Step-by-Step Instructions to Apply for Clearances

Child Abuse History Certification Online Application
https://www.compass.state.pa.us/CWIS/Public/Home
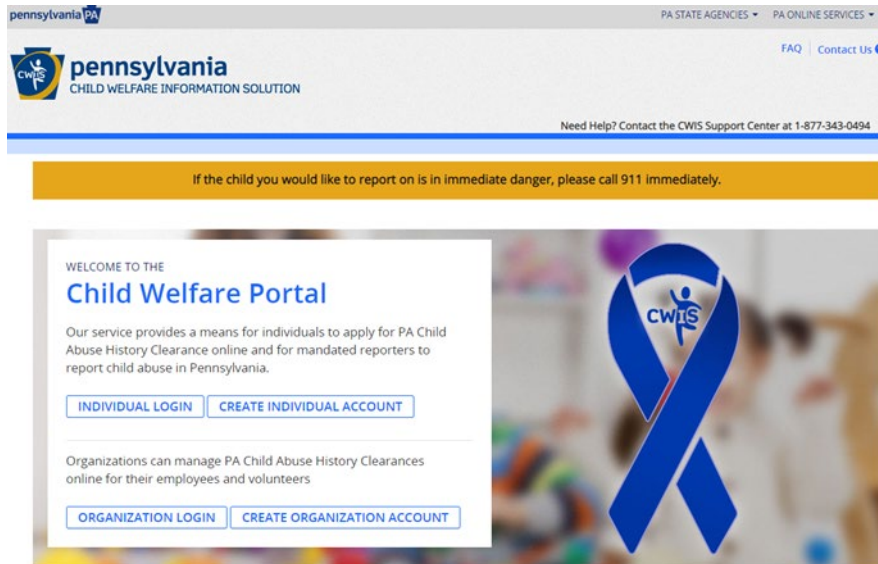
1. If registering for the first time, choose *Create Individual Account* and proceed to step 2. Otherwise, choose *Individual Login* to *Access your Clearances* and *Create a Clearance Application*. Proceed to Step 6. (See FAQ at the top of website if "having trouble logging in")
2. Read the directions on the next page, and then click *Next.*
3. 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.
4. You will be provided with a temporary password at the email address provided.
5. 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. (It is important that you write down your username and password for future access!)
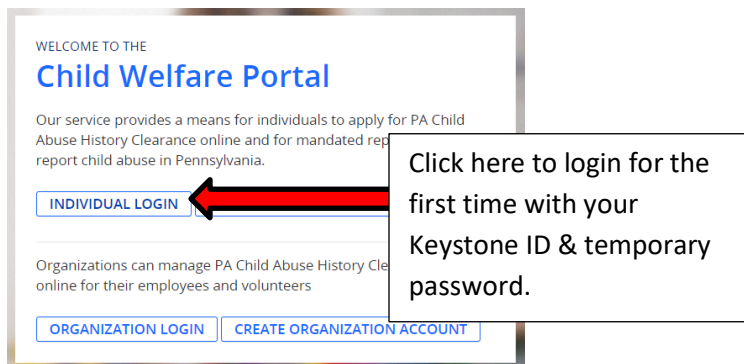
6. There will be a series of pages to fill in but remember to select **School Employee Not Governed by Public School Code** for the purpose of the clearance *(Do not choose VOLUNTEERS Only version)*

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

JANEDOE12345 Alerts **0** | FAQ | Contact Us ❓ | **LOG OUT**

Need Help? Contact the CWIS Support Center at 1-877-343-0494

Back To My Account

e-Clearance ID: **000007918415**

DELETE APPLICATION **SAVE APPLICATION**

Part 1

- 🔵 Application Purpose
- ⚪ Applicant Information
- ⚪ Current Address
- ⚪ Previous Address
- ⚪ Household Members
- ⚪ Application Summary

