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How To Purchase An Accreditation Renewal

1. Head to your State surfing website, navigate to the EDUCATION menu heading and select RENEWALS



2. Find your relevant accreditation (e.g. Foundation Surf Coach) and select RENEW HERE

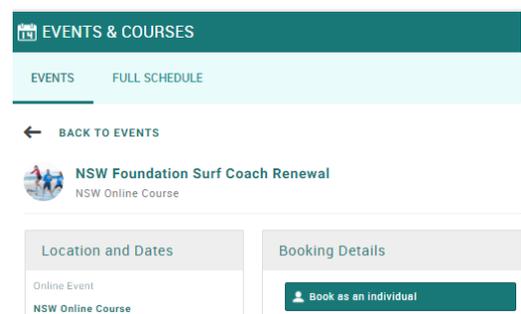
Foundation Coaching Renewal



RENEW HERE

3. From here you will enter the Surfing Portal to complete your purchase. If you do not already have a [Surfing Portal](#) account, you will need to register before you can finalise your renewal purchase.

4. Select 'Book as an individual' and follow the prompts to complete your purchase



5. Once your payment is approved and your purchase is complete, you will receive an email with further instructions

NOTE - below is an example only and does not have the correct links included.

Hi #FirstName,

Thanks for renewing your Foundation Surf Coach Accreditation. Please review the below step by step instructions to finalise your renewal.

PLEASE NOTE: If you are also a Foundation SUP Coach, you do not need to pay an additional renewal for this. Please email support@surfingaustralia.com if you are both a Foundation surf AND SUP coach wanting to renew both at once and we will set you up correctly in the Learning Centre.

Accessing the course:

All access to learning and to provide supporting documentation for assessment is found in the 'My Learning Centre' section of your Surfing Portal, accessed by clicking the top left hand Menu, and clicking the 'My Learning Centre' tile.

Below is a list of course required supporting documentation, which will be reviewed by your state branch.

- Completion of the Foundation Coaching Renewal Course
- Current Ocean Safety qualification (Surf Rescue Certificate, Bronze Medallion or Ocean Safety Surf Coach Award)
- Current First Aid qualification (HLTAID011)
- Current CPR qualification (HLTAID009) - this is included in HLTAID011 but has a 1 year expiry
- Current Working With Children Check
- Completion of the Play by the Rules – Child Protection online course in the Surfing Learning Centre
- Current state association membership

Please note: The age requirement for who needs to hold a working with children check varies from state to state in Australia. If you are under the age where a check is required in your state, please upload a letter to the 'Working with Children Check' credential in JustGo. This letter needs to confirm your DOB and state that due to your age you do not need this check.

Need more help? Check out the help resources in the Surfing Australia Support Portal: Surfing Australia (zendesk.com)

Kind regards,
Surfing Australia

How To Finalise Your Accreditation Renewal

To finalise your accreditation renewal, you will need to upload all of your relevant documentation (credentials) in the 'Supporting Documents' section of your profile in the Surfing Learning Centre – the following pages will outline this for you.

Your State body will review and approve your credentials. When all credentials are active, the accreditation is Active.

For a full list of the credentials required for each coaching or judging accreditation, please see below.

IMPORTANT NOTE: all credentials must be current for your accreditation to remain active. If any of your credentials expire over the 12-month renewal period, your accreditation will no longer be active.

Accreditation Renewal Requirements

Foundation Coach

- Completion of the Foundation Coaching renewal course in the Surfing Learning Centre
- Current Ocean Safety qualification (Surf Rescue Certificate, Bronze Medallion or Ocean Safety Surf Coach Award)
- Current First Aid qualification (HLTAID011)
- Current CPR qualification (HLTAID009) *included within HLTAID011 but has a 12 month expiry
- Current Working With Children Check (Blue card in QLD)
- Completion of the Child Protection and Safeguarding course in the Surfing Learning Centre
- Current state association membership

Progression Coach

- Completion of the Progression Coaching renewal course in the Surfing Learning Centre
- Current Ocean Safety qualification (Surf Rescue Certificate, Bronze Medallion or Ocean Safety Surf Coach Award)
- Current First Aid qualification (HLTAID011)
- Current CPR qualification (HLTAID009) *included within HLTAID011 but has a 12 month expiry
- Current Working With Children Check (Blue card in QLD)
- Completion of the Child Protection and Safeguarding course in the Surfing Learning Centre
- Current state association membership

Foundation Judge

- Completion of the Foundation Judging renewal course in the Surfing Learning Centre
- Current Working With Children Check (Blue card in QLD)
- Completion of the Child Protection and Safeguarding course in the Surfing Learning Centre
- Current state association membership

Progression Judge

- Completion of the Progression Judging renewal course in the Surfing Learning Centre
- Current Working With Children Check (Blue card in QLD)
- Completion of the Child Protection and Safeguarding course in the Surfing Learning Centre
- Current state association membership

How to upload your Credentials

All credentials relevant to your accreditation will appear in 2 areas in the Surfing Learning Centre:

Home page: In your Current Learning area on the home page there will be a supporting documents list relevant to your coaching, judging or officiating accreditation.

