

DOYLESTOWN HOSPITAL
VOLUNTEER SERVICES
Obtaining PA Child Abuse History Clearance

Go to www.compass.state.pa.us/CWIS to complete the Child Abuse History Clearance online:

- Click on Create Individual Account. Go to the bottom of the screen and click NEXT.
- Create a Keystone ID. The ID must be 6 to 10 characters.
- Complete the First Name, Last Name, Email and Confirm Email section.
- Choose 3 security questions and answer those; these will be used if you forget your password. Answer the last security question at the bottom of the screen and click Finish.
- You will receive two emails; one will validate your Keystone ID and the other will give you a temporary password that you will use the first time you sign on.

Go back to www.compass.state.pa.us/CWIS and click on INDIVIDUAL LOGIN:

- Put in your Keystone ID and your temporary password.
- The next screen will prompt you to create your own password or PIN.

Once you are signed in using your new password, you can start the application. This clearance is free for Volunteers. However, you must select “Volunteer” as the purpose for this application to avoid any payment. When you complete the application, print two copies of the last screen which states that you have successfully completed your application. This screen also provides you with a reference number that you can use should you encounter problems with the clearance. Keep one printed copy of this screen for your records and bring the other to orientation as proof that you have applied for the clearance.

In some cases, the results will be instant and you can print your clearance certificate immediately. In other cases, you will receive an email within 14 days stating that your clearance is complete. When you receive the actual clearance certificate, print two copies. One is for your records and the other must be provided to the Volunteer Services Office for inclusion in your file.

Volunteers cannot move forward for training and placement until the Volunteer Services Office has proof that you have obtained OR applied for the PA Child Abuse Clearance and the FBI Fingerprint Clearance.