Part 2

- ⚪ eSignature
- ⚪ Application Payment

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.
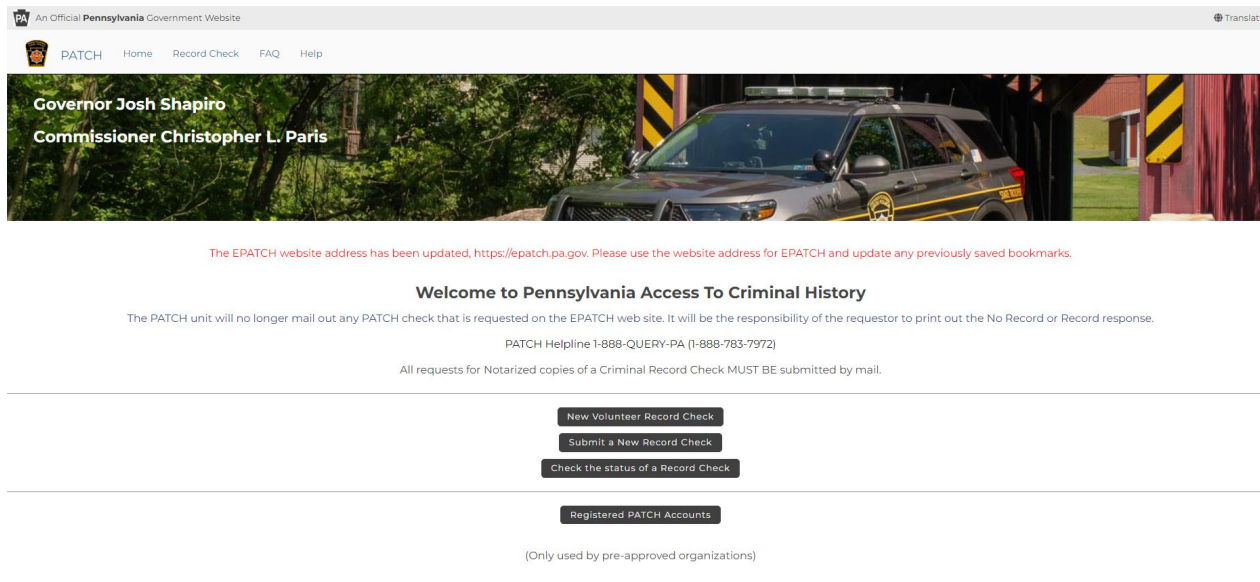
For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at http://keepkidssafe.pa.gov/clearances/index.htm

○ Volunteer Having Contact with C̶̶̶̶̶ for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child̶̶̶̶, a school or a program, activity or service, as a person responsible for the child's welfare or having ̶̶̶̶̶̶̶contact with children.

○ Foster Parent: Applying for purpose of providing foster care.

○ Prospective Adoptive Parent: Applying for the purpose of adoption.

○ Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school.

○ School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.

◉ ==School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.==

7. 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.

8. You must pay for the clearance online ($13) using either a debit or credit card and then sign electronically.

9. 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.

PA State Police Criminal Record Check Online Application

https://epatch.pa.gov

PATCH Home Record Check FAQ Help

Governor Josh Shapiro
Commissioner Christopher L. Paris

The EPATCH website address has been updated, https://epatch.pa.gov. Please use the website address for EPATCH and update any previously saved bookmarks.

Welcome to Pennsylvania Access To Criminal History

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Volunteer Record Check

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

1. Have a credit card ready.
2. Click on *Submit a New Record Check (Do not choose VOLUNTEERS Only version)*

New Volunteer Record Check ❌

Submit a New Record Check ⬅ Click here to start the clearance application process.

Check the status of a Record Check

Registered PATCH Accounts
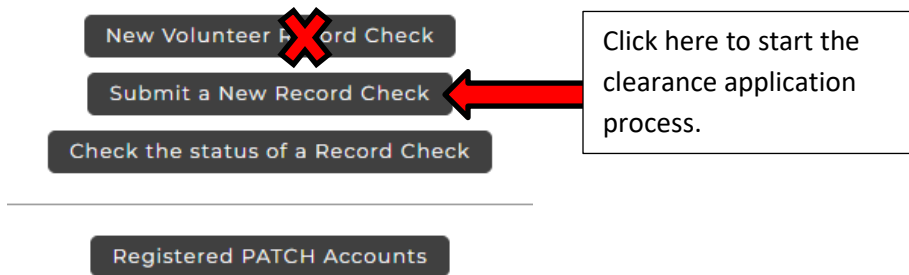
3. Accept the Terms and Conditions.
4. Select *Individual Request*- click Continue.
5. Reason for Request - choose **Employment**.

PATCH   Home   Record Check   FAQ   Help

Home   Terms and Services   Requestor Details   REQUESTOR INFORMATION

Requestor Information

Please fill in the following form. Fields marked with an * are required.

When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Anoth

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Eac
you will be required to enter a valid credit card, which will be charged **$ 22.00** dollars for each individual on which you are performing a ba

* Reason For Request: -- Select a Reason --
* First Name: -- Select a Reason --
                 Adoption
                 Employment   ⬅ The "Reason for Request" should be "Employment", select "Employment" from the drop-down list.
Middle Name: Foster Care
                 Other
                 VISA
* Last Name:

* Address Line 1:

Address Line 2:

* City:

* State: -- Select a State --

* Zip:

6. Accurately complete the information requested and click *Next.*
7. Verify, then click on *Proceed*.
8. Enter your personal information again and click *Submit This Request*.
9. Click *Submit* on the Review page.
10. Click *Checkout.*
11. Enter your credit card information ($22) and click *Pay With Your Credit Card.*
12. Click on the hyperlink for the control number.
13. **Very Important**: Write down the Control Number and the date it was processed.
14. Click on **Certification Form**.

