



Managing ACO Accreditations

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Revision History

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1.0 Managing ACO Accreditations

What	This section shows users how to manage ACO accreditation data.
When	If you wish to manage ACO expirations and certifications, maintain testing dates and pass/fail results, or nominate and/or evaluate an ACO candidate.
How	Complete the following steps:

PCIT continuously verifies the currency of personnel training and prompts the responsible ECS of upcoming training and re-accreditation needs. ACOs need to take a re-certification test every three years, so alerts are displayed on the *Welcome* page for ECS users as needed. Only ECS users can view these accreditation expiration messages.

1.1 Managing Accreditation Expirations

In support of timely re-certification of ACOs, PCIT will send an alert to the responsible ECS via a screen message indicating that an ACO Accreditation is about to expire. These alerts will appear on the *Welcome* page under **Accreditation Messages** and group the ACOs into four categories: those needing re-certification within the next 12-6 months, 6-3 months, 3-1 months and 30-1 days. Alerts will be displayed daily and will stay on the ECS' screen until each ACO is re-certified or is put into an inactive status. When a category is selected for viewing, PCIT will display the ACO ID number, last name, first name, and certification date for each ACO. The information will be displayed in ascending order by certification date.

ECS users are sent Accreditation Messages on ACOs whose accreditation is about to expire. To view the details of an ACO Accreditation Expiration, complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome page. The page header includes the USDA logo, the system name, and a user greeting: "Welcome Ann Banks of Alaska ECS. Manage Account Sign Out". A navigation menu on the left lists options like "PCIT Home", "View Certificates", "View Processed Applications", "Manage Authorizations", "Financial Management", "Certificate Print Wizard", "View Reports", and "EXCERPT". The main content area features a "Welcome" message, an "Accreditation Messages" section with a red circle highlighting four expiration notices, a "Messages" section with a reporting requirement, and a "What's New" section with a training website link. The footer contains links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

Welcome Ann Banks of Alaska ECS.
Manage Account Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

PCIT Home
View Certificates
View Processed Applications
Manage Authorizations
Financial Management
Certificate Print Wizard
View Reports
EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Accreditation Messages

- 1 ACO accreditation will expire in 30 days or less
- 1 ACO accreditation will expire in 1 to 3 months
- 1 ACO accreditation will expire in 3 to 6 months
- 1 ACO accreditation will expire in 6 to 12 months
- 10 accreditation activity messages have been posted

Messages

USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate.

What's New

The PCIT Training Website is available at the following location:
<https://pcit-training.aphis.usda.gov/pcit/>

USDA | APHIS | Export Program Manual | Help/Contact Us

- Click the appropriate message link to view more information.
RESULT: The *ACO Accreditation Expiration Search* page displays.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Accreditation Expiration Search

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
ACO Accred. Search
 Manage Applicant Orgs.

Select a duty station and expiration time frame to view a list of ACOs whose accreditation is about to expire. For more information on an ACO's training, click on the View button. You may also revoke the ACO role of a user (role will be changed to ACO Admin) by clicking on the Revoke button.

Duty Station:* All
 Expiration Time Frame:* 6-12 months

[Clear](#) [Search](#)

ACO ID Number	Name	Expiration Date	ACO Details	ACO Status
20071022	Mary Davis	08/13/2008	View	Revoke

[Back](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- The ACO ID Number, Name, and Expiration Date are displayed. Click the **View** button for the corresponding user to view further ACO Details.
RESULT: The *ACO Details* page appears displaying the Training, Date, and Results.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Details

PCIT Home
ACO Training Data
 View Reports
 EXCERPT

Name: Mary Davis
 ACO ID Number: 20071022

Training	Date	Result
Initial	08/24/2007	Passed Delete
EXCERPT	08/27/2007	Completed Delete

[Back](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

ECS users can also manage the ACO re-certification information by clicking the Manage Account link in the upper right corner of the screen.

