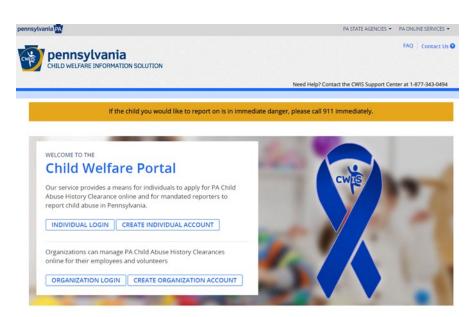
Child Abuse History Certification Online Application

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!)

WELCOME TO THE Child Welfare Portal	
Our service provides a means for individuals to apply f Abuse History Clearance online and for mandated rep report child abuse in Pennsylvania.	Click here to login for the
	first time with your
Organizations can manage PA Child Abuse History Cle online for their employees and volunteers	Keystone ID & temporary password.
ORGANIZATION LOGIN CREATE ORGANIZATION	ACCOUNT

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*)

JANEDOE12345 Alerts O FAQ Contact Us 2 LOG OUT ennsylvania ILD WELFARE INFORMATION SOLUTION Need Help? Contact the CWIS Support Center at 1-877-343-0494 DELETE APPLICATION SAVE APPLICATION e-Clearance ID: 000007918415 Back To My Account Part 1 **Application Purpose** 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 //clearan s/index.htm ○ Volunteer Having Contact with 0 g for the purpose of volunteering as an adult for an unpaid Part 2 position as a volunteer with a child e, a school or a program, activity or service, as a person responsible for the child's welfare or having eSignature ontact with children. ○ Foster Parent: Applying for purpose of pro Application Payment ing foster care. \odot 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. $^{\bigcirc}$ 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

- 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.

111 of the Public School Code.

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



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.





(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)

Submit a New Record Check the status of a Reco	Check clea	ck here to start the arance application ocess.
Registered PATCH Acc Accept the Terms and Conditions Select Individual Request- click C	s.	
Reason for Request - choose Em		
Home Terms and Services Requestor Deta		
Please fill in the following form. Fields n	narked with an * are required.	Requestor Informati
When an email address is entered an ei	mail confirming that the request	Requestor Informati was received by the Pennsylvania State Police will be sent. ich you are performing a background check will be gathere
When an email address is entered an er Once this step is completed, informatio	mail confirming that the request on regarding the individual for wh	was received by the Pennsylvania State Police will be sent.
When an email address is entered an er Once this step is completed, informatio	mail confirming that the request on regarding the individual for wh dit card, which will be charged \$; Select a Reason >	was received by the Pennsylvania State Police will be sent. ich you are performing a background check will be gather 22.00 dollars for each individual on which you are performin The "Reason for Request"
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- 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/

IdentoGO			English 🗸
	100		
Check the Statur	Enter Code Don't know yo Contact your ag	Code to get started.	sting Appointment
Check your status or For additional help, y	reprint your cardscan registration form. contact customer service		sung Appointment or schedule a retake.
	We provide the follow	wing additional services:	
STATE	(FBI)		6
State History Check Request a copy of your criminal history record from a participating State.	FBI History Check Request a copy of your criminal history record from the FBI. Personal use only, cannot be used for Employment or Licensing purposes.	Fingerprint Cards Collect your fingerprint images for a fingerprint card (FD-258).	Photo Services Two professional 2x2 photos for passport and visa documents.
		DB: Af right reserved try Philip	

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)**

Enter your Service Code to get starte	ed.
Enter Code GO Don't know your Service Code?	To start the process of scheduling your fingerprinting appointment enter the code 1KG6RT in the box to the left.
Contact your agency or click here.	identity-related needs.

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

			Location	Date and Time	
					* Required Fields
	a Postal Code, City, Airport Cod nue or 'Cancel' to exit.	le or Special Location Access Code to se	arch for a location to schedule you	ur appointment. After selectir	ng a location, click 'Next' to
Not	e: Your registration is not yet comp	elete. You must select a location, as well as	a date/time on the following pages pr	rior to receiving your appointme	ent confirmation.
Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5 🗸					5 🗸
193	83	Vuse My Location Q Search			
	Location	Addr	955	Next 7 Days	Distance
•	West Chester, PA	707 E G	ay St 566 ap	pointments available	0.76 mi
9	IdentoGO 707 E Gay St West Chester, PA 19380-4545		30 AM - 12:00 PM & 12:30 PM - 05:0 · 12:00 PM & 12:30 PM - 03:00 PM	00 PM	
•	707 E Gay St	Monday - Friday: 08:	12:00 PM & 12:30 PM - 03:00 PM	00 PM	
•	707 E Gay St	Monday - Friday: 08: Saturday: 08:30 AM	12:00 PM & 12:30 PM - 03:00 PM	00 PM	Next>
	707 E Gay St	Monday - Friday: 08: Saturday: 08:30 AM	- 12:00 PM & 12:30 PM - 03:00 PM located inside AAA.	20 PM	Next > 3.88 mi
>	707 E Gay St West Chester, PA 19380-4545	Monday - Friday: 08 Saturday: 08:30 AM Enrollment Center is	12:00 PM & 12:30 PM - 03:00 PM located inside AAA.		
>	707 E Gay St West Chester, PA 19380-4545 West Chester, PA	Monday - Friday - 08 Saturday - 08:30 AM Enrollment Center is 1442 Pottst	12:00 PM & 12:30 PM - 03:00 PM located inside AAA. 20m Pike 93 apt 10 Pike 230 ap	pointments available	3.88 mi
>	707 E Gay St West Chester, PA 19380-4545 West Chester, PA Downingtown, PA	Monday - Friday - 08; Saturday: 08:30 AM Enrollment Center is 1442 Potist 105 Qua	12:00 PM & 12:30 PM - 03:00 PM located inside AAA.	pointments available	3.88 mi 5.58 mi

- 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!

PASafeCheck <status@dev.pasafecheck.identogo.com></status@dev.pasafecheck.identogo.com>	Wed, Jan 11, 6:19 PM	*	¢	:
Dear PATRICK				
UEID: UZSV4				
This email notice is being sent by the Commonwealth of Pennsylvania PASafeCheck system to notify you that the results of yo ready for review. You may access this "unofficial" copy of the results letter securely by clicking on the following link and then e	•			
Please note this link is available only for ONE time access only, and once accessed will no longer be valid. You should	÷ .			

https://pasafecheck.identogo.com/PASafeCheck/PaSafeCheckWeb.dll/main?cmd=pdocqa&docs=E5204673551037F054565553664025B0375&dran=125584276&aac=yTTYh6E252X

Once you have logged in (by using the Secret Answer you entered during pre-enrollment), you will only have one chance to access your results. Failed attempts to log in or failure to download results as needed will NOT allow additional opportunities for access.



MorphoTrust PASafeCheck Coordinator

Phone: 1-844-321-2101 6840 Carothers Parkway, Suite 601 Franklin, TN 37067

device that will allow you to download, print, or save your results at that time.

- 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.