



## 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=2867>

- ❖ Note that the deadline for applications is **18 August 2023**.
- ❖ Due to the limited number of available places on the programme, nominated candidates are selected based on the strength of their submitted application and are not guaranteed a place.

For additional information or support, please contact [VCOA@wcoomd.org](mailto:VCOA@wcoomd.org).