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

Welcome Ann Banks of Alaska ECS.
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

PCIT Home
 View Certificates
 View Processed Applications
 Manage Authorizations
 Financial Management
 Certificate Print Wizard
 View Reports
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Accreditation Messages

- 1 ACO accreditation will expire in 30 days or less
- 1 ACO accreditation will expire in 1 to 3 months
- 1 ACO accreditation will expire in 3 to 6 months
- 1 ACO accreditation will expire in 6 to 12 months
- 10 accreditation activity messages have been posted

Messages

USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate.

What's New

The PCIT Training Website is available at the following location:
<https://pcit-training.aphis.usda.gov/pcit/>.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

2. Select the Manage Account link in the upper right corner of the screen.
RESULT: The *Manage Account* page appears.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Account

[PCIT Home](#)
[Manage Account](#)

Please select one of the following options. As an organization administrator, you may view or update the account information of members in your organization(s), including adding members and managing member roles and locations. You can create and manage applicant organizations to create applications on behalf of applicants who do not have access to the PCIT web application. You can also update your own profile information.

Organization Account Information For:

Manage Applicant Organizations

My Own Profile Information

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Select the **Organization Account Information For:** option and select the appropriate organization from the drop-down list. Click the **Next** button.
RESULT: The *Manage Your Organization* page appears.

Welcome Ann Banks of Alaska ECS. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Your Organization

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
ACO Accred. Search
 Manage Applicant Orgs.

Chosen Organization: Alaska ECS

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

And

Location: Include Subordinates

And

Role:

Current Organization Members: 3 total

Name	Roles	Primary Location	
Bishop, Robert M	Authorized Certification Official, Export Certification Specialist	Seattle (PPQ)	<input type="button" value="Update"/>
Ferguson, Ann	Federal Regulatory Official	Wasilla (PPQ)	<input type="button" value="Update"/>
McCarthy, Paul L	Authorized Certification Official, Export Certification Specialist	Yakima (PPQ)	<input type="button" value="Update"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Click the [ACO Accred. Search](#) link from the left menu.
 RESULT: The *ACO Accreditation Expiration Search* page appears.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Accreditation Expiration Search

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
ACO Accred. Search
 Manage Applicant Orgs.

Select a duty station and expiration time frame to view a list of ACOs whose accreditation is about to expire. For more information on an ACO's training, click on the View button. You may also revoke the ACO role of a user (role will be changed to ACO Admin) by clicking on the Revoke button.

Duty Station:* All
 Expiration Time Frame:* All

ACO ID Number	Name	Expiration Date	ACO Details	ACO Status
20071024	Lee Farmer	05/16/2004	<input type="button" value="View"/>	<input type="button" value="Revoke"/>
20071025	Nathan Evans	09/13/2007	<input type="button" value="View"/>	<input type="button" value="Revoke"/>
20071027	Rebecca Shaeffer	10/28/2007	<input type="button" value="View"/>	<input type="button" value="Revoke"/>
20071026	Alex Jones	12/27/2007	<input type="button" value="View"/>	<input type="button" value="Revoke"/>
20071022	Mary Davis	08/13/2008	<input type="button" value="View"/>	<input type="button" value="Revoke"/>
20020086	Doug Warner	09/06/2009	<input type="button" value="View"/>	<input type="button" value="Revoke"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

5. Select a **Duty Station** and **Expiration Time Frame** from the drop-down boxes and click the **Search** button.
 RESULT: The ACOs whose accreditation is to about to expire, according to the Search criteria, are listed.

NOTE: Performing a search on the *ACO Accreditation Expiration Search* page will display all ACOs that meet the search criteria regardless of the Responsible ECS noted for each ACO. Accessing the *ACO Accreditation Expiration Search* page via the Accreditation Messages on the *Welcome* page only displays the ACOs that the ECS is responsible for; to display a complete list, click the **Search** button.

- To view ACO Details, click the **View** button next to the corresponding user.
RESULT: The *ACO Details* page appears and the training, date, and result are displayed.

