**How to Apply for Clearances**

College of Arts and Humanities

For most internships in the College of Arts and Humanities, we require students to “obtain child abuse and criminal record clearances prior to their acceptance in the [internship] program. Students will be required to update their criminal background checks and child abuse clearances if requested by the [internship] site” (“Affiliation Agreement”, WCU, 2019). Below you will find step-by-step instructions on how to get these clearances.

**Child Abuse History Certification Online Application** [**https://www.compass.state.pa.us/CWIS/Public/Home**](https://www.compass.state.pa.us/CWIS/Public/Home)

1. Have a credit card ready.
2. If registering for the first time, choose *Create Individual Account* and proceed to step 2*.* Otherwise,choose *Individual Login* to *Access your Clearances* and *Create a Clearance Application*. Proceed to Step 6. (See FAQ at the top of website if “having trouble logging in”)
3. Read the directions on the next page, and then click *Next.*
4. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click *Finish* after completing all fields.
5. You will be provided with a temporary password at the email address provided.
6. When you receive the email go back to the initial webpage and chose *Login* and if entering for the first time you will be prompted to change your password. (It is important that you write down your username and password for future access!)
7. There will be a series of pages to fill in but remember to select *School Employee Not Governed by Public School Code* for the purpose of the clearance *(Do not choose VOLUNTEERS Only version)*
8. When asked about the Certificate Delivery Method, remember to answer *Yes*, you would like to have a paper copy sent to your home or mailing address.
9. You must pay for the clearance online ($13) using either a debit or credit card and then sign electronically.
10. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

**Criminal Record Check-PA State Police** [**https://epatch.state.pa.us**](https://epatch.state.pa.us/)

1. Have a credit card ready.
2. Click on *Submit a New Record Check (Do not choose VOLUNTEERS Only version)*
3. Select *Individual Request*
4. Reason for Request - choose *Other.*
5. Accurately complete the information requested and click *Next.*
6. Verify, then click on *Proceed*.
7. Enter your personal information again and click *Enter the Request*.
8. Click on *Finished*.
9. Click *Submit* on the Review page
10. Enter your credit card information ($22) and click *Next.*
11. Click on the hyperlink for the control number.
12. **Very Important**: Write down the Control Number and the date it was processed.
13. Click on *Certification Form*.
14. Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

**To check on a clearance request, if there is a delay:**

CWIS Support Center: **1-877-343-0494** (PA Child Abuse)

PATCH Helpdesk: **1-888-783-7972** (PA Criminal Record Check)

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