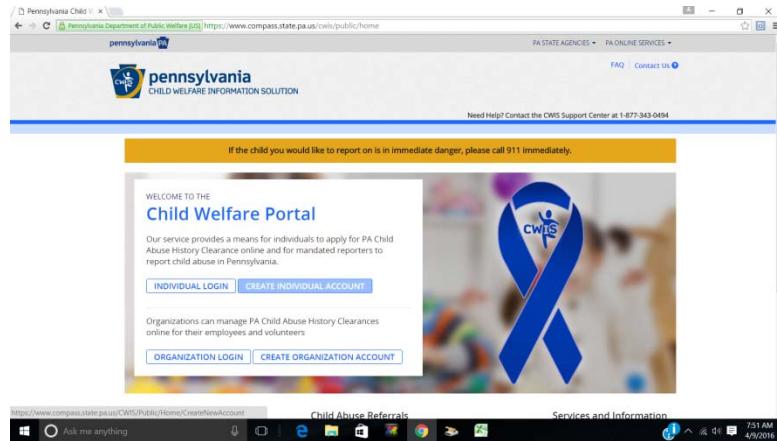
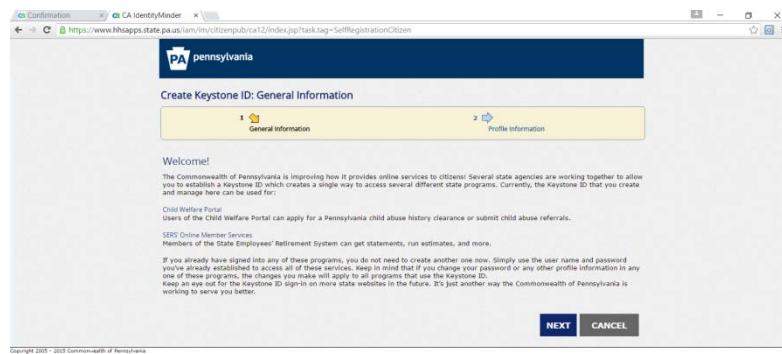


To apply for PA Child Abuse Clearance

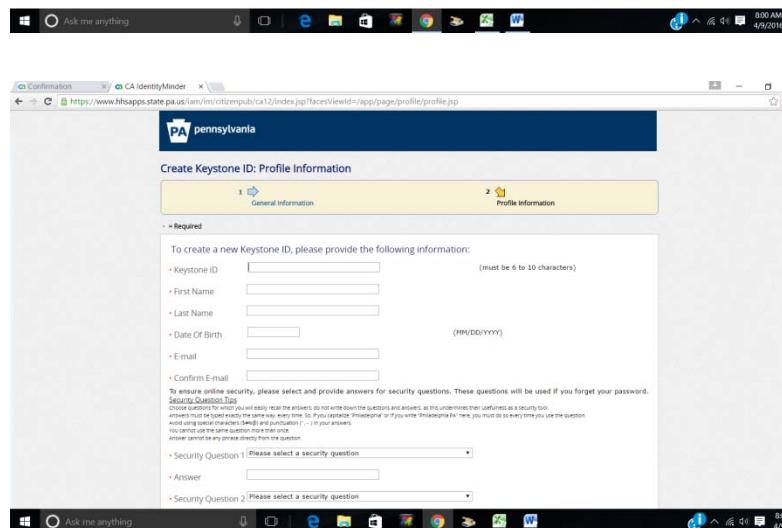
Enter web address to enter CWIS website <https://www.compass.state.pa.us/cwis/public/home>



At the home page click **CREATE INDIVIDUAL LOGIN**, if you don't already have a COMPASS ID with the state.



This screen talks about the Keystone ID and what it can be used for. Click **NEXT**

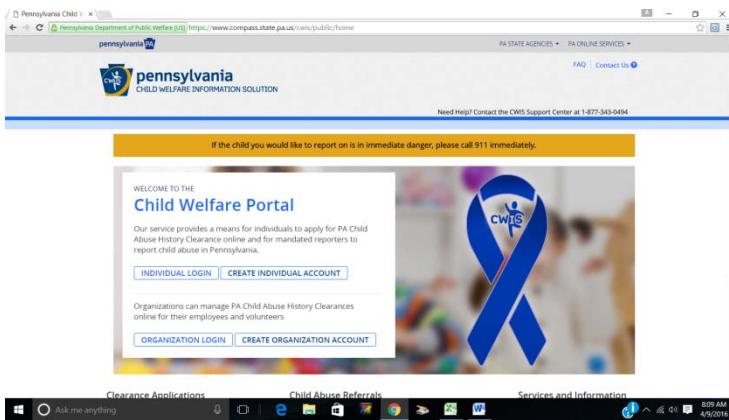


Create your Keystone ID and Enter Email address and set up security questions.