The screenshot shows the 'ACO Details' page for user Mary Davis. The page header includes the USDA logo and 'Phytosanitary Certificate Issuance & Tracking System (PCIT)'. A navigation menu on the left contains links for 'PCIT Home', 'ACO Training Data', 'View Reports', and 'EXCERPT'. The main content area displays the user's name 'Mary Davis' and 'ACO ID Number: 20071022'. Below this is a table with training records:

Training	Date	Result	
Initial	08/24/2007	Passed	Delete
EXCERPT	08/27/2007	Completed	Delete

A 'Back' button is located below the table. At the bottom of the page, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'. The user is identified as 'Ann Banks of Alaska ECS.' with a 'Sign Out' link.

You can revoke the ACO role of a user (the role will be changed to ACO Admin Support) from the *ACO Accreditation Expiration Search* page. Click the **Revoke** button for the corresponding user.

The screenshot shows the 'ACO Accreditation Expiration Search' page. The header includes the USDA logo and 'Phytosanitary Certificate Issuance & Tracking System (PCIT)'. A navigation menu on the left contains links for 'PCIT Home', 'Manage Account', 'Manage Org. Members', 'Add Existing User', 'Add New User', 'ACO Accred. Search', and 'Manage Applicant Orgs.'. The main content area contains a search form with the following fields:

- Duty Station:** AK-Skagway (PPQ)
- Expiration Time Frame:** All

Buttons for 'Clear' and 'Search' are provided. Below the search form is a table with search results:

ACO ID Number	Name	Expiration Date	ACO Details	ACO Status
20071022	Mary Davis	08/24/2010	View	Revoke

A 'Back' button is located below the table. At the bottom of the page, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'. The user is identified as 'Tom Thompson of Skagway (PPQ.)' with a 'Sign Out' link.

The *Update Confirmation* page appears to confirm your action. Click the **Yes** button to revoke the ACO role of the user.



1.2 Managing ACO Profiles and Certificates

1.2.1 Viewing Identification Certificates (ACO)

ACOs can view their ACO Identification Certificate by completing the following steps.

1. If you are not already signed in to PCIT, sign in to PCIT.

RESULT: The *Welcome* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPQ). [Manage Account](#) [Sign Out](#)

Welcome

[PCIT Home](#)
[My Workload](#)
[My Duty Station Workload](#)
[Create/Update Applications](#)
[View Certificates](#)
[View Processed Applications](#)
[Financial Management](#)
[Certificate Print Wizard](#)
[View Reports](#)
EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

Your role has been changed to Authorized Certification Official (ACO) as of 08/24/2007. Review your profile for your ACO information.

USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate.

What's New

The PCIT Training Website is available at the following location:
<https://pcit-training.aphis.usda.gov/pcit/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Click the **Manage Account** link in the upper right hand corner of the screen.
RESULT: The *Manage Account* page appears.

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Account

PCIT Home
Manage Account

Please select one of the following options. You can create and manage applicant organizations to create applications on behalf of applicants who do not have access to the PCIT web application. You can also update your own profile information.

Manage Applicant Organizations
 My Own Profile Information

[Back](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Select **My Own Profile Information** and click the **Next** button.
RESULT: The *Manage Profile* page appears.

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Profile

Please review your personal information and edit your profile as needed. To save your changes, click the Save button.
 Items marked * are required.

Name:*
First Name M.I. Last Name

Printed Name:
(As Appears On Certificate)

