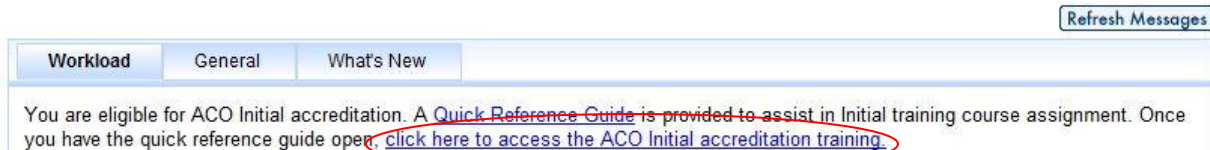


ACO Initial Accreditation Training Quick Reference Guide

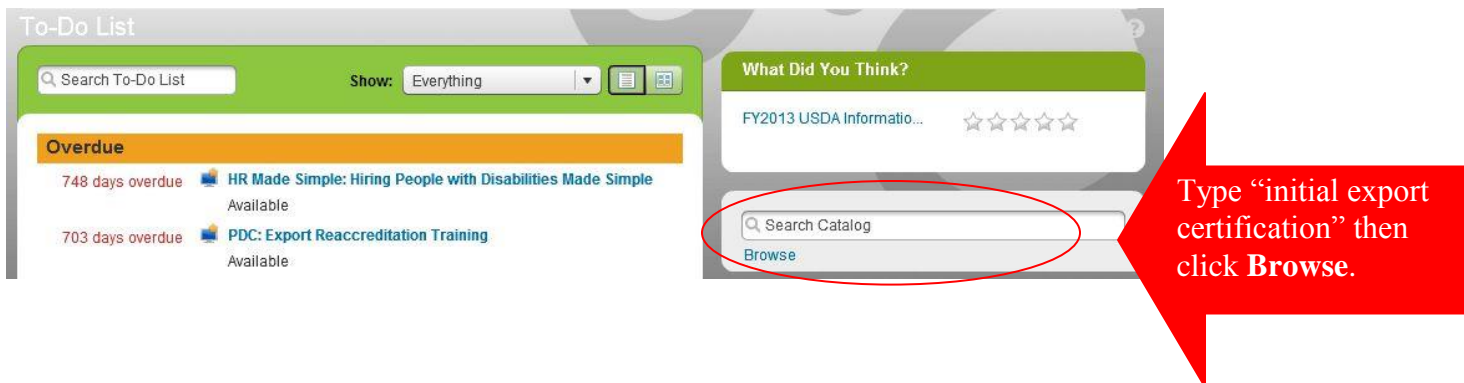
The PCIT system provides online accreditation training using AgLearn. For candidates that need to complete the initial accreditation training, complete the following steps:

1. When you log into PCIT, under the **Workload** tab, you will see a message indicating if you are eligible for ACO Initial Accreditation Training.
2. Select the [“click here to access the ACO Initial accreditation training”](#) link.



RESULT: The AgLearn site will open in a new window and your learning plan (To-Do List) will display.

3. In the **Search Catalog** box, type “initial export certification” then click **Browse**.



RESULT: The *Catalog Search* page will display the list of courses matching the search criteria.

NOTE: You will be adding two Initial Export Certification course items.