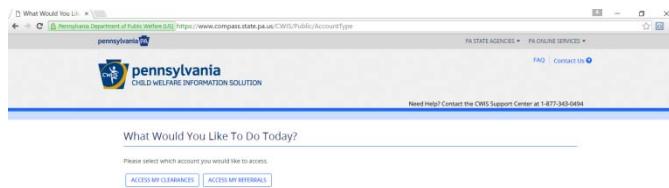
Click **FINISH** at the bottom of the screen.

You will receive a confirmation email with your Keystone ID and a second email with a temporary password. You will need this temporary password to log back into the CWIS system and complete your application for a Child Abuse Certification.

You will have to close the browser and open again to login.

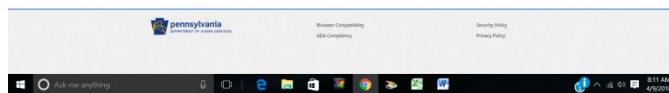


Back at the home screen, this time click **INDIVIDUAL LOGIN**.



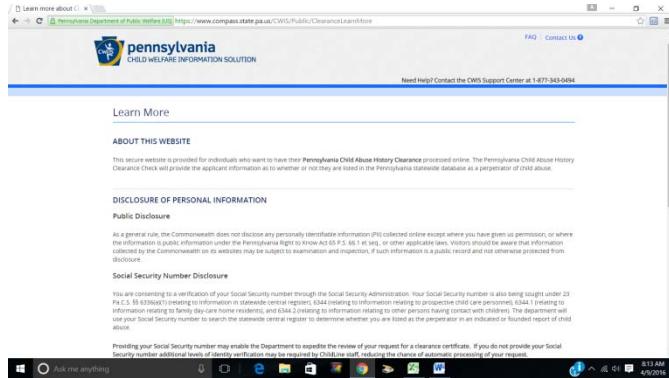
What would you like to do today??

Click **ACCESS MY CLEARANCES**



This next screen is informational only. There is no information to enter on this screen.

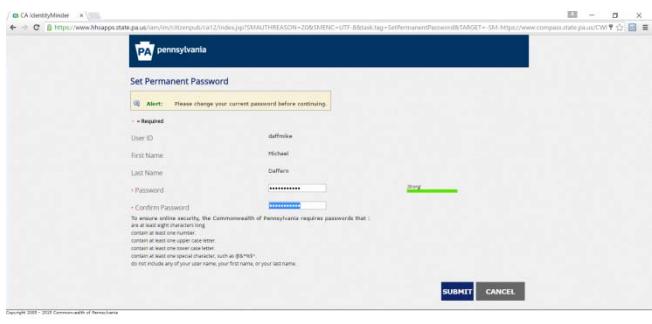
Click **CONTINUE** at the bottom of the page.





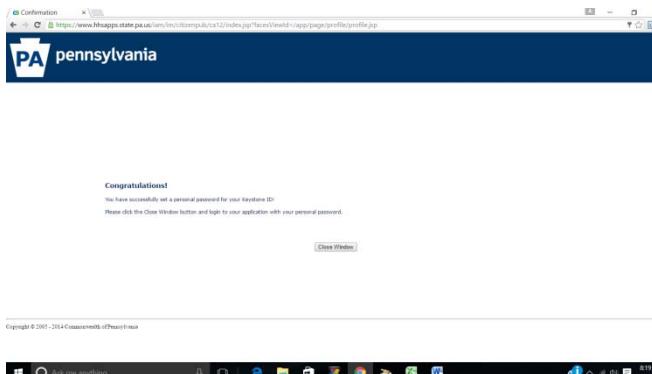
You can finally LOGIN to the system with the Keystone ID you created and the Temporary Password that was emailed to you.

