

Mandatory Clearances Needed to Work in Child Care

1) Complete the Pennsylvania Child Abuse History Clearance Application

- a. Go online to www.compass.state.pa.us/cwis
- b. Create individual account
- c. Apply for Child Abuse Clearance online

2) Apply for a Criminal Background Check (credit/debit card needed)

- a. Go online to www.epatch.state.pa.us
- b. Under credit card users
- c. Click on – Submit a New Record Check
- d. Scroll down to bottom – Click on Accept
- e. Complete All Required Info- Reason (Child Care)
- f. Click Next
- g. Verify Information, Click Proceed
- h. Complete Info, Click Enter this request
- i. Under Search results, may have to scroll down, click on red control #
- j. Record check details, scroll down
- k. Click on Certification Form and Print
- l. Bring this to Aardvark, print additional copy for your records

3) Finger Print

www.pa.cogentid.com – For Child Care Staff (credit/debit card needed)

- a. Click on **PA Department of Human Services**
- b. under registration click on Register Online
- c. complete information
- d. print our registration form and take to one of the locations listed with your ID