



How to access the Online Safeguarding Children Recertification

Who can use this new Recertification online?

Anyone who has taken a 3 hour, face to face Safeguarding Children Workshop and whose qualification is over two years old.

Can I take this course even if my last qualification was the Online Safeguarding Children Recertification?

Yes as long as the qualification is over 2 years old. Please note if you have only ever taken the old 'Child Protection Workshop', and have not renewed since this, Recertification is not available to you. Please attend a workshop.

Please note: If you work with children or young people your Safeguarding Children qualification should be renewed every three years.

Log in

Please find your **FAN** or **email address** and password. Please do not create a new FAN.

If you have forgotten your FAN please click below.

[FORGOTTEN MY FAN](#)

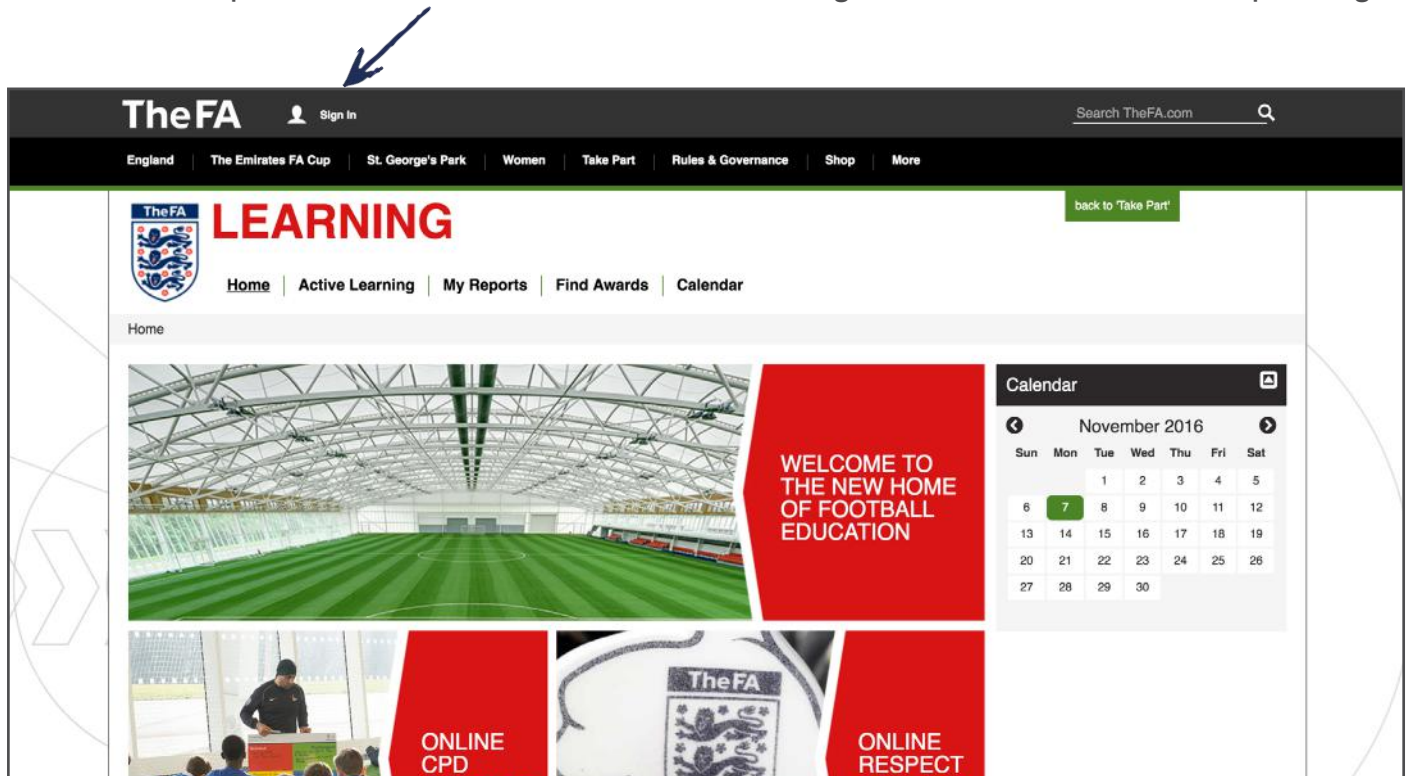
Accessing the course

Once you have your FAN and password follow these steps:

1. Click below to open the Learning Management System.

[OPEN THE LMS PAGE](#)

