



Animal &  
Plant Health  
Agency

## APHA Briefing Note 02/22

# A Reminder to Register for the Food Competent Certifying Officer (FCCO) training

Date issued: 25 January 2022

### Purpose

1. To provide a reminder to register and enrol on the Official Controls Qualification (Certifying Officer) - Food Competent Certifying Officer (OCQ(CO) - FCCO) training.
2. The training was launched on 30 November 2021. There are further details in the previously issued [APHA Briefing Note 06/21](#).

### Background

3. APHA and Defra have developed the OCQ(CO) - FCCO online training course to help FCCOs in their role of certifying Products of Animal Origin (POAO) to the EU and the rest of the world.
4. The training will enable current FCCOs to revalidate their existing authorisation and Local Authority (LA) and Food Standards Scotland (FSS) officers to qualify as new FCCOs.
5. Details can be found in the [APHA Briefing Note 06/21](#).
6. **Existing FCCOs must enrol on the training by 31 March 2022 and complete it by 31 May 2022.**

## Information about the training

7. FCCOs are required to complete online training as part of the APHA's FCCO authorisation process. FCCOs authorised prior to 30 November 2021 can be assured that their existing APHA authorisation will continue to remain in place, provided that they successfully complete the revalidation course by the deadline of 31 May 2022. Funding is only guaranteed for those who enrol by 31 March 2022, after that there may be a charge for registering and enrolling on the course.
8. FCCOs who were authorised prior to 30 November 2021 will have until 31 May 2022 to successfully complete the training and invigilated online examination in order to retain their authorisation.
9. All new FCCO applicants will need to successfully complete the training course and invigilated online examination before they can be authorised as an FCCO. There will be no time limit for new candidates completing the course.
10. There will be no cost to current FCCOs (or to the LAs they are working for) for the initial revalidation training, providing they enrol by the deadline of 31 March 2022. Funding will also be available for the cost of the training course for new FCCOs.

## How to sign up for the training

### Registration

11. If you are not already registered on the Improve International Animal Health Paraprofessional (AHP) database, you must do so before you can access the training.
12. Register on the Improve Animal Health Paraprofessional website at: <https://www.improve-ahp.com/registration/> by using the code **21-FCCO-Reg-AP**. This code must be entered as an invoice code for payment.
13. FCCOs or their employers are not required to pay for the training themselves. As part of registration, the FCCO will be required to nominate their manager, who will confirm their right to work and eligibility for the qualification.
14. If you have previously completed the CSO or ATT training, you will already be registered and all you need to do is follow the process for enrolment below. Please do not register again. If you cannot remember your login details, please contact [enquiries@improve-ahp.com](mailto:enquiries@improve-ahp.com).

## Course Enrolment for FCCOs who were authorised prior to 30 November 2021

15. Once registered, the FCCO or their employer must email the APHA OV team at [CSCOneHealthOVTeam@apha.gov.uk](mailto:CSCOneHealthOVTeam@apha.gov.uk) to let them know that they are registered and require access to the FCCO revalidation course.
16. The APHA OV team will grant the FCCO access to enrol on the revalidation course. An email confirming this will be sent to the FCCO or their employer and should be received within 5 working days. The confirmation email will include a code, which must be entered as an invoice code for payment for enrolment onto the OCQ(CO) - FCCO revalidation course. The code must not be shared with anyone other than the FCCO and the FCCO's employer.
17. Any FCCOs authorised before 30 November 2021 should ensure that they enrol on the revalidation course and not the main FCCO course.
18. Once enrolled, the course will appear on the FCCO's personal training dashboard. The FCCO can access the course in their own time and complete it at their own pace. Parts of the course can be completed and then returned to later. Progress on the course will be saved so that any parts that have been completed will not need to be repeated.
19. FCCOs are encouraged to register and enrol on the training as soon as possible. They must enrol by 31 March 2022 and complete the training and pass the invigilated online examination by 31 May 2022 in order to continue to be authorised as an FCCO.
20. In exceptional circumstances, an extension to the deadline may be granted by APHA, for example if the FCCO is on parental leave throughout the revalidation period. Applications for an extension must be received before the deadline date of 31 May 2022. The completed application form (which will be available on [vet gateway](#)) needs to be sent to the APHA OV team.

## Course Enrolment for new FCCOs

21. Once registered, the applicant or their employer must email the APHA OV team at [CSCOneHealthOVTeam@apha.gov.uk](mailto:CSCOneHealthOVTeam@apha.gov.uk) to let them know that they are registered and require access to the FCCO course. They will then be sent a code to enrol on the OCQ(CO) - FCCO main course. This code must be entered as an invoice code for payment for enrolment.
22. Once enrolled, the course will appear on the applicant's personal training dashboard. They can access the course in their own time and complete it at their own pace. Parts of the course can be completed and then returned to later.

Progress on the course will be saved so that any parts that have been completed will not need to be repeated.

23. After successful completion of the online course, there will be an invigilated online examination. A Certificate of Competence will be issued by Improve International once this has been passed. Please note that this not FCCO authorisation.

24. The APHA OV team will grant FCCO authorisation within 10 working days of the applicant passing the online examination. An official stamp and the stamp terms and conditions will be sent to the applicant's employer.

25. The applicant must not carry out any FCCO duties until they have been authorised by APHA and received their stamp.

## Timing

Date	Requirements
31 March 2022	<b>Existing FCCOs must enrol by this date</b>
31 May 2022	<b>Existing FCCOs must complete the training by this date</b>

## Further information

26. Briefing Note 06/21: <http://apha.defra.gov.uk/documents/fcco/Briefing-Note-0621.pdf>

27. Improve International: <https://www.improve-ahp.com/qualifications/fcco.php>

28. If you have any questions about the FCCO training, please contact: [CSCOneHealthOVTeam@apha.gov.uk](mailto:CSCOneHealthOVTeam@apha.gov.uk)