Child Abuse History Clearance

-Volunteer Version

A guide to help you apply \bigcirc



Presented by: HR Department







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.

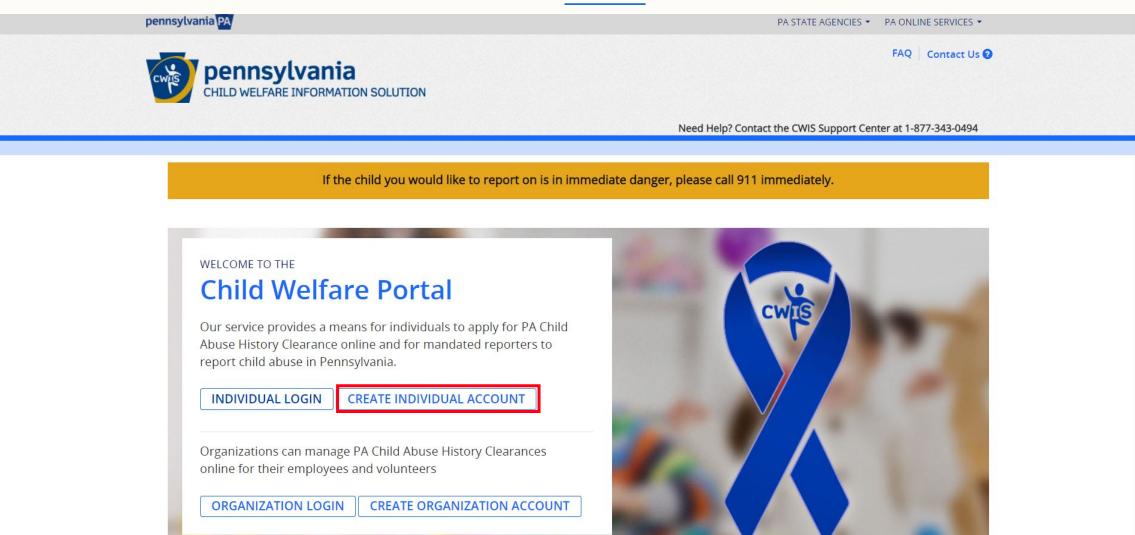
All information must be within <u>1 year</u> of your hire date. Once hired by the district, you will be required to obtain new clearances every 60 months from the date of the oldest clearance.