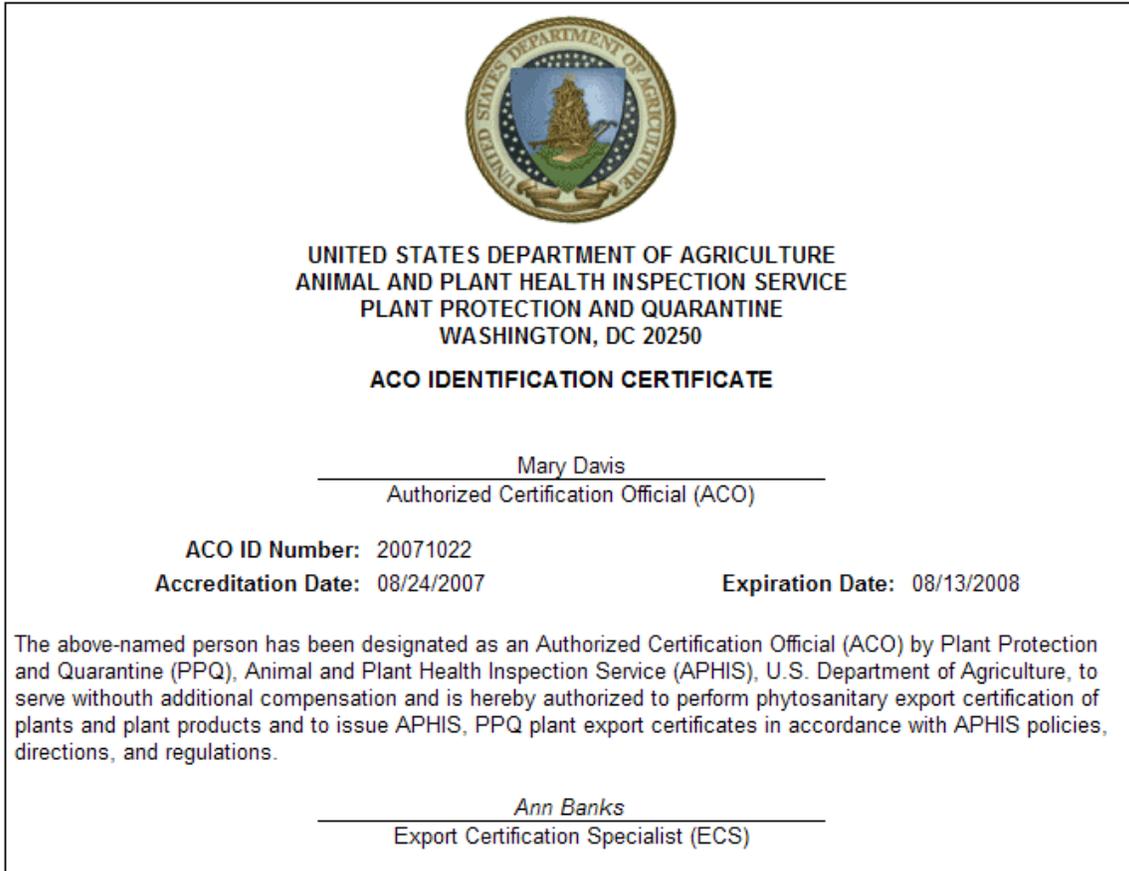
ACO ID Number: 20071022

Accreditation Expiration Date: 08/13/2008 [ACO ID Certificate](#)

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Click the **ACO ID Certificate** button.
RESULT: The *ACO Identification Certificate* appears.



1.2.2 Viewing/Updating Identification Certificates (Org Admin)

Organization Administrators can view or update ACO Identification Certificate information of members in their organization by completing the following steps.

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

2. Select the Manage Account link in the upper right corner of the screen.
RESULT: The *Manage Account* page appears.

3. Select the **Organization Account Information For:** option and select the appropriate organization from the drop-down list. Click the **Next** button.
RESULT: The *Manage Your Organization* page appears.

Welcome Tom Thompson of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Your Organization

PCIT Home
 Manage Account
Manage Org. Members
 Add Existing User
 Add New User
 ACO Accred. Search
 Manage Applicant Orgs.

Chosen Organization: Alaska ECS

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

And

Location: Include Subordinates

And

Role:

Current Organization Members: 1 total

Name	Roles	Primary Location	
Davis, Mary	Authorized Certification Official	Skagway (PPQ)	Update

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Click the **Update** button of the corresponding user.
RESULT: The *User Details* page appears.

