



## How to access the Online Safeguarding Children Recertification

### 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 LMS interface. At the top, there is a navigation bar with 'TheFA' logo, a 'Sign In' link (indicated by a blue arrow), 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 a large banner for 'LEARNING' with a 'back to Take Part' button. Below the banner are navigation links for 'Home', 'Active Learning', 'My Reports', 'Find Awards', and 'Calendar'. The 'Home' section includes a large image of a football pitch with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION'. To the right is a calendar for November 2016. At the bottom, there are three smaller images: one of a person at a presentation, one of a football jersey with 'TheFA' logo, and one with the text 'ONLINE RESPECT'. The 'ONLINE CPD' text is also visible in the bottom left.

Once you have signed in:

1. Click below to open the course page.

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**OPEN THE COURSE**

2. 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 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 'back to 'Take Part'' button. 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 lists '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 and is first issued upon the completion of a Safeguarding course. It also states that it can be recertified at any time by completing either the FA Safeguarding Children Workshop, The How we support workshop (part of the Level 1) or the Online Safeguarding Re-certification. Workshops can be booked via your County FA. A section titled 'Recertification path' contains a table with the following structure:

Course name	Actions	Status
<a href="#">Online Safeguarding Children Re-Certification</a>	<a href="#">LAUNCH COURSE</a>	

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?

Yes, although it may take up to seven days to update. Please download your certificate at the end of the course for your own records.

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