



## 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 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](#)

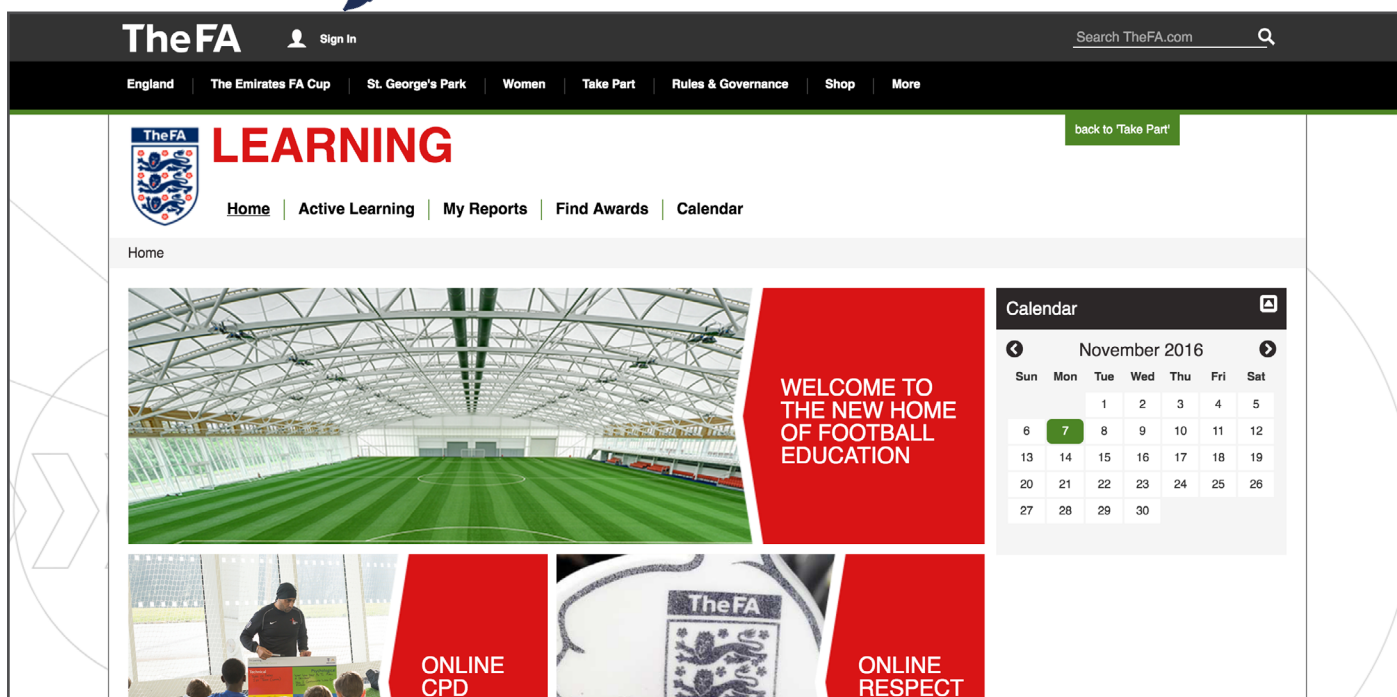
### Accessing the course

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.



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# LEARNING

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Calendar

November 2016

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27	28	29	30			

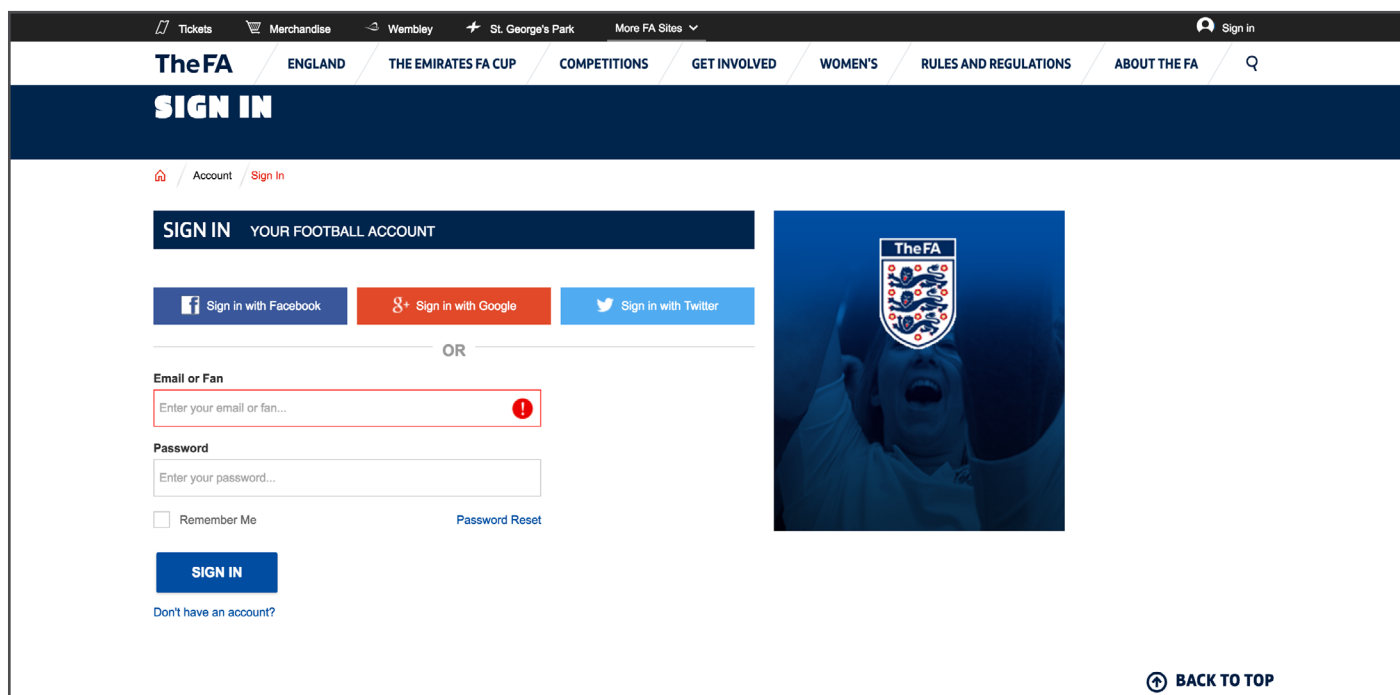
WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION

ONLINE CPD

ONLINE RESPECT

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

Enter your FAN and password.



TheFA ENGLAND THE EMIRATES FA CUP COMPETITIONS GET INVOLVED WOMEN'S RULES AND REGULATIONS ABOUT THE FA

# SIGN IN

[Account](#) / [Sign In](#)

**SIGN IN** YOUR FOOTBALL ACCOUNT

[Sign in with Facebook](#) [Sign in with Google](#) [Sign in with Twitter](#)

OR

**Email or Fan**

Enter your email or fan... !

**Password**

Enter your password...

Remember Me [Password Reset](#)

**SIGN IN**

[Don't have an account?](#)

[BACK TO TOP](#)

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'.

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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'.

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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' 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 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 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. Another paragraph states that 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. 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>	

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.**