Left hand menu: The 'My Supporting Documents' contains an active list with links to the upload area for that credential.

 **Note:** These credentials will not appear immediately after the purchase and enrolment of a course. It may take approx. an hour for the credentials to appear in your Surfing Learning Centre profile.



COACHING
Learn more about Surfing Australia's Coaching courses
[Click here](#)



JUDGING
Learn more about Surfing Australia's Judging courses
[Click here](#)



OFFICIATING
Learn more about Surfing Australia's Officiating courses
[Click here](#)



RESOURCES
Resources for accredited Coaches, Officials, Judges
[Click here](#)

Test Adult |
noni@surfingaustralia.com
noni@surfingaustralia.com

My Certificates

- Foundation Surf Coach
[View my Certificate](#)
- Progression Surf Judge
[View my Certificate](#)

My Supporting Documents

Name	Status	Expiry
First Aid Certificate	Incomplete	
Working With Children	Cancelled	13/11/2027
CPR Certificate	Incomplete	
Child Protection Course	Incomplete	
Ocean Safety Award	Incomplete	
State Membership	Incomplete	

Current Learning

Coaching Supporting Documents 0%

Complete all courses to progress

Ocean Safety Award	0%
Working with Children Check	0%
First Aid Certificate	0%
CPR Certificate	0%
PBTR - Child Protection and Safeguarding	0%

Foundation Surf Coach Accreditation 0%

Reset Course Completion

Course Completion Status: Not completed
Need to complete this course again? Click 'Retake the course' to reset your completion

[Retake the course](#)

 **Note:** If you are replacing a current credential with a new version, click 'Retake the course' button at the bottom of the left hand menu

Click on the name of the credential to go to the credential page.

On the credential page click 'Upload my CREDENTIAL NAME'

My Working With Children Check

Progress % 0

[Upload my Working With Children Check](#) [Notify Assessor](#) [Info/Help](#)

Upload my Working With Children Check

 **DONT FORGET!** Always click the 'Notify Assessor' tile after uploading your document or your credential will not be assessed.

Upload your file here and click 'Submit'.

 **Note:** If you click 'Save Progress' your document will not be assessed.

Upload my Working With Children Check

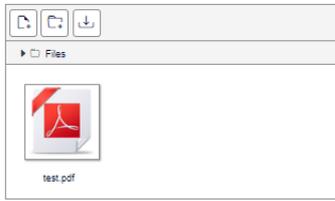
[Back to summary](#)

There are required fields in this form marked *

Upload my Working With Children Check

File Upload

Your answer*



[Back to summary](#) [Save progress](#) [Submit](#)

Click 'Back to course'.

Upload my Working With Children Check

Summary of your attempts

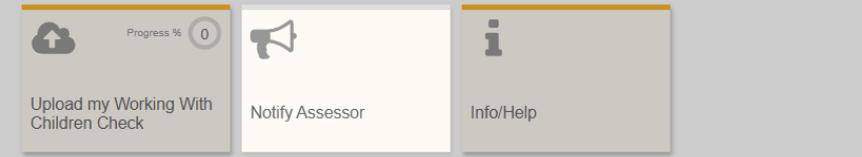
Remaining attempts: Unlimited

Waiting for Evaluator to complete attempt

Attempt	Evaluator	Reviewer	Status	Grade
1	Surfing NSW education@surfingnsw.com.au		In progress	0.00 %

[Back to course](#) [Review current attempt](#)

Then click the Notify Assessor tile, and then click the 'Notify your state' link (e.g. Notify Surfing NSW)



Progress % 0

Upload my Working With Children Check

Notify Assessor

Info/Help

Notify Assessor

[Notify Surfing Queensland](#)

Click the blue 'Send Notification' button and an email is sent to your state assessor.

When your logbook has been assessed you will be notified that your course is now completed.

Notify Surfing NSW

Notify my State Assessor



By sending this notification you are advising your state assessor that your document is ready for review. You will receive an email notification once your document is approved.

[Send notification to Surfing NSW](#)

 **Note:** Your credentials will take 24-48 hours to update in your credentials area of JustGo. You will receive an email notification when your State Assessor has approved your credential.

If you require assistance, please log a support request ticket here:
<https://surfingaustralia.zendesk.com/hc/en-us/requests/new>

Further Support

Need further support on this area or any other area in your Surfing Portal? Contact your local support person.

Location	Contact Name	Phone Number	Email
Surfing Western Australia	Katja Verreydt	0451 099 943	katja.verreydt@surfingwa.com.au
Surfing New South Wales	Alicia Higgs	(02) 9093 6035	alicia@surfingnsw.com.au
Surfing Victoria	James Wilson-Browne	(03) 5621 2907	james@surfingvic.com
Surfing Queensland	Head Office	(07) 5520 1165	info@surfingqueensland.com.au
Surfing South Australia	Noni Lubans	(02) 6671 0000	noni@surfingaustralia.com
Surfing Tasmania	Noni Lubans	(02) 6671 0000	noni@surfingaustralia.com