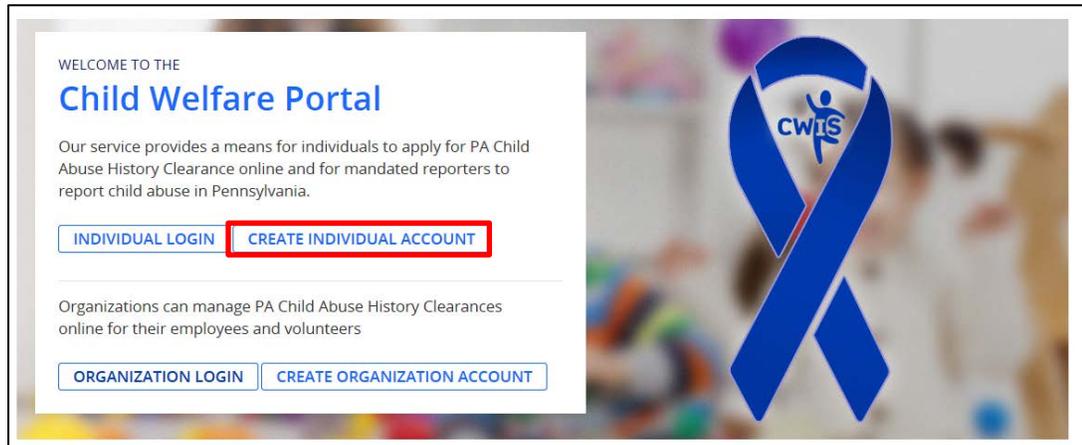


GUIDE FOR COMPLETING THE ACT 151 CHILD ABUSE HISTORY CLEARANCE BACKGROUND CHECK

1. Visit the Department of Public Welfare and create an online account so that you can submit an application electronically through the Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home>



2. Upon submission of your application, you are required to submit a copy of the confirmation receipt to Human Resources. You may fax it to 814.269.9701 to the attention of Human Resources; or you may email it directly to hr@pennhighlands.edu.
3. Upon receipt of your results, submit a copy to Human Resources immediately.

Please note that Act 153 prohibits employers from accepting clearances that were obtained for a volunteer purpose.