



## 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](#)

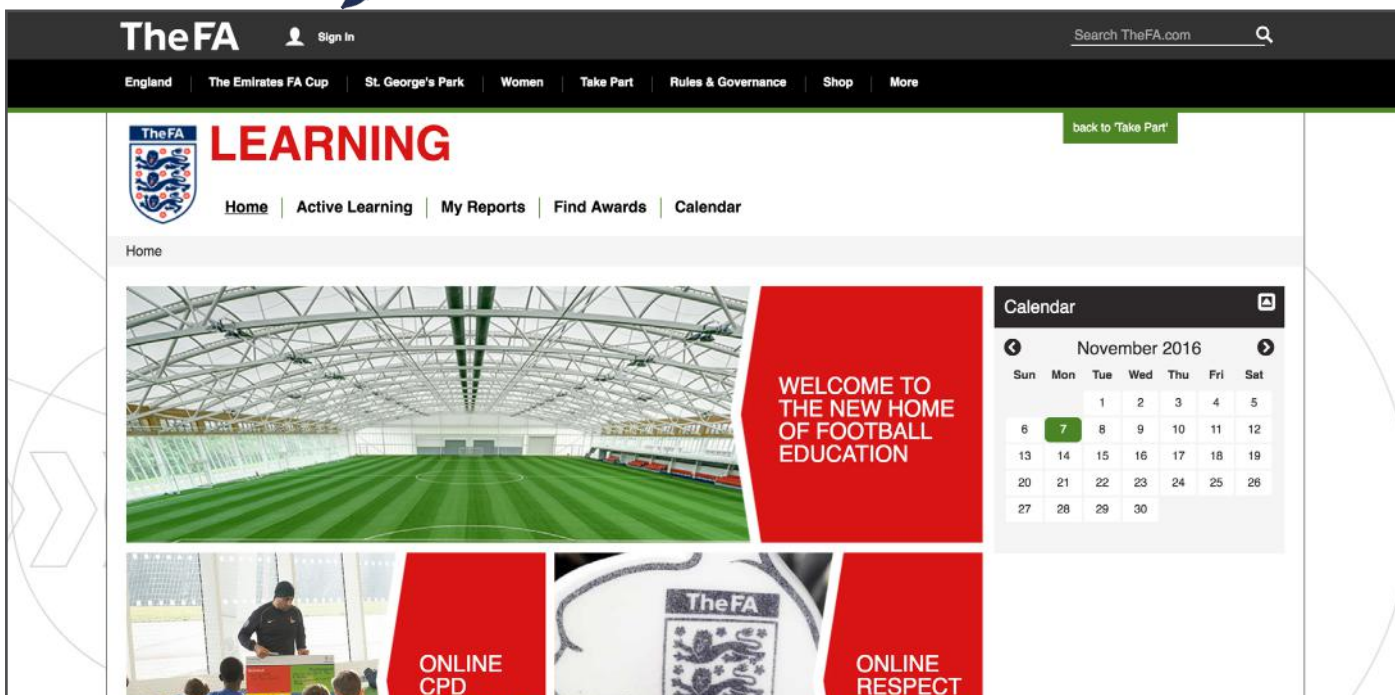
### Accessing the course

Once you have your FAN and password follow these steps:

1. Click below to open the Learning Management System.

[OPEN THE LMS PAGE](#)

