



Red Land Youth Baseball PA Child Abuse Clearance Instructions

Before you proceed you need to email safety@redlandyouthbaseball.com and request a PA Child Abuse Code. This code will be used in the Payment Section. This helps us get the results and gives you a free Child Abuse Clearance Check.

1. When you have the code, goto: <https://www.compass.state.pa.us/cwis/public/home>
 - a. Click CREATE INDIVIDUAL ACCOUNT
 - b. Follow the steps to create an account
2. After your account is created, return to the above website
 - a. Click INDIVIDUAL LOGIN

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

3.
 - a. Click CREATE CLEARANCE APPLICATION

For assistance, please contact the ChildLine

BEGIN >

4.
 - a. Click BEGIN at the bottom of the page

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

- Volunteer Having Contact with Children:** Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification" is used interchangeably with "clearance".

Volunteer Category (required)

Other

Agency Name (required)

Red Land Youth Baseball

5.

- On the APPLICATION PURPOSE screen, select the first option (Volunteer Having Contact...)
- Then for VOLUNTEER CATEGORY select OTHER
- For AGENCY NAME enter RED LAND YOUTH BASEBALL
- Click Next

and Training Program through a county
(M).

NEXT >

e.

- On this screen enter all of YOUR information and Click NEXT
- On this screen enter YOUR address information and Click NEXT

eSignature

To complete your application, please tell us if you have received a volunteer certification free of charge within the previous 57 months.

Have you received a paper or electronic volunteer certification free of charge since 03/23/2014 ? (required)

Yes No

Please eSign below by checking the acknowledgement and entering your **first and last name** exactly as it appears on the Applicant Information screen.

I hereby affirm that the information entered on this application is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). I have selected Volunteer Having Contact with Children as the purpose for my application and I agree to the following: (required)

- I have not received a background certification free of charge within the previous 57 months;
- The background certification is necessary to satisfy the requirements under Chapter 63 subsection 6344(b); and
- I understand that the certification shall not be valid or used for any other purpose, including employment.

Signature (required)

◀ PREVIOUS

NEXT ▶

8.

- Follow the instructions on the eSignature page

Application Payment

Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application. (required) ?

Yes No

Code (required)

Eg., PAY123456789

- By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application. You will continue to receive application updates and certificates through your PA Child Abuse History Clearance Account, regardless of your answer. (required)

◀ PREVIOUS

SUBMIT APPLICATION ▶

9.

- Select YES for the AUTHORIZATION CODE and enter the code you received from us and click SUBMIT APPLICATION

Submission Confirmation

Success.

Your application (e-Clearance ID: 000003862906) has been successfully submitted.

Next Steps

Thank you for your submission. Please check your email for a confirmation notification that you may save for your own record. For more information or confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You may view or check the status of your application from your PA Child Abuse History Clearance Account at any time. Once you will receive a notification via email to log in to your account and view the outcome/result of the application.

You can also log into your account at any time from the Child Welfare Portal homepage.

Now that you have submitted your application, what would you like to do?

LOG OUT

GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT

SUBMIT ANOTHER CLEARANCE APPLICATION

10.

- a. That's it...all done.
- b. Thank you for helping us keep our children safe.