

Steps for Child Abuse Clearance:

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on Create Individual Account
3. Click Next
4. Type in all your information that it is asking for in the blank white boxes
 - KeystoneID must be 6-10 characters long
5. When you're done, click Finish
6. Log into your email for your temporary password
7. Highlight the password, right click and choose Copy
8. Go back to the web page <https://www.compass.state.pa.us/cwis/public/home>
9. Click Individual Login
10. Click Access my clearance
11. Scroll down the page, click continue
12. Enter your KeystoneID and your Temporary password, Click login
13. Create your own password in "Password" and retype your password in "Confirm Password"
 - Password MUST contain at least:
 - ONE number
 - ONE upper case letter
 - ONE lower case letter
 - ONE special Character, such as @\$%&*
14. Click close window
15. Log back in, enter your keystoneID and your new password, click log in
16. Click: I have read, fully understand and agree to the My Child Welfare Account terms and conditions, then click next
17. Scroll down and click continue
18. Click Create Clearance Application
19. Scroll down and click begin
20. Click on bubble for:
 - ☑ Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Agency Name: **Soans Christian Academy**
21. Scroll down to Click Next
22. Complete ALL of part 1 and part 2 and click next each time you finish a section
23. On Application payment – Click No.
24. Click Waive Application Fee and Submit Application
25. Wait within 14 days for your certificate in your email.

Steps for PA Criminal History Check:

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Click "New Record Check (Volunteers only)"
3. Scroll down, Check the box by clicking it, and click accept
4. Complete the following questions in the text box
Volunteer Organization Name: Grace Neighborhood
Academy
Phone Number: 2155358200
5. Click Next, Click proceed,
6. Complete the following questions in the text box
7. Click "Enter This Request"
8. Click "View Queued Record Check Requests(1)"
9. Click "Submit"
10. Click on your Control #
11. Click on "Certification form"
12. Click Print – Make 2 copies.