**DOYLESTOWN HOSPITAL**

**VOLUNTEER SERVICES**

**Obtaining PA Child Abuse History Clearance**

**Go to** [**www.compass.state.pa.us/CWIS**](http://www.compass.state.pa.us/CWIS) **to complete the Child Abuse History Clearance online:**

* **Click on Create Individual Account. Go to the bottom of the screen and click NEXT.**
* **Create a Keystone ID. The ID must be 6 to 10 characters.**
* **Complete the First Name, Last Name, Email and Confirm Email section.**
* **Choose 3 security questions and answer those; these will be used if you forget your password. Answer the last security question at the bottom of the screen and click Finish.**
* **You will receive two emails; one will validate your Keystone ID and the other will give you a temporary password that you will use the first time you sign on.**

**Go back to** [**www.compass.state.pa.us/CWIS**](http://www.compass.state.pa.us/CWIS) **and click on INDIVIDUAL LOGIN and ACCESS MY CLEARANCES:**

* **Put in your Keystone ID and your temporary password.**
* **The next screen will prompt you to create your own password or PIN.**

**Once you are signed in using your new password, you can start the application. This clearance is free for Volunteers. However, you must select “Volunteer” as the purpose for this application to avoid any payment. On the first page of the application, you will be asked if you want a copy sent to your mailing address; say YES! The results will automatically be sent to your email address but having a copy sent to your actual mailing address ensures that you will get the clearances if you should encounter problems with your email. When you complete the application, print two copies of the last screen which states that you have successfully completed your application. This screen also provides you with a reference number that you can use should you encounter problems with the clearance. Keep one printed copy of this screen for your records and bring the other to orientation as proof that you have applied for the clearance.**

**In some cases, the results will be instant and you can print your clearance certificate immediately. In other cases, you will receive an email within 14 days stating that your clearance is complete. When you receive the actual clearance certificate, print two copies. One is for your records and the other must be provided to the Volunteer Services Office for inclusion in your file.**

**Volunteers cannot move forward for training and placement until the Volunteer Services Office has proof that you have obtained OR applied for the PA Child Abuse Clearance and the FBI Fingerprint Clearance.**

**• For questions regarding your Pennsylvania Child Abuse History Clearance Application, contact ChildLine at 1-877-371-5422.**

**• For assistance with your account log- in or other technical issues, contact 1-877-343-0494.**

**1/16; 10/17;11/18, 7/21**