2. This should open a screen like this. Click on the words 'Sign In' where the blue arrow is pointing.

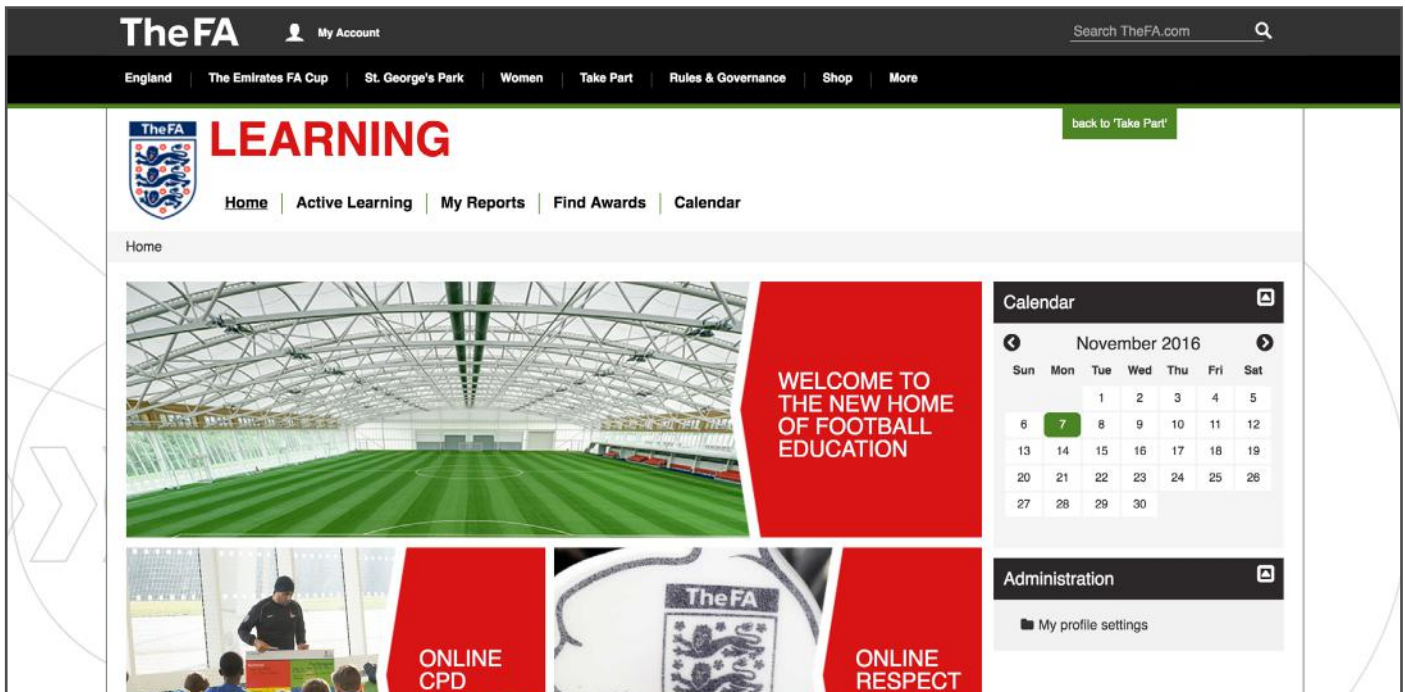


3. When you have clicked on 'Sign In' a screen like this should open.

Enter your FAN and password.

The screenshot shows the 'TheFA SIGN IN' page. At the top, there is a dark navigation bar with 'TheFA' logo and links: 'ENGLAND', 'THE EMIRATES FA CUP', 'COMPETITIONS', 'GET INVOLVED', 'WOMEN'S', 'RULES AND REGULATIONS', 'ABOUT THE FA', and a search icon. Below this, there is a blue bar with the text 'SIGN IN'. The main content area has a 'SIGN IN YOUR FOOTBALL ACCOUNT' header. Below this, there are three social media login buttons: 'Sign in with Facebook', 'Sign in with Google', and 'Sign in with Twitter'. Below these buttons, there is a section for email or fan login. It includes a text input field for 'Email or Fan' with a red exclamation mark icon, a text input field for 'Password', a 'Remember Me' checkbox, and a 'Password Reset' link. At the bottom, there is a blue 'SIGN IN' button and a link 'Don't have an account?'. On the right side of the page, there is a large image of a person holding up a football with the TheFA logo.

