

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE – ACT 151

**DIRECTIONS FOR COMPLETING THE FORM FOR
BUTLER AREA SCHOOL DISTRICT**

ELECTRONIC SUBMISSION:

- ✓ Go to <https://www.compass.state.pa.us/CWIS/public/home>
- ✓ Create an account or log in if you already have one. An email address is required.
- ✓ Create your own Keystone ID # and fill in rest of information.
- ✓ A temporary password will be sent to the email address you provided.
- ✓ Login in with your temporary password. Create a new password. Login again using your new password.
- ✓ Accept the Terms and Conditions.
- ✓ Create Clearance Application.
- ✓ Click Begin
- ✓ For Purpose of Clearance, check the block marked:
 - SCHOOL EMPLOYEE GOVERNED BY THE PUBLIC SCHOOL CODE or
 - VOLUNTEER HAVING DIRECT VOLUNTEER CONTACT WITH CHILDREN

This signifies that you are seeking to have involvement with a school (public, private, vocational, technical, nursing) FOR ANY REASON (employment and/or volunteering). DO NOT check more than one block.
- ✓ Complete the rest of the application. All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
- ✓ Submit and pay for clearance.
- ✓ Print the Certification form and present a copy of this information to the district.

PAPER SUBMISSION:

- ✓ Obtain the form from the Butler Area School District or the Department of Human Services website at www.dhs.pa.gov.
- ✓ Click on Publication, Clearances, form CY113-Pennsylvania Child Abuse History Form.
- ✓ Type or print CLEARLY AND NEATLY IN INK.
- ✓ The Applicant's FULL LEGAL NAME must be inserted. An initial is not acceptable for a first name.
- ✓ Address must be APPLICANT'S current home address. This is where the results of the clearance will be mailed.
- ✓ For Purpose of Clearance, check either the block marked SCHOOL EMPLOYEE GOVERNED BY THE PUBLIC SCHOOL CODE or VOLUNTEER HAVING DIRECT VOLUNTEER CONTACT WITH CHILDREN. This signifies that you are seeking to have involvement with a school (public, private, vocational, technical, nursing). DO NOT check more than one block.
- ✓ All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
- ✓ Application must be signed and dated. Applications that are not signed and dated will be rejected and returned to the applicant.
- ✓ Enclose a \$8 Money Order for each application unless you are applying as a **VOLUNTEER**, then it is **FREE**. No cash or personal checks accepted. Agency or business checks are acceptable.
- ✓ DO NOT send any postage paid return envelopes.
- ✓ Application should be placed in BUSINESS-SIZED OR LARGER envelope prior to mailing.
- ✓ Submit completed paper application and money order to:
 - ChildLine and Abuse Registry
 - PA Department of Human Services
 - PO Box 8170
 - Harrisburg, PA 17105-8170
- ✓ To check on the status of a request, please call the Department of Public Welfare ChildLine and Abuse Registry at 1-877-371-5422.

NOTE: Clearance results will be mailed to you within 14 days from the date that the clearance is received in their office. Failure to comply with the above instructions will cause considerable delay in processing the results.