Virtual Customs Orientation Academy (VCOA) Application Guidance for Customs administrations

This document provides Customs administrations with step-by-step guidance on how to submit applications for the VCOA.

Please follow the steps outlined below:

Step 1

Nominate up to 5 officers from your Administration to submit applications to participate in the VCOA. Note that these officers should meet the following criteria:

- Be newly recruited Customs official with less than 4 years of service in Customs;
- Have proficiency in both written and spoken English;
- Have good computer skills and access to the internet;
- Be available during the whole period of the VCOA session and able to devote the necessary time (minimum of 8 hours per week).

STEP 2

Inform your Administration's National Coordinator for CLiKC! of the names of the nominated officers.

- Access to the VCOA application form on CLiKC! is granted by the National Coordinator for your Administration. You must therefore inform your National Coordinator so that he/she knows who should be granted access to the application form.
- A list of National Coordinators for each Member is available here: https://clikc.wcoomd.org/totara/reportbuilder/report.php?id=110

STEP 3

Invite the nominated officers to register on CLiKC! if they do not already have an account.

- Customs officers can register on CLiKC! here: https://clikc.wcoomd.org/login/signup.php
- Access to the platform will also need to be granted by your National Coordinator.

STEP 4

Invite the nominated officers to complete the VCOA application form.

- The application form can be found here:
  https://clikc.wcoomd.org/course/view.php?id=2361#section-0

- ❖ Note that the deadline for applications is **19 August 2022**

For additional information or support, please contact VCOA@wcoomd.org.