

Authorised Private Veterinary Practitioner: A Guide to Certifying Officer Authorisation.

Steps for new
Certifying Officer
applicants only

Steps for existing
Certifying Officers
and new Certifying
Officer applicants

**Submit Certifying Officer application on Certifying Officer Authorisation
Online Service** [Certifying Officer Authorisation \(COA\) Online service](#)

**Application approved by DAERA and applicant enrolled on CAFRE
Moodle Training Platform (and other required training platform if
required)**

**CAFRE Moodle Course: General Principles of Certification.
To be completed by applicant**

**CAFRE Moodle Course or Other Provider: Commodity Specific training
course/s to be completed as required**

**Certifying Officer Authorisation approved on successful completion of
training. Letter of Authorisation issued to Certifying Officer**

**DAERA Official Stamp assigned and issued by DAERA Trade
Programme for use on official certification**

Guidance Notes

1. [Submit Certifying Officer application on Certifying Officer Authorisation \(COA\) Online Service.](#)

If you are not currently authorised by DAERA to provide Export Certification but wish to be authorised to do so, you must submit an application via the Certifying Officer Authorisation Online Service.

The online service is available on this DAERA webpage. [Certifying Officer Authorisation \(COA\) Online service](#)

The webpage also contains instructions on how to access the online service

2. [Application approved by DAERA and applicant enrolled on CAFRE Moodle training platform](#)

DAERA Trade Programme will process your online application, request validation of your application from your nominated line manager (if applicable) and approve your application. You will also be enrolled on all available certifying officer online training courses on the CAFRE Moodle Training Platform. Application approval will be notified to you via email. If you have provided an existing Moodle ID number as part of your application this will be used. If not, a Moodle ID will be created and provided to you.

3. [CAFRE Moodle Course: General Principles of Certification. To be completed by the applicant.](#)

The General Principles of Certification is a mandatory training course and a prerequisite course for all other commodity specific training courses.

4. [CAFRE Moodle Course: Commodity specific training course/s to be completed as required. To be completed by the applicant](#)

To be authorised to provide export certification for specific commodities you must have successfully completed the General Principles of Certification course and the commodity specific training course for each chosen commodity.

If you are already a DAERA authorised Certifying Officer and wish to provide export certification for additional commodities you must complete the commodity specific training course for that commodity.

5. [Other applicable training courses. Commodity specific training course to be completed as required. To be completed by the applicant.](#)

In the case of certain commodities, the online training courses will be provided on alternative raining platforms. Currently only the Certification of Laboratory Animals and Laboratory Products training course is provided via an alternative training platform. Please see Details of training requirements table below for further details

6. [Letter of Authorisation issued to Certifying Officer.](#)

Upon successful completion of the General Principals of Certification training course and any selected commodity specific training courses you will be issued with a Letter of Authorisation from DAERA Trade Programme. This letter will be available via the User Portal of the COA Online Service. You will also be able to view your current authorisation status, check your training renewal dates and monitor any additional authorisations Your Letter of Authorisation will automatically update to reflect your current authorisation status.

7. Official Stamp issued.

If you are requesting authorisation as a Certifying Officer for the first time and complete the necessary training courses you will then be issued with a DAERA official stamp. DAERA Trade Programme will contact you to arrange for the collection of your stamp from your closest available DAERA office.

Certifying Officer Authorisation Categories/Commodity types. Details of training requirements

Authorisation Category/Commodity Type	Prerequisite Moodle training course required	Moodle Specific Training Course required	Other Requirements
Delivery of Support Health Attestations	General Principles of Certification	Delivery of Support Health Attestations Training	
Certification of Live animals. Cattle, sheep and goats	General Principles of Certification	Certification of Live animals. Cattle, sheep and goats	
Certification of Pets and Pet Passports	General Principles of Certification	Pet Certification and Pet Passports	
Certification of Pets and Pet Passports with OV66 authorisation -Pets to Australia	General Principles of Certification	Pet Certification and Pet Passports	Submission of OV65 application form*
Certification of Poultry and captive birds, hatching and table eggs	General Principles of Certification	Certification of Poultry and captive birds, hatching and table eggs	
Certification of Equine Animals	General Principles of Certification	Equine Animals Certification training	
Certification of Germinal Products	General Principles of Certification	Germinal Products Certification training	
Certification of Laboratory Animals and Laboratory Products	General Principles of Certification	N/A	Completion of Improve International OCQ(V) - LX (Laboratory Animal Exports) specific training course. Please contact DAERA Trade Programme for further details at DAERATradeExports@daera-ni.gov.uk

***Pet Certification and Pet Passports. OV66 renewal** – OV66 authorisation for the export of Pets to Australia is contingent on active Pet Certification/ Pet Passports authorisation. When the online Pet Certification / Pet Passports training requires renewal you will receive a notification with an authorisation expiry date, you must complete the online training and resubmit an application form (OV65) for OV66 authorisation before this expiry date to have no break in your authorisation.

Historic Certifying Officer Authorisation Categories/Commodity types.

DAERA previously granted Certifying Officer authorisation for the below commodities based on attendance at classroom type training courses.

This training delivery model is no longer applicable.

Online training courses will be available in due course for new applicants to obtain these categories of authorisation and for those with historic authorisations to maintain these categories of authorisation:

Historic Authorisation
Live Animals - Swine
Ruminating animals other than Cattle, sheep and goats (Camelids and Cervids)
Certain animal products and materials (including skins and hides)
Zoo animals

Renewal of Training. Frequency.

Please note that all online training courses are currently valid for 4 years from Date of Completion. If you wish to maintain your authorisation to certify you must complete/refresh the required training courses at this frequency. The COA system will issue reminder notifications to your email address to remind you of pending expiry dates for your currently completed training courses.