Click **LOGIN**.



Now you can create your own password. Please pay attention to the requirements of the password. You must have at least one uppercase, one lowercase one number and one special character.

Click **SUBMIT**.

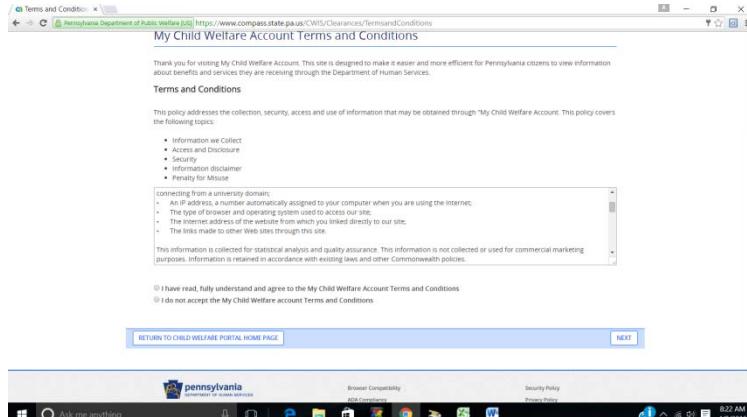


You hopefully have received this message!
Click **CLOSE WINDOW**

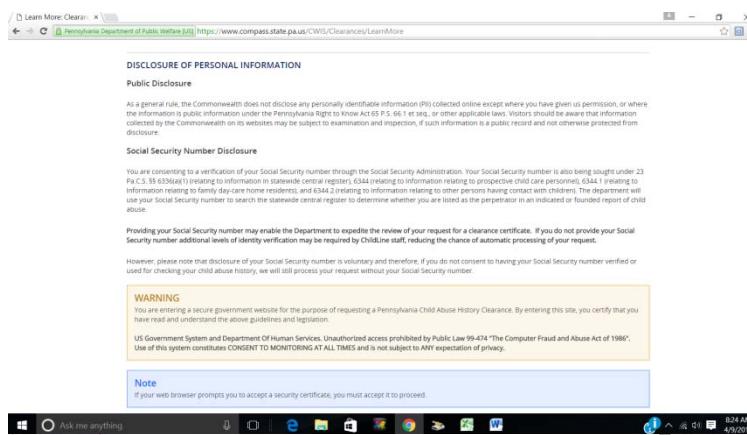


The system will take you back to the login screen where you will sign in with your Keystone ID and the password you just created.

Click **LOGIN**.

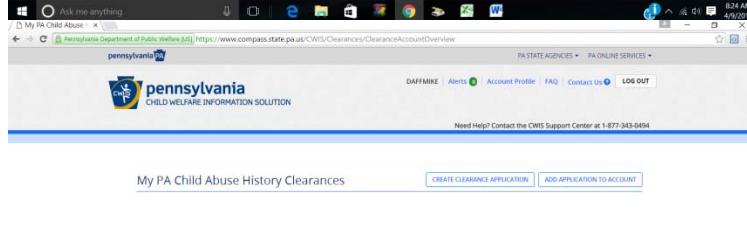


This screen is the terms and conditions for using the system. Click the Accept bubble at the bottom of the screen and then click **NEXT**.



This next screen is more disclosure information.

Click **CONTINUE** at the bottom of the page.



Now you can FINALLY tell the system that you want to create a clearance application by clicking on the **CREATE CLEARANCE APPLICATION** at the top of the page.



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 ready available to help you complete your application:

- Address where you have previously lived
- Name of all individuals with whom you have had to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Application for a Pennsylvania Child Abuse History Clearance for volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide other credit/debit card information for an \$8.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

More information. This page tells you what to expect during this process.

Click **BEGIN** at the bottom of the page.

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse History Clearance?

Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child care service, a coach in a program, activity or service, as a provider for the child's welfare or having direct volunteer contact with children.

Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification" is used interchangeably with "clearance".

Volunteer Category: Agency Name: South Side Athletic Association

This is where you tell the system WHY you are applying for your child abuse certification. Click the first bubble and select other in the drop down menu. The Organization is School District of Pittsburgh.

Scroll down and click **NEXT** at the bottom of the page.

