


Child Abuse History Clearance -Volunteer Version

A guide to help you apply 

Presented by: HR Department





Procedure

As a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months; you may apply for electronic submission.

All information must be within **1 year** of your hire date. Once hired by the district, you will be required to obtain new clearances every 60 months from the date of the oldest clearance.

1. Apply online at [Pennsylvania Child Welfare Information Solution \(CWIS\)](#)
2. Select “Create Individual Account” if you do not have an account before
3. After creating an account, select “Individual Login”
4. Create and fill out the application
5. You will receive an email notification when your result has been updated within **14** days
6. Send the result to the HR department

Create Individual Account




Human Resources Clearances Series

Go to: [CWIS](#)

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PA STATE AGENCIES ▾ PA ONLINE SERVICES ▾



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CHILD WELFARE INFORMATION SOLUTION

[FAQ](#) | [Contact Us](#) ⓘ

Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE


Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers


[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)



Create Individual Account



Create Keystone ID: Profile Information

1  General Information

2  Profile Information



• = Required

To create a new Keystone ID, please provide the fol

Note: Please ensure the information provided below is accurate. O
First Name, Last Name or Date of Birth associated with this ID.

- Keystone ID
- First Name
- Last Name
- Date Of Birth (MM/DD/YYYY)
- E-mail
- Confirm E-mail

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

Security Question Tips

Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.

Avoid using special characters (\$#%&) and punctuation (" , . -) in your answers.

You cannot use the same question more than once.

Answer cannot be any phrase directly from the question.

- Security Question 1
- Answer
- Security Question 2

- 1) Keystone ID is your "Username"
- 2) Any update will be sent to you via email.
Please verify that your email address is accurate

Individual Login



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Keystone ID is your "Username"

PA pennsylvania

Keystone Key

Username

Password

LOGIN

Self-service for Citizens

- Forgot User ID
- Forgot Password
- Edit Profile

Self-service for Commonwealth Employees


- Change CWOPA Password or Hint Questions

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audits Unit.

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Create Clearance Application



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Alerts 0 | Account Profile | FAQ | Contact Us 9 | LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0494

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

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DEPARTMENT OF HUMAN SERVICES

Browser Compatibility
ADA Compliance

Security Policy
Privacy Policy



Fill out Clearance Application

[Back To My Account](#)

Part 1

☒ Application Purpose

☐ Applicant Information

☐ Current Address

☐ Previous Address

☐ Household Members

☐ Application Summary

Part 2

☐ eSignature

☐ Application Payment

e-Clearance ID:

DELETE APPLICATION

SAVE APPLICATION

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at [Clearance Account](#).

For more detailed definitions and exceptions to clearance requirements please visit [Clearances at http://keepkidssafe.pa.gov/clearances/index.htm](http://keepkidssafe.pa.gov/clearances/index.htm)

☒ 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.

"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification " is used interchangeably with "clearance"."

Volunteer Category (required)

Agency Name (required)

Other

Hatboro-Horsham school district

☐ Foster Parent: Applying for purposes of providing foster care.

☐ Prospective Adoptive Parent: Applying for the purpose of adoption.

☐ Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care

Select "Volunteer Having Contact with Children"

Volunteer category:
"Other",
"Hatboro-Horsham school district"



Application outcome

You will receive an email when your application outcome has been updated. Then, click the link and log into your account to view the result.

From: noreply@pa.gov <noreply@pa.gov>

Sent: Date and Time

To: Your E-mail Address

Subject: Pennsylvania Child Abuse History Clearance - Results

Dear (Applicants Name),

Your clearance application , eClearance ID #####, has been updated with the results of our review. You can review your application outcome at any time in your Pennsylvania Child Abuse History Clearance Account for 30 months from the date it was verified. You can review your application by doing the following:


1. [Please Click Here](#)
2. Log into your Pennsylvania Child Abuse History Clearance Account


If you are having problems signing into your account, we are here to help. Please contact the DHS Help Line at 1-877-343-0494 between 8:30 a.m. and 4:45 p.m., Monday through Friday.

.....
Please do not reply to this email directly

Application outcome




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My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION | ADD APPLICATION TO ACCOUNT

 **Status of Submitted Applications**

You can modify an application with an issued certificate, if an  button below.

Warning
It is recommended that you DO NOT save your certificate on a mobile device. Only save your certificate to a trusted computer to protect your information.

Your application has been processed. [To view the result, click here.](#)

Created On 07/20/2023 | Updated On 07/26/2023 | [Download](#)
Verified On 07/26/2023

- 1) Click here to view and download your clearance certificate
- 2) Send it to HR department
(The system will not automatically send your result to us)