



Dear Employee,

The District of Columbia (DC), Child and Family Services Agency, requires the employee to complete a request for a Child Protection Register Check (CPR Check) on Child Abuse & Neglect for purposes of making employment decisions to any organization working directly with children.

As of October 1, 2024, the CPR application process will be paperless. They will no longer use the fillable form application, and no hand-delivered, mailed or faxed applications will be accepted. Applications will be fully electronic and completed in an online form.

Read the directions on how to complete the online application:

- [How to Submit a CPR Check Application](#)

Open link and complete the online form:

- [Child Protection Register CPR | cfsa](#)
- When asked to enter the employer email please enter: HRCompliance@pwcs.edu
- Please enter the contact's name as: **HR Compliance Specialist**

You will be required to upload a government issued photo ID during the online process. Have the ID available before beginning.

Once you have completed the application, review all entered information. Once you submit, you will not be able to correct your submission. DO NOT use autofill to complete this application.

Please print this page and bring with you to your Employment Processing appointment. You will sign this form at your appointment.

If you have any questions on this matter, please contact us directly at (703)791-8958/8382.

Sincerely,

Compliance Specialist
Human Resources Department

Acknowledgement: _____ Date: _____