

## Pennsylvania Child Abuse History Certification Instructions (free for volunteers if you haven't applied for the clearance within the previous 57 months)

- Go to <https://www.compass.state.pa.us/cwis/public/home>.
- Click on "Create Individual Account."
- Read the General Information provided, then click "Next."
- Create a new Keystone ID by providing the required information and answering the security questions. Write down your created ID for later reference. Then, click "Finish."
- After completing your registration, you will receive two emails from the state. They will contain your created Keystone ID and a temporary password.
- Using that information, log in to <https://www.compass.state.pa.us/cwis/public/home> by clicking "Individual Login."
- Follow the instructions to set a permanent password. You will be taken back to the home page and asked to login with this new password.
- Read the Terms and Conditions. Check the "I have read..." statement and click "Next."
- Read through the disclosure information and click "Continue."
- Click on "Create Clearance Application."
- Review the information you will need and click "Begin."
- Click on the "Volunteer Having Contact with Children:..." statement as your reason for submitting this application. Enter North Way Christian Community as the "Agency Name". Then, click "Next."
- Enter the requested information: Name and Social Security Number (**Note: You may opt not to provide your SSN. Should you choose not to, follow the instructions provided. This may delay your clearance or may require additional documentation.**)
- Enter your Current Address. Choose the delivery method for your clearance certificate. Then, click "Next."
- Enter all Previous Addresses. (your current address has already been recorded) Use the "+" button to add all addresses that you have lived at since 1975. When finished, click "Next."
- Enter Household Members using the "+" button to add names. Then, click "Next."
- Review the Application Summary information. Scroll down to click "Next."
- Acknowledge that the information you entered is true and correct. Check the "I hereby certify..." and then type your name in the Signature box exactly as you entered it on the beginning page of this process. Then, click "Next."
- Select "No" to the question of "Did the organization you are volunteering for provide a code for your application?" This clearance is free for volunteers and will not require a code.
- Click "Submit Application."
- Your Pennsylvania Child Abuse History Certification has been submitted. Your clearance will be sent to you via the delivery method you selected during this process.

Submit the clearance result to your ministry leader or directly to our North Way HR Department at [alanak@northway.org](mailto:alanak@northway.org).