proceed*.
- Enter your personal information again and click *Enter the Request*.
- Click on *Finished*.
- Click *Submit* on the Review page
- Enter your credit card information (\$8) and click *Next*.
- Click on the hyperlink for the control number.
- **Very Important:** Write down the Control Number and the date it was processed.
- Click on *Certification Form*.
- Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

### FBI Background Fingerprinting Check

- [www.pa.cogentid.com/index\\_pdeNew.htm](http://www.pa.cogentid.com/index_pdeNew.htm)
- Choose *Register Online*. Read the disclaimer, and check the box to continue.
- Complete your payment (\$24.25) and personal information, as requested.
- Reason fingerprinted: *Colleges/Universities*.
- Verify your information and click *Next*. Print the page with your registration ID. You must take this page to the site where you are fingerprinted. Click on *Home* to find a listing of sites and hours. There are various locations throughout PA. The on-campus site is located at 105 Ehinger Office Annex, 700 South Church Street. You can schedule an appointment to be fingerprinted at: <https://printscan.youcanbook.me/>
- You will receive a Civil Applicant Response (an unofficial copy) with a letter in the mail. Bring the Civil Applicant Response to the clearance submission station.

To check on a clearance request, if there is a delay: PA Child Abuse: **1-877-343-0494**  
Criminal Record Check: **888-783-7972** FBI Fingerprinting Background Check: **888-439-2486**

## Child Abuse History Certification Paper Application (ONLY if you are unable to complete the online application)

- [http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf)
- Enter your name, address, and other personal information as requested in the boxes.
- Skip any sections that do not apply to you.
- Purpose of clearance - check *School employee not governed by the Public School Code (school employee can be used for teacher ed students)*.
- Print and sign the form at the bottom of the first page. There is nothing for you to complete after this, but you must attach the second page when you mail it.
- You must attach a money order made payable to *Department of Human Services*. Money orders are available at the Post Office, Rite Aid, CVS, 7-Eleven, Wal-Mart, etc. You must pay cash for a money order (\$8 plus the fee for the money order).
- Make a copy of the form before sending it off. Keep it in a safe place with your money order receipt.
- Mail the completed form with the money order to the address at the top of the form.
- Receiving this clearance can take 4 to 6 weeks. This clearance can be obtained in person by driving to the Childline/Office of Children, Youth, and Families in Harrisburg. The Childline Office is located at 5 Magnolia Drive, Harrisburg, PA, 17105. The drive to Harrisburg is approximately 1 ½ to 2 hours one way from WCU.

***Bring all original clearance documents to a submission station and then file the electronic and paper copies in a place where you can easily find them. Your original clearances should be readily accessible should a school or other field placement request to see the originals.***