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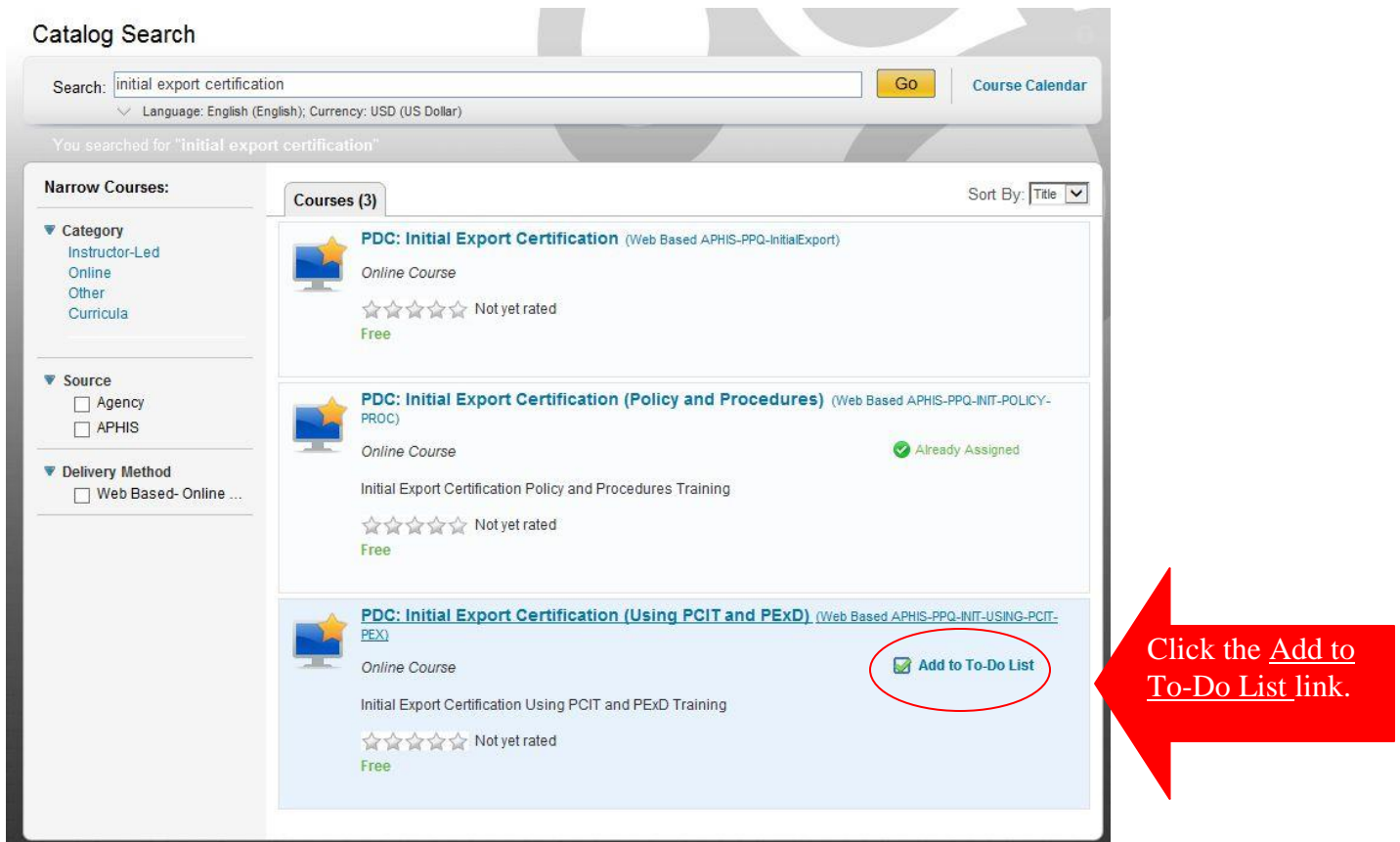
4. To select the first course item, hover the cursor over the “**PDC: Initial Export Certification (Policy and Procedures)**” title and click the [Add to To-Do List](#) link.

The screenshot shows a web interface for a course catalog search. At the top, there is a search bar with the text 'initial export certification' and a 'Go' button. Below the search bar, it says 'You searched for "initial export certification"'. On the left side, there are filters for 'Narrow Courses' including 'Category' (Instructor-Led, Online, Other, Curricula), 'Source' (Agency, APHIS), and 'Delivery Method' (Web Based- Online ...). The main content area shows three course results. The second result, 'PDC: Initial Export Certification (Policy and Procedures)', is highlighted in blue. A red circle highlights the 'Add to To-Do List' link next to it. A red arrow points from the right side of the page towards this link, with the text 'Click the Add to To-Do List link.' written next to it.

RESULT: The Add to To-Do List link will disappear and the text “Already Assigned” will take its place.

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- To select the second course item, hover the cursor over the “**PDC: Initial Export Certification (Using PCIT and PExD)**” title and click the [Add to To-Do List](#) link.



Catalog Search

Search: [Course Calendar](#)

Language: English (English); Currency: USD (US Dollar)

You searched for "initial export certification"

Narrow Courses:

- Category
 - Instructor-Led
 - Online
 - Other
 - Curricula
- Source
 - Agency
 - APHIS
- Delivery Method
 - Web Based- Online ...

Courses (3) Sort By:

- PDC: Initial Export Certification** (Web Based APHIS-PPQ-InitialExport)
Online Course
Not yet rated
Free
- PDC: Initial Export Certification (Policy and Procedures)** (Web Based APHIS-PPQ-INIT-POLICY-PROC)
Online Course Already Assigned
Initial Export Certification Policy and Procedures Training
Not yet rated
Free
- PDC: Initial Export Certification (Using PCIT and PExD)** (Web Based APHIS-PPQ-INIT-USING-PCIT-PEX)
Online Course Add to To-Do List
Initial Export Certification Using PCIT and PExD Training
Not yet rated
Free

RESULT: The Add to To-Do List link will disappear and the text “Already Assigned” will take its place.

- Click the **Home** tab at the top of the page to return to your To-Do List.
- The two Initial Export Certification course items should be listed. You must complete them both.
NOTE: The “Policy and Procedures” item must be completed before the “Using PCIT and PExD” item.



No due date

- PDC: Export Rec accreditation Training (Read Only)**
Available
- PDC: Initial Export Certification (Policy and Procedures)**
Available
- PDC: Initial Export Certification (Using PCIT and PExD)**
Prerequisites not met