

Process for acquiring a PA Child Abuse History Clearance

Please note: A payment code for this clearance will be emailed to you by the camp director upon receipt of your completed employment agreement.

Step One: Create a Keystone ID/Citizen Account

1. Go to <HTTP://www.compass.state.pa.us/CWIS> This will take you the Child Welfare Portal of the PA Department of Public Welfare.
2. Click on "Create New Account" to be taken to a General Information page regarding the creation of a Keystone ID.
3. Click "Next" in the lower right corner to be taken to the Keystone ID Profile Information page.
4. Input the required information, beginning with a Keystone ID (username) of your choosing. When complete, click on "Finish" in the lower right corner.
5. You should receive notification that a temporary password has been sent to the email address you provided.
6. Open email from automatedmailDONOTREPLY@pa.gov and copy the temporary password as instructed.

Step Two: Create and Set Permanent Password

1. Go to <HTTP://www.compass.state.pa.us/CWIS> and click on "Login." This will take you to a page asking, "What would you like to do today?"
2. Click on "Access My Clearances." This will take you to a "Learn More" page.
3. After reading this page, click on "Continue" in the bottom right corner.
4. Login using your newly created Keystone ID (username) and the temporary password.
5. Create and set a permanent password as instructed. Click "Submit" in lower right corner.
6. You will be congratulated for creating a password to go with your Keystone ID. Close the window/page as instructed to open the Login page (again).

Step Three: Complete Application

1. Go to <HTTP://www.compass.state.pa.us/CWIS> and click on "Login." This will take you to a page asking, "What would you like to do today?"
2. Click on "Access My Clearances." This will take you to a "Learn More" page.
3. Login using your Keystone ID and permanent password.
4. Accept the Terms and Conditions and click on "Next"
5. Read the "Learn More" page and click on "Continue."

6. On the "My PA Child Abuse History Clearance" page, click on "Create Clearance Application."
7. When you are asked for "Application Purpose," click on the selection that begins "Individual 14 years of age or older..." and "Next."
8. Complete application.
 - a. You will need to have your Social Security number, addresses of all the places you have lived (since 1975) and all the people you have lived with.
 - b. After the eSignature page, you will be asked if your organization provided you with a code for payment. Click on "Yes," and input the code provided to you by the Lutheran Camping Corporation.
9. Click "Submit," and you're (finally) all done!