Applicant Information

Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.

First Name: Michael **Middle Name**: Eg. Scott **Last Name**: Daffern **Suffix**: -Select-

Date of Birth: 08/11/1970 **Gender**: -Select-

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa. C.S. § 6336(a)(1) relating to information in statewide central register, 6334 (relating to information relating to prospective child care persons), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The Department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by Childline staff, reducing the chance of automatic processing of your request.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

Would you like to provide a Social Security Number (SSN)?

Verify the information that the system pulled from your registration and enter any other required information.

Application Payment

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa. C.S. § 6336(a)(1) relating to information in statewide central register, 6334 (relating to information relating to prospective child care persons), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The Department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by Childline staff, reducing the chance of automatic processing of your request.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

Would you like to provide a Social Security Number (SSN)?

Yes No

SSN: 1234567890

The email address below will be used for all emails regarding the submission and status of your application. If you would like to change your email address, click here to update your account. This application will be available for you to continue from your account after your email has been updated. Click here to return to your PA Child Abuse History Clearance Account to update your email address.

Email Address: matts@verizon.net

Scroll down to the middle of the page and the system gives you the option to include your social security number.

The next section of the page verifies your email address that your results will be sent to.

The screenshot shows a computer screen with a web browser displaying the Pennsylvania Department of Public Welfare's Child Abuse History Clearance application form. The page is titled 'Applicant Information' and includes fields for email address (maida@verizon.net), previous names/nicknames (Yes/No), and contact information (Add Contact Number). Buttons for 'Edit' and 'Delete' are visible, along with 'PREVIOUS' and 'NEXT' navigation buttons at the bottom.

Click the box to let the system know if you have been known by any other names or nick names.

Click **ADD CONTACT NUMBER** to add a phone number to your application.

Click **NEXT** at the bottom of the page.

The screenshot shows the 'Current Address' section of the application form. It includes fields for country (United States), address line 1 (123 Main St), address line 2 (Apartment 101), city (Pittsburgh), state (PA), zip code, and county. A note says to keep a copy of the e-Clearance ID for future reference. A 'Mailing Address' section follows, with a note that all notices and correspondences will be sent to the mailing address entered here. An 'Attention' note specifies that notices and correspondences including the clearance certificate will be sent to the residential address or personal P.O. Box. Navigation buttons 'PREVIOUS' and 'NEXT' are at the bottom.

Next enter your mailing address and answer question regarding home vs mailing address.

When complete, your certification will be in the system and you will receive an email telling you to login to retrieve your certificate. If you would also like the State to mail you a copy click the YES button.

Click **NEXT** at the bottom of the page.

The screenshot shows the 'Previous Addresses' section of the application form. It includes a note to enter every address since 1975. A 'Previous Addresses' table has columns for County, Street Address, City, State, Zip Code, and County. A 'ADD PREVIOUS ADDRESS' button is available. Navigation buttons 'PREVIOUS' and 'NEXT' are at the bottom.

This next screen asks you for every address you have lived at since 1975. For each address you need to enter, click the plus sign.

Once all addresses are entered click **NEXT** at the bottom of the page.

The screenshot shows the 'Household Members' section of the application form. It includes a note to enter every person you lived with since 1975. A 'Household Members' table has columns for Full Name, Relationship to Applicant, Current Age, and Gender. A 'ADD ANOTHER MEMBER' button is available. Navigation buttons 'PREVIOUS' and 'NEXT' are at the bottom.

Now you have to tell the system every person you lived with since 1975. For each person you need to enter click he plus sign.

You must enter first name, last name and relationship. If you lived with mother-in-law you should select parent as relationship.

The middle name, gender and age are not required fields.

Once you enter everyone you have lived with click **NEXT** at the bottom of the page.

You have now completed the application for your Child Abuse History Certification. The next page is a Summary of all of the information you have entered. If everything looks correct, click **NEXT** at the bottom of the page.

The eSignature is required to continue. This is where you verify that you have NOT received a FREE volunteer certification in the last five years. IF you answer YES to this question, the system will require payment to continue.



Once you click **NO**. The window will expand for affirmation and eSignature.

Check the box and Type your name in the signature box. Your signature MUST be exactly the same the name you registered your Keystone ID.

