



Instructions for Clearances for Children & Youth Workers

Criminal History – Report of Criminal History from the Pennsylvania State Police (PATCH)

The church will run your criminal history check when your other clearances are requested. You will be contacted before this clearance is run.

Child Abuse History – Child Abuse History Clearance from the PA Department of Human Services

Please use the payment code included in your email, or contact the Kristy (Kristy@aplaceforyou.org) to request the payment code for your volunteer clearance.

- If this is your first Child Abuse History Clearance (or you do not have your use name *and* password), you must first create an account.
 - Go to <https://www.compass.state.pa.us/cwis/public/home> to create your profile.
 - Record your username & password for future reference so you will be able to log in to the site the next time (clearances must be renewed every five years).
- Once your account is created, please follow the instructions below.
 - Go to <https://www.compass.state.pa.us/cwis/public/home>
 - Click the “Individual Login” button, click “Access my Clearances”, then read through the disclosures and click “Continue” at the bottom of the page.
 - Enter your user name and password and verify your account.
 - Click “Create Clearance Application” at the top of the screen, then click begin at the bottom right of the screen.
 - For Application Purpose, please select “volunteer”. **Please answer “no” when asked if you have had clearances done in the last five years.**
 - Fill in your personal information (if you have previously submitted an application, your login will auto fill the fields), then click next. **Please DO NOT enter your social security number. It will go through without it.**
 - Note the e-clearance ID shown above “Applicant Information” – write this down for your reference!
 - Continue filling out the form, and choose if you would also like a paper copy of the form mailed to you. It will be available online no matter what you choose. Check all of the information as you go and click continue.
 - E-sign, click next, then click “Yes” for the application payment code.
 - Use the payment code assigned you by the church office. If you do not have a code or your code does not work, please contact kristy@aplaceforyou.org to get your personalized code!
 - Record your username & password for future reference so you will not need to re-enter all of your personal information the next time. (All clearances must be completed every 5 years.)
 - You will receive an email letting you know your clearance has been processed. I will be able to print your certificate for the church’s records if the code was used.

Mandated Reporter Training – Recognizing and Reporting Child Abuse

All children’s ministry workers are considered mandated reporters for child abuse. It is important to understand your responsibilities as a mandated reporter. Please complete **one** of the following training options.

- Read the [Mandated Reporter FAQ sheet](#) and fill out the [mandated reporter agreement](#) **OR**
- Complete online Mandated Reporter Training: www.ReportAbusePa.Pitt.edu . The course is approximately three hours long followed by a short evaluation and a certificate of completion (this counts for continuing education credit). You do not have to complete the course in one session. During any future visits, you will get a message asking if you would like to resume where you left off. Please click on “Okay” to pick-up where you ended your last session. **After you have completed the training, please print your certificate and submit to Ebenezer BFC.**