Welcome Tom Thompson of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

User Details

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
 ACO Accred. Search
 Manage Applicant Orgs.

Please add or change the user's information, including roles and locations. The ACO ID Certificate button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the Save button. To cancel and return to the previous screen, click the Cancel button. Items marked * are required.

Name:*
 First Name: M.I.: Last Name:

User Status:* Active Inactive

ACO ID Number: 20071022

Accreditation Expiration Date: 08/13/2008 [ACO ID Certificate](#)

Education And Experience: [Details](#)

Assigned Roles	Update
Authorized Certification Official	

Assigned Locations	Update	Primary	Admin
Skagway (PPQ)		Y	

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

5. In the **Education And Experience** field, click the **Details** button.
RESULT: The *ACO Identification Certificate* page appears.



**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE
WASHINGTON, DC 20250**

ACO IDENTIFICATION CERTIFICATE

Mary Davis
Authorized Certification Official (ACO)

ACO ID Number: 20071022 **Expiration Date:** 08/13/2008
Accreditation Date: 08/24/2007

The above-named person has been designated as an Authorized Certification Official (ACO) by Plant Protection and Quarantine (PPQ), Animal and Plant Health Inspection Service (APHIS), U.S. Department of Agriculture, to serve without additional compensation and is hereby authorized to perform phytosanitary export certification of plants and plant products and to issue APHIS, PPQ plant export certificates in accordance with APHIS policies, directions, and regulations.

Ann Banks
Export Certification Specialist (ECS)

NOTE: The accreditation for a user that is both an ACO and ECS does not expire. PCIT will not remove the ACO functionality even if the re-certification test is not taken within 3 years. The User Details will display a “No expiration date.” message in the **Education And Experience** field.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Tom Thompson of Skagway (PPQ).
[Sign Out](#)

User Details

- [PCIT Home](#)
- [Manage Account](#)
- [Manage Org. Members](#)
- [Add Existing User](#)
- [Add New User](#)
- [ACO Accred. Search](#)
- [Manage Applicant Orgs.](#)

Please add or change the user's information, including roles and locations. The ACO ID Certificate button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the Save button. To cancel and return to the previous screen, click the Cancel button. Items marked * are required.

Name:*
First Name M.I. Last Name

User Status:* Active Inactive

ACO ID Number: 20071028

Accreditation Expiration Date: No expiration date. [ACO ID Certificate](#)

Education And Experience: [Details](#)

Assigned Roles [Update](#)

Authorized Certification Official	
Export Certification Specialist	

Assigned Locations [Update](#)

Assigned Locations	Primary	Admin
Alaska ECS	Y	Y

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.3 Managing ACO Education and Experience Information

ECS user can view and update ACO Education and Experience Information. To add training to an ACO's Education information, complete the following steps:

NOTE: Headquarter users can update all Nominee or ACO data including experience, education, and test data. The Personnel Development Center (PDC) will have access to view and enter ACO accreditation data. Based on a passing ACO test score entered by PDC, PCIT accredits the nominee if their experience is more than 1 year.

1. If you are not already signed in to PCIT, sign in to PCIT.

RESULT: The *Welcome* page appears.

The screenshot shows the USDA PCIT system interface. At the top right, it says "Welcome Ann Banks of Alaska ECS" with "Manage Account" and "Sign Out" links. The main header reads "USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)". Below this is a "Welcome" section with a navigation sidebar on the left containing links like "PCIT Home", "View Certificates", "View Processed Applications", "Manage Authorizations", "Financial Management", "Certificate Print Wizard", and "View Reports". The main content area includes a "Welcome" message, an "Accreditation Messages" section with a link to "1 accreditation activity message has been posted", a "Messages" section with a notice about USDA reporting requirements, and a "What's New" section with a link to the PCIT Training Website at <https://pcit-training.aphis.usda.gov/pcit/>. At the bottom, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

2. Select the [Manage Account](#) link in the upper right corner of the screen.
RESULT: The *Manage Account* page appears.

