

FAQ'S - RENEWING YOUR LICENCE

To re-license as a Leader or Coaching Assistant

1. Complete DBS Check - [log in to myAthletics portal](#).
2. Complete mandatory Safeguarding First Aid modules Tier 1 ** - [log in to Athletics Hub](#) using your Licence number (URN) and password.

PLEASE NOTE: Leaders in Running Fitness who lead activities with children under 18 should [book the Mandatory Training and Updates for Coach Licensing \(Tier 2\)](#) instead.

3. New licence picture (if current one is more than 3 years old) - upload through your portal or send to education@welshathletics.org

If you need support, email education@welshathletics.org

To re-license as a CIRF or Athletics Coach

The Tier 2 course is split into 2 parts: a 2 hour zoom session, and then the online modules to be completed. Once you have booked your course you will automatically have access to the online learning following the steps in our how to guide.

1. Complete DBS Check - [log in to myAthletics portal](#).
2. Complete mandatory Safeguarding First Aid modules Tier 2 - [log in to Athletics Hub](#) using your Licence number (URN) and password.
3. New licence picture a passport style photograph (if current one is more than 3 years old) - upload through your portal or send to education@welshathletics.org

If you need support, email education@welshathletics.org

To re-license as an official

1. Complete DBS Check - [log in to myAthletics portal](#).
2. Complete Safeguarding module - [log in to Athletics Hub](#) using your Licence number (URN) and password.
3. New licence picture a passport style photograph (if current one is more than 3 years old) - upload through [myAthletics portal](#) or send to official@welshathletics.org

You will not be issued a licence card unless a suitable photograph is provided.

If you need support, email officials@welshathletics.org

How long will it take for my license to arrive?

It can take up to 4 weeks for licence production and posting before you receive your licence.

* If your DBS is on the update service all you need to do is email your certificate number to dbs@uka.org.uk

** If you already have a First Aid certificate please email a copy to firstaidtrainingcertification@uka.org.uk