Our organization does not give authorization codes. Click **NO. Click **WAIVE APPLICATION FEE AND SUBMIT APPLICATION** at the bottom of the page.**



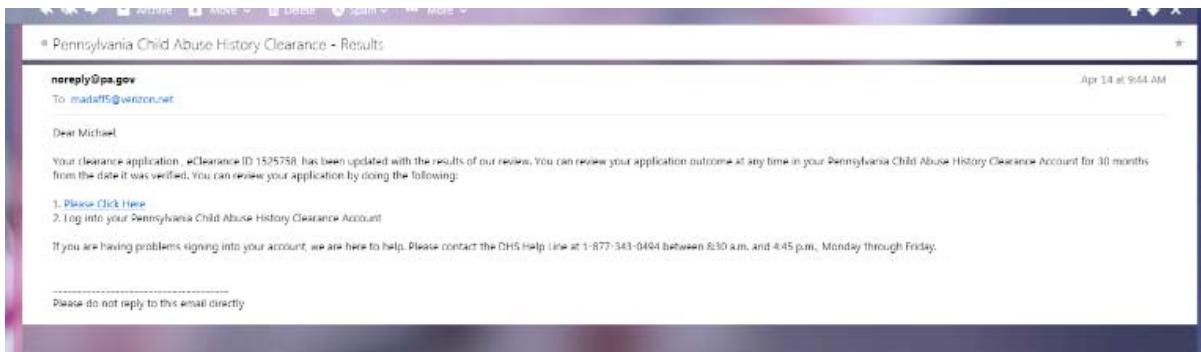
You should now receive a confirmation page showing you successfully submitted your application.



You will receive an email confirming that your application has been received and is being processed.

colecom06@aol.com Re: Lottery Calendar List
noreply@pa.gov Pennsylvania Child Abuse History Clearance - Results
Apr 14 Apr 14

After a few days you will receive an email from noreplay@pa.gov with the subject line “Pennsylvania Child Abuse History Clearance – Results”.



Click the link that says “Click Here”. This will take you back to

the CWIS website.

The homepage features the Pennsylvania state logo and the text "pennsylvania CHILD WELFARE INFORMATION SOLUTION". It includes a yellow banner with the text "If the child you would like to report on is in immediate danger, please call 911 immediately." Below this is a large blue ribbon graphic with the "CWIS" logo. The main content area is titled "WELCOME TO THE Child Welfare Portal". It provides information for individuals and organizations to log in or create accounts. A sidebar on the left lists "Clearance Applications", "Child Abuse Referrals", and "Services and Information".

Click the INDIVIDUAL LOGIN button.

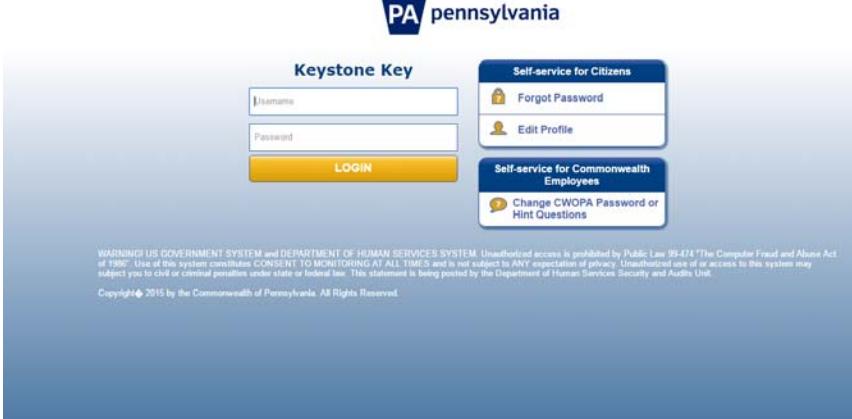
The screenshot shows the Pennsylvania CWIS (Child Welfare Information System) homepage. At the top, there's a navigation bar with links for 'PA STATE AGENCIES' and 'PA ONLINE SERVICES'. Below the navigation is the 'pennsylvania' logo with 'CWIS CHILD WELFARE INFORMATION SOLUTION' underneath. A banner at the top right says 'Need Help? Contact the CWIS Support Center at 1-877-343-0494'. The main content area has a heading 'What Would You Like To Do Today?' followed by a note 'Please select which account you would like to access.' and two buttons: 'ACCESS MY CLEARANCES' and 'ACCESS MY REFERRALS'.