The screenshot shows the 'Manage Account' page of the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT). The page header includes the USDA logo, the system name, and a welcome message for 'Ann Banks of Alaska ECS.' with a 'Sign Out' link. The main content area features a navigation menu on the left with 'PCIT Home' and 'Manage Account' (the active page). The main text area contains instructions for administrators and three radio button options: 'Organization Account Information For:' (selected), 'Manage Applicant Organizations', and 'My Own Profile Information'. The 'Organization Account Information For:' option is set to 'AK-Skagway (PPQ)'. Below the options are 'Back' and 'Next' buttons. The footer contains links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

Welcome Ann Banks of Alaska ECS.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Account

PCIT Home
[Manage Account](#)

Please select one of the following options. As an organization administrator, you may view or update the account information of members in your organization(s), including adding members and managing member roles and locations. You can create and manage applicant organizations to create applications on behalf of applicants who do not have access to the PCIT web application. You can also update your own profile information.

Organization Account Information For: AK-Skagway (PPQ)
 Manage Applicant Organizations
 My Own Profile Information

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Select the **Organization Account Information For:** option and select the appropriate organization from the drop-down list. Click the **Next** button.
RESULT: The *Manage Your Organization* page appears.

Welcome Ann Banks of Alaska ECS. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Your Organization

Chosen Organization: Alaska ECS

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

And

Location: Include Subordinates

And

Role:

Current Organization Members: 1 total

Name	Roles	Primary Location	
Davis, Mary	Authorized Certification Official	Skagway (PPQ)	Update

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Click the **Update** button of the corresponding user.
RESULT: The *User Details* page appears.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

User Details

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
 ACO Accred. Search
 Manage Applicant Orgs.

Please add or change the user's information, including roles and locations. The ACO ID Certificate button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the Save button. To cancel and return to the previous screen, click the Cancel button. Items marked * are required.

Name:*
First Name M.I. Last Name

User Status:* Active Inactive

ACO ID Number: 20071022

Accreditation Expiration Date: 08/24/2010 [ACO ID Certificate](#)

Education And Experience: [Details](#)

Assigned Roles	Update
Authorized Certification Official	

Assigned Locations	Update	Primary	Admin
Skagway (PPQ)		Y	

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- In the **Education And Experience** field, click the **Details** button.
RESULT: The *Education and Experience Details* page appears.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Education and Experience Details

Please add or change the user's education and experience information. Click the 'Save' button to save all your changes, or click 'Cancel' to cancel any changes and return.
 Items marked * are required.

Name:* Mary Davis

Education:* 4 years

Major:

Experience:* 1 year as of 08/24/2007

Experience Detail:

Responsible ECS:* Banks, Ann

Add Training

Training Type: Date Taken:
mm/dd/yyyy

Training Credentials:

Training	Date	Result	
Initial	08/24/2007	Passed	<input type="button" value="Delete"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Under the Add Training section, select the **Training Type** and **Date Taken** from the drop-down boxes. Click the **Add** button.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Education and Experience Details

Please add or change the user's education and experience information. Click the 'Save' button to save all your changes, or click 'Cancel' to cancel any changes and return.
 Items marked * are required.

Name:* Mary Davis

Education:* 4 years

Major:

Experience:* 1 year as of 08/24/2007

Experience Detail:

Responsible ECS:* Banks, Ann

Add Training

Training Type: EXCERPT **Date Taken:** 08/27/2007

mm/dd/yyyy

Training Credentials:

Training	Date	Result	Delete
Initial	08/24/2007	Passed	<input type="button" value="Delete"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *Education and Experience Details* page reappears and displays the training details under the Training Credentials section.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Education and Experience Details

Please add or change the user's education and experience information. Click the 'Save' button to save all your changes, or click 'Cancel' to cancel any changes and return.
 Items marked * are required.

