



## Instructions for Clearances for Children & Youth Workers

### **Criminal History – Report of Criminal History from the Pennsylvania State Police (PATCH)**

The church will run your criminal history check when your other clearances are requested. You will be contacted before this clearance is run.

### **Child Abuse History – Child Abuse History Clearance from the PA Department of Human Services**

Please use the payment code included in your email, or contact Kristy Hard ([Kristy@aplaceforyou.org](mailto:Kristy@aplaceforyou.org)) to request the payment code for your volunteer clearance.

- If this is your first Child Abuse History Clearance (*or you do not have your use name and password*), you must first create an account.
  - Go to <https://www.compass.state.pa.us/cwis/public/home> to create your profile. Click the “Create Individual Account” button. The Keystone ID they ask for is a “user name” – one that you create.
  - Record your username & password for future reference so you will be able to log in to the site the next time (clearances must be renewed every five years).
- Once your account is created, please follow the instructions below.
  - Go to <https://www.compass.state.pa.us/cwis/public/home>
    - Click the “Individual Login” button, click “Access my Clearances”, then read through the disclosures and click “Continue” at the bottom of the page.
    - Enter your user name and password and verify your account.
    - Click “Create Clearance Application” at the top of the screen, then click begin at the bottom right of the screen.
    - For Application Purpose, please select “volunteer”. **Please answer “no” when asked if you have had clearances done in the last five years.**
    - Fill in your personal information (if you have previously submitted an application, your login will auto fill the fields), then click next. **Please DO NOT enter your social security number. It will go through without it.**
    - Note the e-clearance ID shown above “Applicant Information” – write this down for your reference!
    - Continue filling out the form, and choose if you would also like a paper copy of the form mailed to you. It will be available online no matter what you choose. Check all of the information as you go and click continue.
    - E-sign, click next, then click “Yes” for the application payment code.
    - Use the payment code assigned you by the church office. If you do not have a code or your code does not work, please contact [kristy@aplaceforyou.org](mailto:kristy@aplaceforyou.org) to get your personalized code!
    - Record your username & password for future reference so you will not need to re-enter all of your personal information the next time. (All clearances must be completed every 5 years.)
    - You will receive an email letting you know your clearance has been processed. I will be able to print your certificate for the church’s records if the code was used.

### **Mandated Reporter Training – Recognizing and Reporting Child Abuse**

All children’s ministry workers are considered mandated reporters for child abuse. It is important to understand your responsibilities as a mandated reporter. Please complete **one** of the following training options.

- Read the [Mandated Reporter FAQ sheet](#) and fill out the [mandated reporter agreement](#) **OR**
- Complete online Mandated Reporter Training: [www.ReportAbusePa.Pitt.edu](http://www.ReportAbusePa.Pitt.edu) . The course is approximately three hours long followed by a short evaluation and a certificate of completion (this counts for continuing education credit). You do not have to complete the course in one session. During any future visits, you will get a message asking if you would like to resume where you left off. Please click on “Okay” to pick-up where you ended your last session. **After you have completed the training, please print your certificate and submit to Ebenezer BFC.**