15. 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
https://uenroll.identogo.com/

1. Enter your Service Code to get started: **1KG6RT,** click **GO (all teacher education students use this same code to be fingerprinted for PA Department of Education)**

To start the process of scheduling your fingerprinting appointment enter the code **1KG6RT** in the box to the left.

2. Click *Schedule or Manage Appointment* and complete all *Essential Info* then click *Next*

3. Complete all *Additional Info* for **Agency Identifiers** then click **Next (create a security question and answer, write this down for future reference)**
4. Complete all *Citizenship* information then click **Next**
5. Complete all *Personal Questions* information then click **Next** (you do not have an authorization code)
6. Complete all *Personal Information* then click **Next**
7. Complete all *Address* information then click **Next**
8. Choose the Identification *Document* you will bring to your enrollment then click **Next**
9. Search for an *Enrollment Center* for *Location* to be fingerprinted then click **Next**

10. *Select Date* and *Select Time* for fingerprinting appointment then click **Next** (scheduled appointments take priority over Walk-Ins)
11. Print the enrollment screen (you will also receive an email from IdentoGo confirming appointment)
12. Hit **Submit**
13. You will be prompted to **confirm appointment**. Your payment of $25.25 will be made at the IdentoGo Center via Credit Card, Business Check or Money Order at the time of the fingerprinting appointment.
14. You will receive an email from PASafeCheck **(status@dev.PASafeCheck.identogo.com)** within 72 hours of being fingerprinted with a link to access your 2-page Unofficial Copy called the Civil Applicant Response. **IT IS IMPORTANT THAT YOU ARE AT A COMPUTER WHERE YOU CAN PRINT AND SAVE THE UNOFFICIAL COPY AS THIS WILL BE A ONE-TIME ACCESS ONLY LINK!**
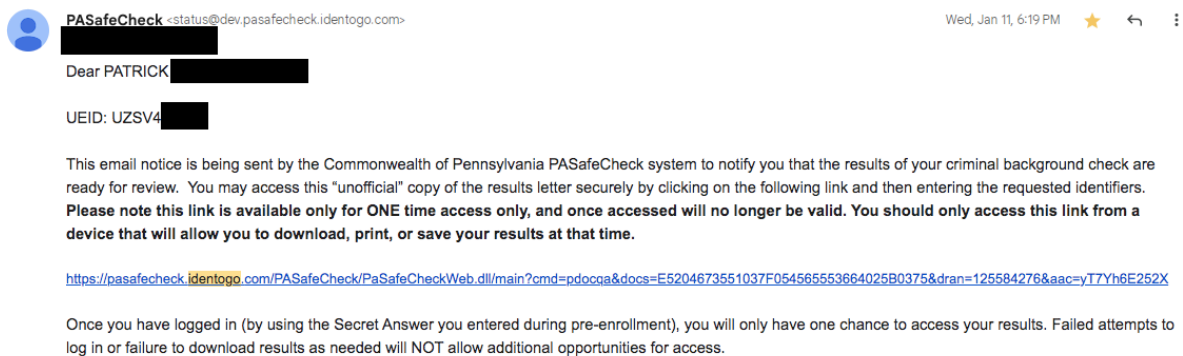
15. **If the LINK fails, you can call PA Dept of Ed School Services at 717.783.6788 to print and mail you an Unofficial Copy.**
16. **Please submit the Unofficial Copy or PASafeCheck email to Candidate Services.**

Office of Candidate Services does not have equipment to fingerprint with the Commonwealth supplier, IdentoGO.

TB Testing

- It is preferred that your TB Test is no more than 3 months old when starting the first field course for a program (not the first field course for the academic year or semester). If you currently have a TB test that is less than a year from the read date, it will be accepted.
- EGP Majors ONLY: Must retest for field course EGP322 if your test is two or more years old. Your test cannot turn two years old during the semester of this course.
- All Others: No retest is needed until applying for *student teaching (except in rare cases).
- Please use the WCU TB Test form

   * TB Test for Student Teachers must be "current." Current is defined as being issued no earlier than one year prior to the last day of the student teacher experience.

WCU TB Test Form:
https://www.wcupa.edu/education-socialWork/documents/TuberculinSkinTest-EducationMajors.pdf

To check on a clearance request, if there is a delay:

CWIS Support Center: **1-877-343-0494** (PA Child Abuse)

PATCH Helpdesk: **1-888-783-7972** (PA Criminal Record Check)

IdentoGo/Idemia: **1-855-845-7434** (FBI Fingerprinting)

> - **File the electronic and paper copies in a place where you can easily find them. *Candidate Services does not keep your original clearances!***
>
> - **Your original clearances should be readily accessible should a school or other field placement request to see the originals.**