

Child Abuse Clearance Check

(Here are the steps)

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click **"Create Individual account"**
3. Click **"Next"**
4. Create a Keystone ID
5. You should receive an email with your ID and a temporary password.
6. Copy the temporary password
7. Go back to <https://www.compass.state.pa.us/cwis/public/home>
8. Click **"Individual Login"**
9. Click **"Access my clearances"**
10. Scroll to the bottom and click **"Continue"**
11. Then login with your Keystone ID and paste the temporary password you were given.
12. You will then be asked to create a permanent password, do that.
13. Then you will be asked to re-log in.
14. Then scroll to the bottom and click **"Agree to the terms and conditions."**
15. Click **"Next"**
16. Scroll to the bottom and click **"Continue"**
17. Then click **"Create Clearance Application"**
18. Begin filling out the application. If you are a volunteer with YFC, click: *"Volunteer having contact with children."* If you are a paid staff member, click: *"Individual 14 years of age or older who is applying or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children."*
19. Then continue filling out the rest of the clearance application. (Follow the white circles located on the left hand side. Blue circles indicates that part of the application is done)
20. If you're a volunteer, you won't be charged with an application fee. If you are a paid YFC staff member, you will have to pay an \$8 application fee. Just use your YFC credit card.
21. Then click **"finalize and submit"**
22. Once done, you should receive an email with your confirmation and how to print off your clearance. You can always just log back in and print it off as well. (Print off your proof of purchase for our records)
23. Give a copy of the clearance to Jay or Nick

If you have any issues, contact the staff person in charge of your area.