

Steps to Obtain Clearances

1. To obtain the **Child Abuse History Clearance** from the Department of Human Services, go to www.compass.state.pa.us/CWIS
 - If you do not already have Login information, choose Create Individual Account. Then log in with your user name and password.
 - Click Access My Clearances, Continue and then Create Clearance Application.
 - To answer Application Purpose choose "Volunteer Having Contact with Children"
 - Be prepared to list all addresses where you have lived since 1975 as well as the names of the people you have lived with.
 - Results will typically appear in your account within a few minutes of completing the application. Download the clearance and email to pathkeepershomeschool@gmail.com. This clearance expires after 5 years.
2. To obtain the **PA State Police Clearance** go to epatch.state.pa.us/Home.jsp
 - Choose "New Record Check (Volunteers Only)
 - Check the box at the bottom of the page and click Accept
 - Enter the following info:
 - Volunteer Organization Name: Pathkeepers Homeschool Co-op
 - First Name: Your Name
 - Last Name: Your Name
 - Address Line 1: 200 Bethel Dr.
 - City: Lancaster
 - State: PA
 - Zip: 17601
 - Phone Number: 717-299-6505
 - Click Next
 - Verify info and click Proceed
 - Enter your personal info, then click "Enter this Request"
 - Scroll to the bottom of the (next) page and click "Finish"
 - Click "Submit"
 - Once your request is processed, click on the "Certification Form" and print multiple copies or save it.
 - If your request does not process right away, either print or write down your Control Number, Name and the Date of the Request so that you can check back for your clearance later.