

Instructions for getting clearances if you have lived in PA for the last 10 years (consecutively)

These instructions assume that you are comfortable using computers, moving through website structures, and following directions in filling out on-line forms. There are two Certificates required:

- (1) Child Abuse History from the Department of Human Services
- (2) Report of criminal history from the Pennsylvania State Police.

To complete the certification process you will need to supply information, "as much as you can remember", on places you've lived and adults you've lived with for the last 40 years.

Pennsylvania Child Abuse History

1. Go to the Child Protection home page at <https://www.compass.state.pa.us/cwis/public/home>
2. Click Create Individual Account
 - a. Click **NEXT** on the Welcome page
 - b. Fill in the form
 - c. Create a user name, and then check your e-mail for your temporary password.
3. Go back to the home page and click Individual Login
 - a. Note other links available including help
 - b. Click on **CONTINUE** at the bottom right on the page.
 - c. Sign in with **user name** and temporary **password**.
 - d. Create your PERMANENT PASSWORD.
 - e. Note your Keystone Key ID and permanent password for future use.
4. Log in with your Keystone Key and permanent password
 - a. Accept the Child welfare Account Terms and Conditions.
 - b. Click on **NEXT** at the bottom right of the page.

5. Click **Create Clearance Application**
 - a. Read the instructions (Getting Started).
 - b. Click **NEXT** (bottom right of page)
6. First page = Application Purpose page
 - a. Click the radio button that says "**Volunteer Having Contact With Children**"
 - b. You will see two drop down boxes.
 - i. Select **Other** in the Volunteer Category box
 - ii. Type **The Playcrafters, Inc.** in the Agency Name box
7. Click **NEXT** (in the lower section of the page) to continue through the rest of the application, following the instructions, and providing the required information and electronic signature.
8. Follow the instructions to obtain your certificate.

Pennsylvania State Police Criminal History

1. Go to the PA State Police Access To Criminal History (PATCH) website <https://epatch.state.pa.us/Home.jsp>
2. Click on the yellow box: **New Record Check (Volunteers Only)**
3. Click **Accept** (on the bottom section of the page)
4. Follow the instructions and fill in the form.
 - Volunteer Organization Name: The Playcrafters, Inc.
 - Volunteer Organization Telephone Number : (610) 584-4005
 - Personal information
5. Click **NEXT** (on the bottom section of the page).
 - Note the Control Number.
 - Note the date that the application was submitted.
6. Return to the PATCH home page. (The report may be ready instantly or may take some time to compile).
7. Click on **Check the status of a Record Check**

8. Enter your Control Number and required information.
9. Follow the instructions to PRINT to obtain your certificate.
 - a. Click on **Print** at the top of the page to print the certificate.
 - b. Click on **Save** at the top of the page to save the certificate to your computer.