Name:* Mary Davis

Education:* 4 years

Major:

Experience:* 1 year as of 08/24/2007

Experience Detail:

Responsible ECS:* Banks, Ann

Add Training

Training Type: Date Taken:
mm/dd/yyyy

Training Credentials:

Training	Date	Result	
Initial	08/24/2007	Passed	<input type="button" value="Delete"/>
EXCERPT	08/27/2007	Completed	<input type="button" value="Delete"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Click the **Save & Back** button.

RESULT: The updated information is saved and the *User Details* page appears.

The ECS can view the Initial Training/Reaccreditation Training Test information on the *Accreditation Status Messages* page.

Initial Training/Reaccreditation Training Test Passed

The users listed have passed the ACO test.

Date Posted	Name	Comments	Select All
08/29/2007	Farmer, Lee	User role has been updated to ACO.	<input type="checkbox"/>
08/29/2007	Smith, Robert	Experience < 1 year. User role will be updated to ACO when experience = 1 year.	<input type="checkbox"/>

Users will get a message in their Message box when their role has changed to ACO.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ). Manage Account Sign Out". The main header includes the USDA logo and "Phytosanitary Certificate Issuance & Tracking System (PCIT)". Below the header is a "Welcome" section with a navigation menu on the left containing items like "PCIT Home", "My Workload", "My Duty Station Workload", "Create/Update Applications", "View Certificates", "View Processed Applications", "Financial Management", "Certificate Print Wizard", and "View Reports". The main content area has a "Messages" section with the following text: "Your role has been changed to Authorized Certification Official (ACO) as of 08/24/2007. Review your profile for your ACO information. USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate." Below this are three links: "2 applications in Submitted status have assigned to Fairbanks (State)", "1 application in Submitted status has assigned to Skagway (PPQ)", and "7 applications in Issued-Pending status have been assigned to Skagway (PPQ)". There is also a "What's New" section with the text: "The PCIT Training Website is available at the following location: https://pcit-training.aphis.usda.gov/pcit/". At the bottom, there are links for "USDA | APHIS | Export Program Manual | Help/Contact Us".

Initial Training/Reaccreditation Training Test Failed

The users listed have failed the ACO test and their roles remain as ACO Admin Support.

Date Posted	Name	Comments	Select All
08/20/2007	Green, Jen	Must retake test within 2-45 days.	<input type="checkbox"/>
08/23/2007	Green, Jen	Second failure. Must retake test within 2-45 days.	<input type="checkbox"/>
08/31/2007	Green, Jen	Third failure. Must wait 1 year before resubmitting this nominee.	<input type="checkbox"/>

NOTE: If the ACO user has not taken and passed the re-accreditation test within three years of the last accreditation training date PCIT will change the user role to ACO Admin Support with the status of **Demoted**. PCIT sends an alert to the responsible ECS stating the lost accreditation and the revoked ACO will get a message in their Message box.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ)" with links for "Manage Account" and "Sign Out". The main header includes the USDA logo and the text "Phytosanitary Certificate Issuance & Tracking System (PCIT)". Below this is a "Welcome" section with a navigation menu on the left containing items like "PCIT Home", "My Duty Station Workload", "Create/Update Applications", "View Certificates", "View Processed Applications", "Financial Management", "Certificate Print Wizard", "View Reports", and "EXCERPT". The main content area features a "Messages" section with a notification: "Your role has been changed to ACO Admin Support as of 08/24/2007. For more information, please contact your ECS." Below this, it states "USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate." There are three links: "2 applications in Submitted status have assigned to Fairbanks (State)", "1 application in Submitted status has assigned to Skagway (PPQ)", and "7 applications in Issued-Pending status have been assigned to Skagway (PPQ)". A "What's New" section at the bottom indicates the PCIT Training Website is available at <https://pcit-training.aphis.usda.gov/pcit/>. The footer contains links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