Click **ACCESS MY CLEARANCES**

This screenshot shows a different part of the Pennsylvania CWIS website. It features the same 'pennsylvania' logo and navigation bar. The main content area is titled 'Data for Clearance' and includes icons for a magnifying glass, a person, and a document. At the bottom of the page, there are links for 'Browser Compatibility', 'ADA Compliancy', 'Security Policy', and 'Privacy Policy'.

This screenshot shows the 'Learn More' section of the Pennsylvania CWIS website. It includes a 'Learn More' button and a 'ABOUT THIS WEBSITE' section. The 'ABOUT THIS WEBSITE' section contains a note about the secure nature of the website and its purpose to provide Pennsylvania Child Abuse History Clearance. It also includes sections for 'DISCLOSURE OF PERSONAL INFORMATION', 'Public Disclosure', 'Social Security Number Disclosure', and a 'WARNING' box. The 'WARNING' box contains a statement about the secure nature of the site and the user's consent to disclosure of their Social Security number.

Every time you access this system you will get this informational page. Scroll to the bottom of the page and click **CONTINUE**.



You now get to log into the system with the Username and Password that you created when you completed the application.

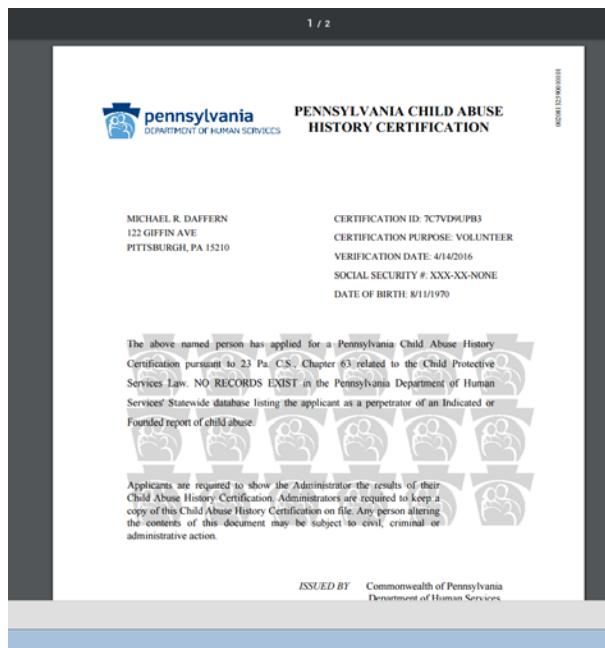
Once you log in, your screen should look like this. Unless you applied more than once.

You should have a message that states your application has been processed. **To view results click here.**

Once you click this link, a document should download. How you see the document will depend on your computer and what version you are running.

The screenshot shows the Pennsylvania CWIS Child Welfare Information Solution website. At the top, there are links for PA STATE AGENCIES and PA ONLINE SERVICES, and a LOG OUT button. Below the header, the CWIS logo and the text "CHILD WELFARE INFORMATION SOLUTION" are displayed. A blue banner at the bottom of the header area says "Need Help? Contact the CWIS Support Center at 1-877-343-0494". The main content area is titled "My PA Child Abuse History Clearances". It includes a "CREATE CLEARANCE APPLICATION" button and an "ADD APPLICATION TO ACCOUNT" button. A section titled "Status of Submitted Applications" shows a single application entry:

| | |
|--|------------------------|
| e-Clearance ID: 000001525758 | RESUBMIT |
| Purpose: Volunteer Having Contact with Children | Created On: 04/09/2016 |
| Updated On: 04/14/2016 | |
| Verified On: 04/14/2016 | |
| Your application has been processed. To view the result, click here. | |



See the downloaded PDF in the bottom left hand corner of the screen.

Once you open the downloaded document this should be the result that you see.

You should print two copies. One for the organization and one for your files.

If you keep electronic files, you can also save it to your computer, but you must turn a hard copy into the organization you will be volunteering with.

You will not be able to apply for a free volunteer certification for 57 months so you should keep a copy somewhere safe.

Don't forget to click the **LOGOUT** button on the CWIS system!!