



Instructions for obtaining Pennsylvania Child Abuse History “Childline” child abuse clearance:

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on “*Create Individual Account.*” and complete the information required to create a Keystone ID. You will be emailed a temporary password, which you will have to change on your first login.
3. Return to <https://www.compass.state.pa.us/cwis/public/home> and login with your username and password.
4. Complete the application.
5. Select the reason stating: “*Individual 14 years or older*”
6. Once you receive your results via email, please email a copy to Human Resources.

The fee to complete this process will be your responsibility and is a condition of employment.

Human Resources