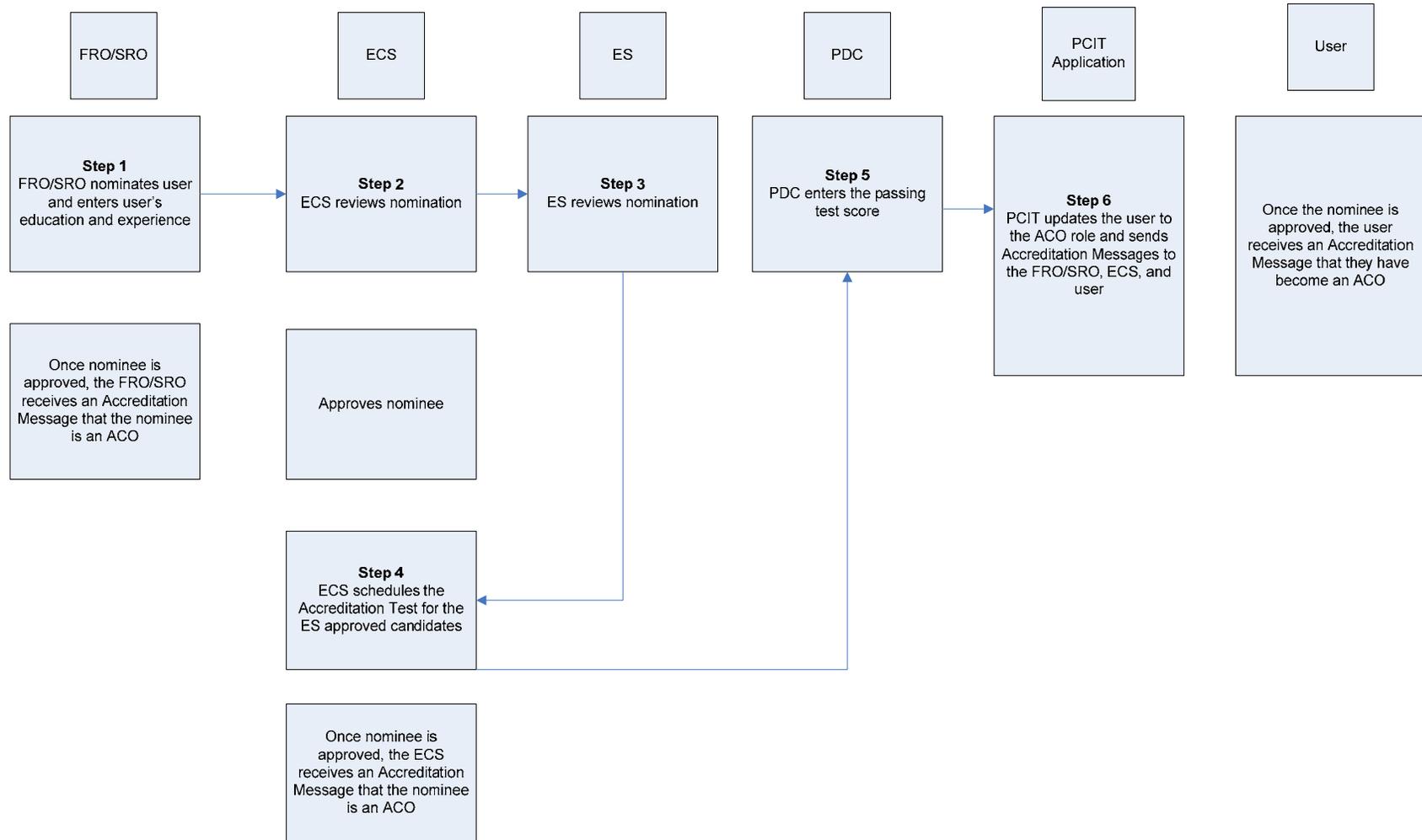
1.4 Nominating/Evaluating an ACO Candidate

ECS users will approve or reject nominations provided by the State Regulatory Official (SRO) or Federal Regulatory Official (FRO). ECS approved nominations are forwarded to Export Services (ES). ES will then approve or reject the nominations. ES approved nominates become candidates for taking the accreditation test.

To be eligible as an ACO, an individual must:

- