

## PA Child Abuse Clearance Directions

- Go to: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
- Click **“Create an Individual Account”**.
- Read the information, **click next**.
- You will see a page named **“Create a Keystone ID”**.
  - Make a username (Keystone ID).
  - Fill in the rest of the blanks and click next.
- You will receive a temporary password to your email.
  - Copy the password.
  - Type in the url: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) because your session will have expired.
- Click **“Individual Login”**.
  - **“Access my Clearances”**.
  - Type in your username and **paste your temporary password** (from email).
  - Answer your security questions or have a security code sent to your email.
  - Click either Private or Public device.
  - You will now be at a screen to create your own password.
- Once redirected to the login screen, type your username and your newly created password in.
  - Read and accept the terms and conditions.
  - Click **“Create a Clearance Application”**.
  - Fill out the application to its entirety.
  - **Purpose of Clearance: School employee governed by public school.**
- You can save or delete the application at any time (if needed).
- Once you reach **“payment”**, you will need a credit or debit card for the \$13.00 fee.
- You will receive an email advising when your report is ready. **This may take up to two weeks.** Go back to the website and login.
- You can download the document and email to [adulted@gactc.edu](mailto:adulted@gactc.edu). If you prefer to print and mail the document, address to:

Greater Altoona Career & Technology Center  
Continuing Education  
1500 Fourth Avenue  
Altoona PA, 16602