



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 the navigation bar are menu items: 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 are three smaller sections: 'ONLINE CPD', a TheFA crest, and 'ONLINE RESPECT'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

Enter your FAN and password.

Tickets Merchandise Wembley St. George's Park More FA Sites Sign in

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'

TheFA My Account Search TheFA.com

England The Emirates FA Cup St. George's Park Women Take Part Rules & Governance Shop More

LEARNING

[Home](#) | [Active Learning](#) | [My Reports](#) | [Find Awards](#) | [Calendar](#)

Home

WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION

ONLINE CPD

ONLINE RESPECT

Calendar

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

Administration

My profile settings

[back to 'Take Part'](#)

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'

The screenshot shows the TheFA Learning dashboard. At the top, there is a navigation bar with 'TheFA' 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 a large 'LEARNING' header with a blue arrow pointing to the 'Active Learning' link in the sub-navigation. A dropdown menu is open under 'Active Learning', showing options: 'My Bookings', 'Record of Learning', and 'Required Learning'. Below the dropdown is a large image of a football pitch with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION'. To the right, there is a calendar for November 2016 and an 'Administration' section with 'My profile settings'. At the bottom, there are two red buttons labeled 'ONLINE CPD' and 'ONLINE RESPECT'.

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

The screenshot shows the 'The FA Safeguarding Children Certificate' page. The breadcrumb trail is 'Home | Find Awards | Safeguarding Children | The FA Safeguarding Children Certificate'. The main content area contains the following text:

The FA Safeguarding Children Certificate
 Recertification window open Your certification will expire on 11 May 2019, 7:01 PM

Date assigned: 11 May 2016
 Due date: 11 May 2019

The FA's Safeguarding Children certificate is required for all coaches working with children under the age of 18. The certificate is first issued upon the completion of a Safeguarding course.

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.

Recertification path

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](#)