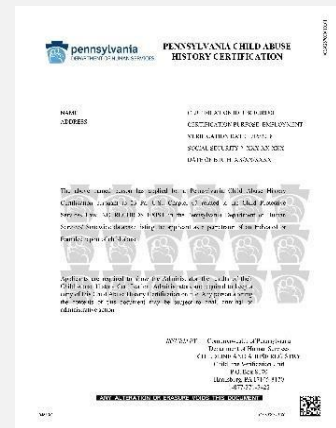


## ACT 33 – PENNSYLVANIA CHILD ABUSE CLEARANCE INFORMATION

In order to comply with Pennsylvania legislation (ACT 153), your position requires that you secure a new **Act 33 Pennsylvania Child Abuse History Clearance** every 60 months.

You are required to provide original documentation of this clearance **by the expiration date provided to you by Human Resources. Due to this stringent timeline, you are required to initiate the process to obtain this clearance as soon as possible.** Failure to provide this information within the specified time frame or unsatisfactory and/or discrepant results may disqualify you from further employment, up to and including termination.

Once you receive your official Act 33 Child Abuse Clearance, you will be required to provide this to your Human Resources office or to your department manager.



*This is an example of the Act 33 Pennsylvania Child Abuse History Clearance*

### ACT 33 – Pennsylvania Child Abuse Clearance Application Instructions

The cost of this clearance is \$13.00 and must be paid via credit or debit card through the online application process. No cash or personal checks will be accepted. Carefully review the following information:

1. Go to <https://www.compass.state.pa.us/cwis/public/home> and select **Create Individual Account**
  - a. For the best results, please access the website using Google Chrome. If you do not have Google Chrome on your computer, it can be downloaded from <https://www.google.com/chrome>
2. Create a **Keystone ID** account.
  - a. This account will be used to check the status of your clearance application and for future website use
  - b. Once created, you will receive an email confirmation and temporary password; you must wait to receive this information before moving forward with your application.
  - c. Click on the **Child Welfare Portal** link within your email.
3. Select **Login**.
4. Select **Access My Clearances**.
5. Select **Continue** after scrolling down to the bottom of the page.
6. Re-enter your Keystone ID and temporary password; you will then be prompted to create a permanent password.
7. Once your permanent password is created, you will be redirected back to the login page; enter your new password and Keystone ID.
8. Agree to the **Terms and Conditions**.
9. Scroll to the bottom of the page and click **Continue**.
10. Select **Create Clearance Application**.
11. Follow the instructions outlined on the website to complete the application
  - a. Select **Individual 14 years of age or older who is applying for 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** as the purpose.
12. After submitting payment information, select **Finalize and Submit Application**.

**What are the next steps of the process after I submit my application?**

- You will receive a confirmation email once your application has been successfully submitted.
  - Please save this confirmation email for your personal records as proof of submission.
- The PA Department of Human Services will process your application and you will receive an email notification of the outcome within 14 days. You can review the submitted application at any time through your Child Welfare Account login.
- Once you receive email notification of your completed application, please follow the instructions to provide a copy to Human Resources or your department manager.

If have trouble accessing the Child Welfare Portal website at any point, please contact the CWIS Support Center at 1-877-343-0494 between 8:30 a.m. and 4:45 p.m., Monday through Friday.