

# Hertfordshire FA



## Become a qualified FA Referee

The FA Referee Course consists of 5 steps to qualifying

### Step 1

Complete the [Guide to the Laws of the Game Online Course](#)

### Step 2

Complete the [relevant FA Safeguarding Qualification](#)

**U16s** - Complete the online Safeguarding For All Course for U16s (FREE)

**O16s** - Complete the online Safeguarding Children's Course for over 16s (£30)

### Step 3

Only when you have completed steps 1 and 2 you can complete the [expression of interest form on our website](#)

### Step 4

After passing the face-to-face course you will be sent details on how to proceed and qualify by officiating on 5 games.

### Step 5

After officiating on your 5 qualifying matches, you will need to attend an online final feedback workshop. After your attendance is recorded your refereeing level will be adjusted from a Trainee Referee to qualified.

### **FA Number (FAN) and Linked Parent/Carer Accounts:**

To start your journey to becoming a qualified FA Referee, you will need to know your FA Number (FAN) or create a FAN. **If you have been involved in football as a player/coach/volunteer it is highly likely you will already have a FAN.**

**To complete the online courses, you will need to complete them on the correct FAN for the Referee candidate as we cannot transfer courses between FANs.**

If you're a player/coach/volunteer with a club you can contact them to ask what FAN they have for you.

You can use this search tool to locate your FAN details.

<https://secure.thefa.com/fan/retrievefandetails.aspx>

Before creating a new FAN please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com) with your name, email and DOB who can check your details.

**If you're under the age of 18 you will need a parent/carer linked to your FAN:**

I'm a parent/carer and I **DO** know my own FAN Details:

Login to your account here: <http://myaccount.thefa.com/>

Once logged in you should see '**Add Child**' below your own details.

Click on '**Add Child**' and follow the prompts.

*\*If you get an error at this stage, advising it requires approval, please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com)*

Add in their email address (must be unique, can't be the same as your account)

Once above completed, log out and visit: <http://myaccount.thefa.com/>

Click '**Forgotten Password**'

Enter the email address of your child

This will send a verification for password creation

Use the links above to access the modules and login with the child's credentials.

I'm a parent/carer and I **DO NOT** know my own FAN Details (Parent Account)

Visit <http://myaccount.thefa.com/>

Click '**Sign in using FAN**'

Click on '**I do not know my FAN**'

Enter your personal details. It will prompt you to send a verification email if you have an account or create a new one if you don't.

If your email address is incorrect, please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com), with your name, DOB and Postcode as well as the correct email address

Once you have completed those steps you can complete the steps under, *I'm a parent/carer and I DO know my own FA Account Details.*

**Hertfordshire FA Referee Education – March 2022**