



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:

- 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).

- 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>

- 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.

- 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=1691#section-0>

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

