

## PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

**Act 151 of 1994 specified that employees of public schools, hired as of July 1, 1996, must undergo background checks for child or student abuse.**

**Act 15 of 2015 amended the clearance requirements to require background checks be performed upon initial hire and then renewed every 60 months.**

### ELECTRONIC SUBMISSION

The Pennsylvania Child Abuse History Certification application can be submitted online at <https://www.compass.state.pa.us/CWIS>. Once you enter the website you will be directed to the Child Welfare Portal where you must create an account or log-in if you already have an account (Note: you will need a valid email address to create an account).

### PAPER SUBMISSION

Paper submissions of the Pennsylvania Child Abuse History Certification application will still be accepted; however, it does not provide immediate results.

In order to expedite the processing of the hard-copy application, please submit the completed application along with a money order in the amount of **\$8.00 made payable to "Commonwealth of Pennsylvania"** to:

**Office of Representative John McGinnis  
Suite 104, Gable's Building  
1331 Twelfth Avenue  
Altoona, PA 16601**

**Phone: 946-7218  
Hours: 9 AM to 4:30 PM, Mon-Fri**

Or, completed applications, accompanied by the money order, may be mailed directly to the Pennsylvania Department of Human Services, but it will take longer to process your clearance request. **PERSONAL CHECKS WILL NOT BE ACCEPTED.** Mail applications to:

**ChildLine and Abuse Registry  
Pennsylvania Department of Human Services  
PO Box 8170  
Harrisburg, PA 17105-8170**

Please read the instructions for completing the PA Child Abuse History Certification; failure to comply with the instructions will cause considerable delay in processing results. Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Certification will be mailed to the applicant's address within 14 days. For questions related to the Form, please contact the ChildLine Verification Unit at **717-783-6211** or toll free at **1-877-371-5422**.

**Once you receive your clearance, you must provide it to the District and a copy will be made for your file; the original is to be retained by the applicant.**