

Instructions for Clearances and Mandatory Reporter Training

www.KeepKidsSafe.pa.gov

PA Child Abuse History Clearance: Start at www.KeepKidsSafe.pa.gov. Click on the “Clearances” button on the sidebar. Click on the www.compass.state.pa.us/cwis link. You will have to create a Keystone ID. Follow the steps to create your account and change your password. Then log in to the site and click “Create Clearance Application.” You will need a credit card; the cost is \$10. For “application purpose” choose “Regular Contact with Child.” Complete the form and payment information. You will need to provide any former addresses and information about anyone you have lived with since 1975. When your record is returned (you will receive an email), print it and send it to Shawn.

PA State Police Criminal Record Check: Start at www.KeepKidsSafe.pa.gov. Click on the “Clearances” button on the sidebar. Click on the www.dhs.state.pa.us/findaform/childabusehistoryforms/index.htm link. Under “Pennsylvania State Police Criminal Record Check Instructions” click on epatch.state.pa.us/Home.jsp link. Select “Submit a New Record Check.” Choose “Employment” as reason. Fill in the form and payment information. You will need a credit card; the cost is \$10. When your record is returned, click on the record number beside your name. Then click on “certification form.” Print this and send a copy to Shawn.

FBI Fingerprint Clearance: Start at www.KeepKidsSafe.pa.gov. Click on the “Clearances” button on the sidebar. Click on the www.dhs.state.pa.us/findaform/childabusehistoryforms/index.htm link. Under “FBI Criminal Background Check Instructions” click on www.pa.cogentid.com//index_dpw.htm. Click “Register Online.” You will need a credit card; the cost is \$25.75. For reason choose “Employment with significant likelihood of contact with children.” You do not need to fill in the agency information. Fill in the form and payment information. Print your RegistrationID. Take this to a fingerprint center within 90 days. Be sure to read “What to bring.” You will need ID and minors must be accompanied by a parent or guardian. The site will give you fingerprint locations in your county. After you receive your results, send a copy to Shawn.

Mandatory Reporter Training: The PA Department of Human Services has approved this training to meet the requirements of Act 31 www.reportabusepa.pitt.edu. This online course is designed to take 3 hours (most complete it in much less time). You do not have to complete it in one session. You can log out and come back later. At the end you will receive a certificate to print. Send a copy of this to Shawn.