



Administration Office
4 Academy Street, Suite 100
Boiling Springs, PA 17007

Telephone: 717-258-6484
Facsimile: 717-258-4667
www.smsd.us

Pennsylvania Child Abuse Background Check (Act 151)

<https://www.compass.state.pa.us/cwis/public/home>

Cost: \$13.00 For Employees

- GO to the Portal <https://www.compass.state.pa.us/cwis/public/home> and click on "Individual Login".
 - If you do not already have a login credentials select "Create Individual Account".
 - Follow prompts to create a Keystone ID which will allow you to login to Child Welfare Portal.
 - (Once you create your Keystone ID and password, you will need to keep this information as the PA Department of Welfare does not keep this information on file.)

- After clicking on "Individual Login", click on "Access my Clearances" and then "Continue" at bottom of page.

- Enter in your Keystone ID and password. If you already have an account, you will be asked to verify your account by answering your security questions or via a security sent to email. You will also be asked if you are using a private or public device for future logins.
 - Click on "Create Clearance Application" and follow prompts to fill out application.

- Application Purpose — Select "Employment"
 - Application Information — Enter your personal & contact information.

- Current Address — Enter your current address and method of delivery for your certificate.
- Previous Addresses — Enter any and as much information as possible for everywhere you have lived since 1975.
- Household Members — Enter any and as much information as possible for everyone you have lived with since 1975
- Application Summary — You will be given a summary of your application for review.
- Complete eSignature.
- After online payment is complete you will receive a submission confirmation as well as a confirmation email of received application.

APPLICATION STATUS

Within 14 days, you will receive a confirmation email indicating application results. (If you selected paper certificate for method of delivery, you will receive that paper copy in the mail as well.) Once you receive confirmation you can log onto the Child Welfare Portal www.compass.state.pa.us/CWIS and print out your results certificate to be submitted to the District. **You will only be able to access this one time so save yourself a copy.**