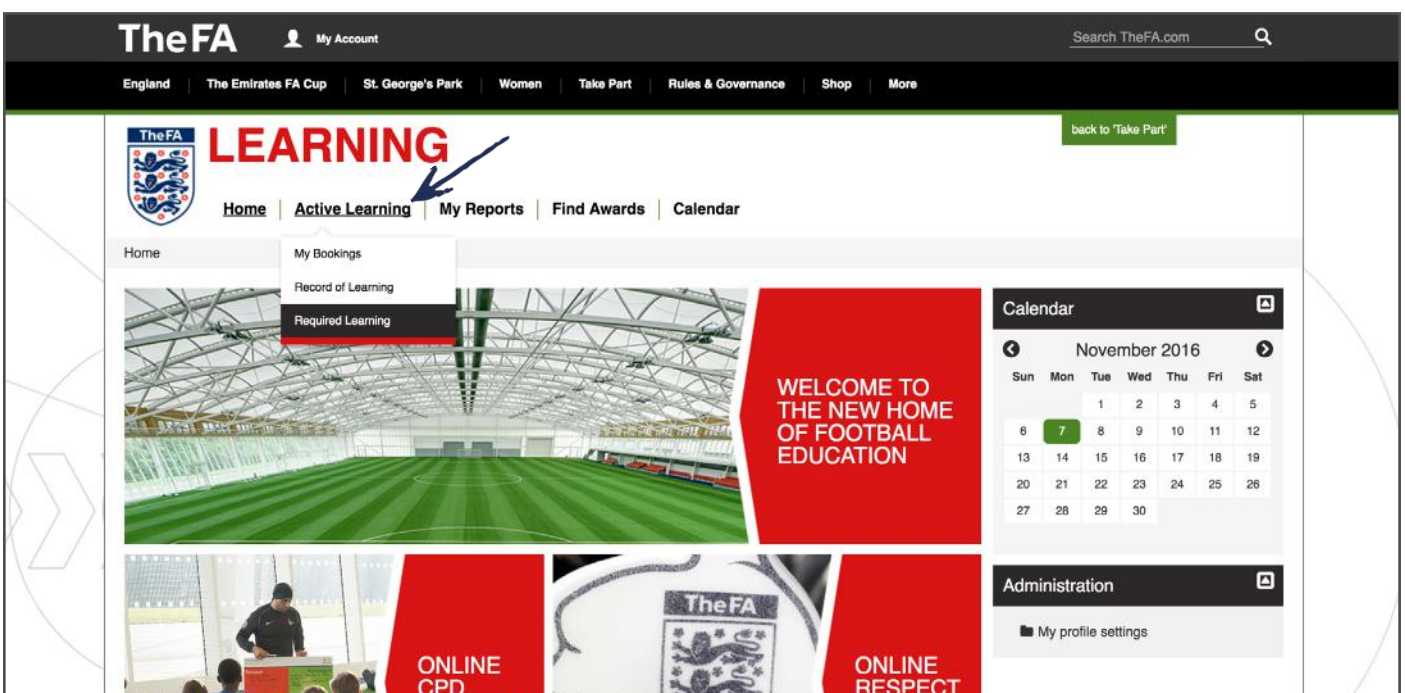
4. This will take you to a screen like this. It looks very similar to the first screen but now it says 'My Account' instead of 'Sign In'.



5. Click on the words 'Active Learning' where the blue arrow is pointing. This will open a drop down box.

Click on the words 'Required Learning'. The next page will be more personal to you but scroll down to find Certifications.

Click on 'The FA Safeguarding Certificate'.



6. This will take you to the page shown below. Scroll down and click on 'Launch Course'.

The screenshot shows the 'The FA LEARNING' interface. At the top, there's a navigation bar with 'The FA' logo, 'My Account', and a search bar. Below this is a secondary navigation bar with links: 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More'. The main content area is titled 'LEARNING' and includes a 'back to "Take Part"' button. A breadcrumb trail reads: 'Home | Find Awards | Safeguarding Children | The FA Safeguarding Children Certificate'. The main section is titled 'The FA Safeguarding Children Certificate' and contains text about the certification window (expiring 11 May 2019, 7:01 PM), assignment date (11 May 2016), and due date (11 May 2019). It explains that the certificate is required for coaches working with children under 18 and can be recertified by completing either a workshop or an online re-certification course. A 'Recertification path' table is shown below, with a red header row containing 'Course name', 'Actions', and 'Status'. The table has one row for 'Online Safeguarding Children Re-Certification', which has a red 'LAUNCH COURSE' button in the 'Actions' column, highlighted by a blue arrow.

The course page will open.

Scroll down and begin the course, working through each of the five modules.

Once complete, your certificate will be available to download and print off.

Please note: The FA no longer prints and distributes certificates for this course but your FAN will be updated.

Difficulty logging in?

The most common issue is that a FAN or password has been entered incorrectly. Please check you have the correct FAN and password combination and try again.

If you have followed every step of the guidance and still cannot log in please email your query, contact number and a screen shot, where possible, of the issues you are experiencing to The FA Education team:

Education@TheFA.com

Revisiting the course?

If you have already enrolled on the course using the steps above, you can revisit the course by logging into the LMS (steps 1-3) and clicking on the button below to open to course page:

REVISIT THE COURSE HERE

Frequently asked questions (FAQs)

Who can use this new Recertification online?

Anyone who has taken a 3 hour, face to face Safeguarding Children Workshop and whose qualification is over two years old.

Can I take this course even if my last qualification was the Online Safeguarding Children Recertification?

Yes as long as the qualification is over 2 years old.

How much does this course cost?

This course is free of charge.

Will my FAN be updated to show that I have completed the course?

On completion of all 5 modules your FAN will automatically update with a new qualification and you can also print a certificate. Please note it may take up to seven days for a qualification to show on your FAN.

Please note: If you work with children or young people your Safeguarding Children qualification should be renewed every three years.