

## Instructions on Completing the State Child Abuse Clearance

Please access the link below to process the "Child Abuse History Clearance"

<https://www.compass.state.pa.us/cwis>

1. Create an individual account. Follow the instructions posted on the website.
2. Select category: "School Employees Not Governed by the Public School Code"
3. Print a copy of the results.
4. Submit results of the Child Abuse Clearance to the School of Pharmacy Office of Student Services, Room 304, Bayer Learning Center

*If mailing, please use the following address:*

Duquesne University School of Pharmacy  
Office of Student Services  
Room 304 Bayer Learning Center  
600 Forbes Avenue  
Pittsburgh, PA 15282  
Attn: Pharmacy Admissions

5. Mark the outside of the envelope as "Confidential"