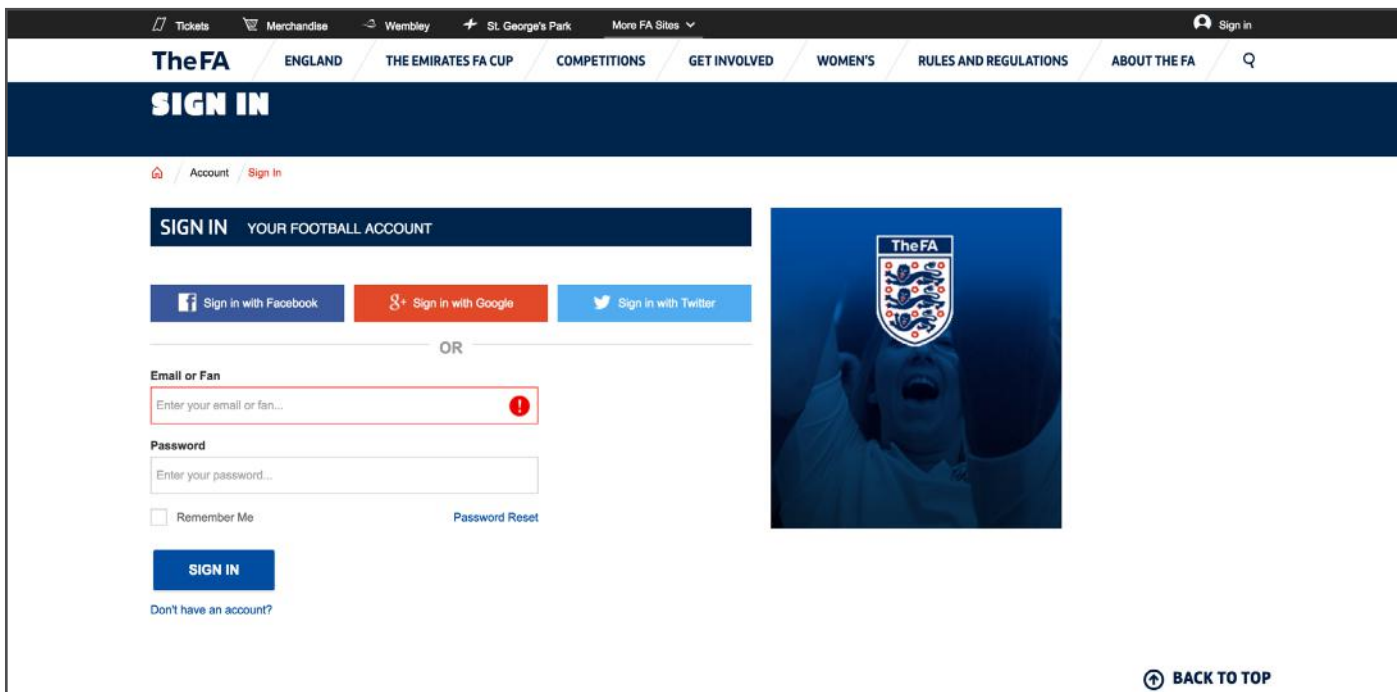
2. This should open a screen like this. Click on the words 'Sign In' where the blue arrow is pointing.



The screenshot shows the 'TheFA Learning' website. At the top, there is a navigation bar with 'TheFA' logo and a 'Sign In' link. A blue arrow points to this 'Sign In' link. Below the navigation bar, there is a search bar and a menu with items like 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More'. The main content area features a large banner with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION' and a calendar for November 2016. Below the banner, there are sections for 'ONLINE CPD' and 'ONLINE RESPECT'.

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 navigation bar with 'TheFA' logo and various menu items like 'ENGLAND', 'THE EMIRATES FA CUP', 'COMPETITIONS', 'GET INVOLVED', 'WOMEN'S', 'RULES AND REGULATIONS', and 'ABOUT THE FA'. Below the navigation bar, there is a 'SIGN IN' header. The main content area features a 'SIGN IN YOUR FOOTBALL ACCOUNT' section with three social media login options: 'Sign in with Facebook', 'Sign in with Google', and 'Sign in with Twitter'. Below these options, there is a section for 'Email or Fan' and 'Password' with input fields. A 'Remember Me' checkbox and a 'Password Reset' link are also present. A 'SIGN IN' button is at the bottom of the form. To the right of the form, there is a large image of a person holding up a trophy. At the bottom right, there is a 'BACK TO TOP' link.

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'.

TheFA Learning

Home | Active Learning | My Reports | Find Awards | Calendar

Home

WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION

ONLINE CPD | ONLINE RESPECT

Administration

My profile settings

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'.

TheFA Learning

Home | Active Learning | My Reports | Find Awards | Calendar

Home

WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION

ONLINE CPD | ONLINE RESPECT

Administration

My profile settings

My Bookings

Record of Learning

Required Learning

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

The screenshot shows the 'The FA Learning' portal. At the top, there is a navigation bar with 'The FA' logo, 'My Account', and a search bar. Below this is a secondary navigation bar with links for 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More'. The main content area features the 'The FA Learning' logo and a navigation menu with 'Home', 'Active Learning', 'My Reports', 'Find Awards', and 'Calendar'. A breadcrumb trail reads 'Home | Find Awards | Safeguarding Children | The FA Safeguarding Children Certificate'. The main heading is 'The FA Safeguarding Children Certificate', followed by the text 'Recertification window open Your certification will expire on 11 May 2019, 7:01 PM'. Below this, it states 'Date assigned: 11 May 2016' and 'Due date: 11 May 2019'. A paragraph explains that the certificate is required for all coaches working with children under the age of 18. It can be recertified by completing either 'The FA Safeguarding Children Workshop, The How we support workshop (part of the Level 1)' or 'the Online Safeguarding Re-certification'. A 'Recertification path' section contains a table with the following content:

Course name	Actions	Status
Online Safeguarding Children Re-Certification	LAUNCH COURSE	

A blue arrow points to the 'LAUNCH COURSE' button in the table.

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.**