Renewing your licence
Step by Step guide

Starting your DBS
Login to your England Athletics portal here: https://myathleticsportal.englandathletics.org/Account/Login

After logging in click My Profile from the list on the left hand side

On your profile click on the Apply/Renew DBS link under your profile details
Uploading a licence photo

Login to your England athletics portal here:  https://myathleticsportal.englandathletics.org/Account/Login

After logging in, click My Profile from the list on the left hand side

On your profile click on Edit in the right corner above your profile details

On the Edit page click on Upload new picture next to the image icon
Booking and accessing your Mandatory training

Login to your Athletics Hub account here: https://www.athleticshub.co.uk

After logging in click on Qualifications & CPD from the options on the left-hand side

On the search page choose your selected course from the drop-down menu

- For LIRFs/Coaching Assistants delivering to individuals over 18 years old need to choose Mandatory Safeguarding and First Aid Training and Updates for Licence Renewals (Tier 1)
- For CIRFs/Athletics Coaches, LIRFs/Coaching Assistants delivering to individuals under 18 years old need to choose Mandatory Safeguarding & First Aid Training and Updates for Coach Licencing Renewals (Tier 2)

The Tier 2 course is split into 2 parts: a 2 hour zoom sessions and then the online modules to be completed. When you book your course you will automatically have access to the online learning following the steps below.

After adding the course to your basket proceed to checkout to complete payment.

Once you have booked your course you can access the online modules by going to the Online Courses menu then click on Go To MyLearning
This will open a new page. Click on your course

On this page you will see the course information, any resources and modules to be completed.

Please note when booking the tier 2 training you will also be required to complete a 2 hour online zoom session.

- If you have any issues with any of the steps above, please contact us by calling 0121 347 6543 or emailing enquiries@englandathletics.org
- If you have a DBS certificate on the update service, please email your certificate number to dbs@uka.org.uk
- If you already have an external First aid certificate, please email this to firstaidtrainingcertification@uka.org.uk