Login to CELS:

1. From the CELS home page, click **LOGIN TO PROVIDER ACCOUNT**.

2. Enter your login credentials on the Keystone Key screen and click **LOGIN**.

# The Provider CEL Request screen allows providers to request that a previously issued CEL be provided to your agency, for the purposes of hiring a new employee or allowing an individual to reside at the location of your certified child care facility.

# A CEL can be re-issued to your facility provided the prospective employee has worked within the child care field within the last 180 days.

# This request should not be used to apply for a new CEL. If you need to apply for a CEL on behalf of your prospective employee or household member you must complete a new application.

1. From the CELS **Home** screen, select **Request Existing CEL**.
2. Complete the **Provider CEL Request** screen:
	1. In the **Attention** field, provide the name of the individual at the child care facility who should receive the CEL.
	2. Complete the name of the child care facility that the CEL should be mailed to and all mandatory fields:

**Note**: *Enter matching Applicant information (FN, LN, DOB and SSN) exactly as existing in the records.*

* + 1. Provider Address Line 1
		2. Provider City
		3. Provider State
		4. Provider Zip Code
		5. Phone Number
		6. Email Address
		7. Applicant Information
		8. First Name
		9. Last Name
		10. Date of Birth
		11. Social Security Number
	1. Select the attestation check box confirming that the applicant has consented to the release of their CEL letter to your facility and the applicant has worked at another certified child care facility within the last 180 days.
	2. Select the **Request CEL** button.
1. Review and verify the confirmation message. CELS found will be displayed in the Application Overview section. The CEL request will be processed by CVU.
	1. If the CEL is **not** found, CELS will respond with the following error message. *Unable to locate existing CEL for this applicant. Please double check the applicant information has been entered correctly. Please contact OCYF CVU at 877-371-5422 if you need additional assistance.*



**For further assistance on the *Provider CEL Request,* please refer to the Chatbot on the CELS Site,** [**www.pelican.state.pa.us/cels**](http://www.pelican.state.pa.us/cels)**.**