- 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



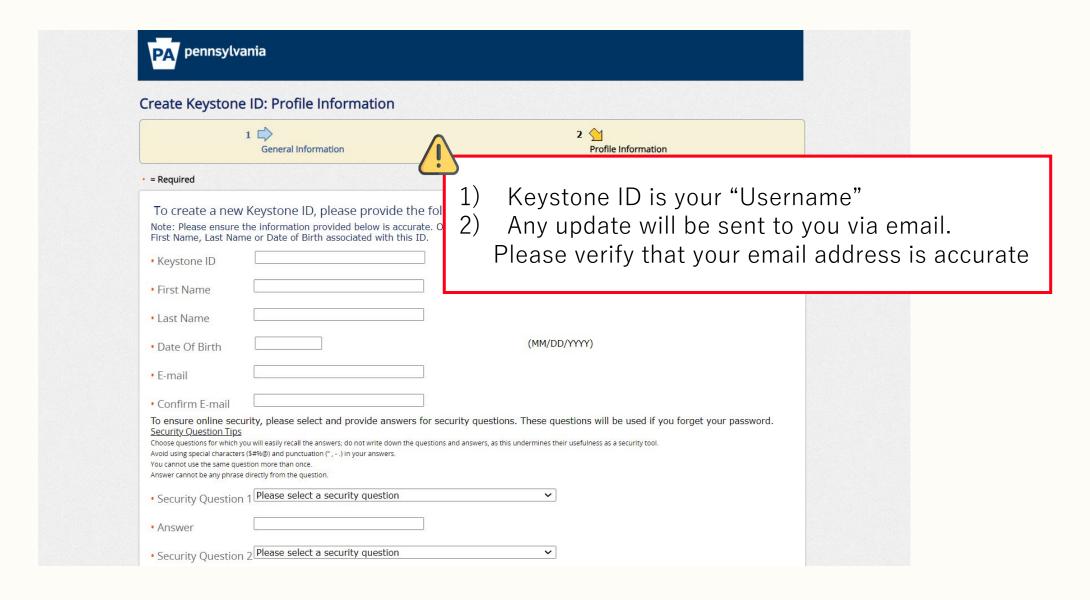
Create Individual Account

Go to: CWIS



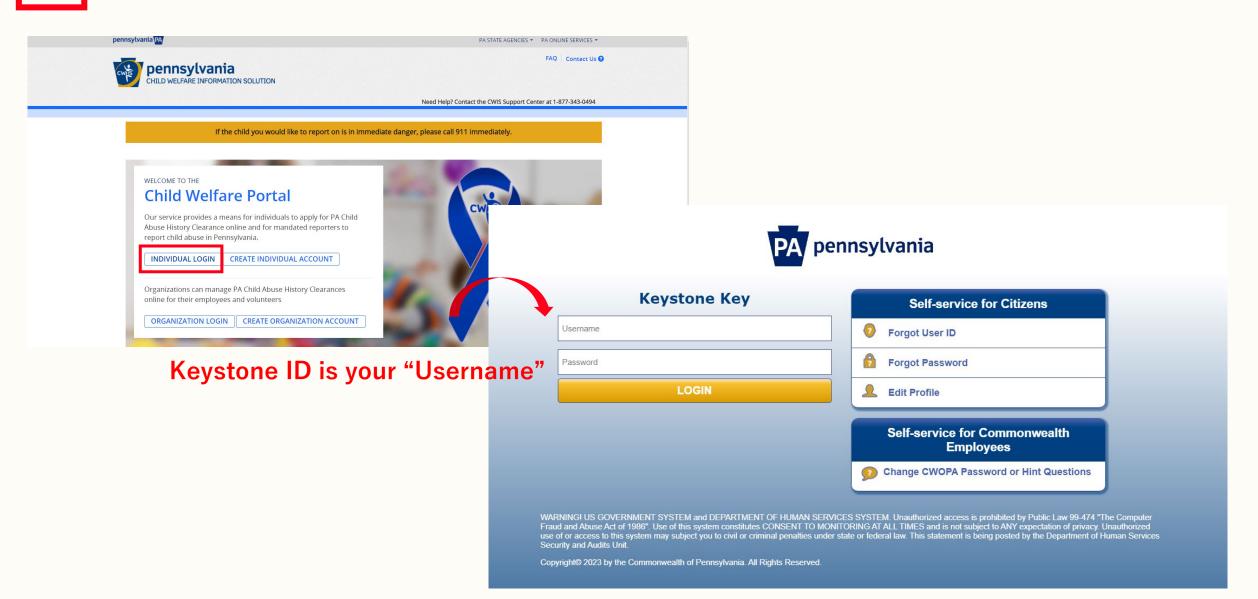


Create Individual Account



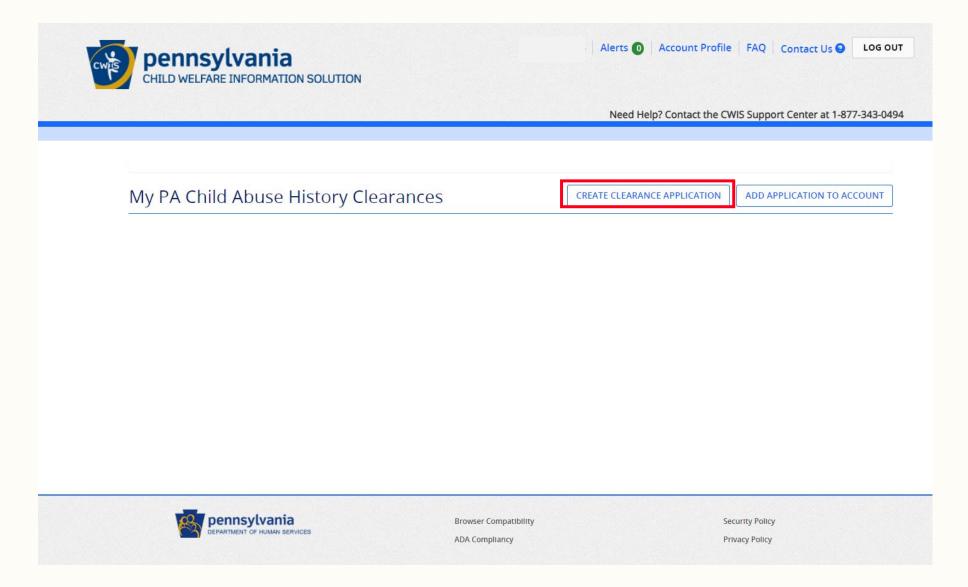
Individual Login





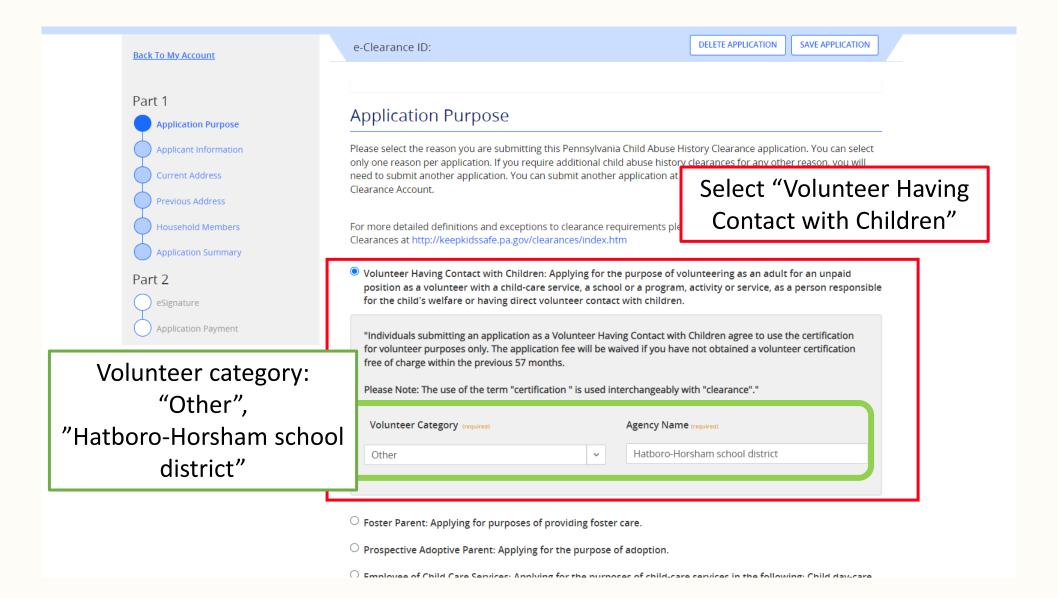


Create Clearance Application





Fill out Clearance Application





Application outcome

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

Please do not reply to this email directly

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.

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.



Application outcome

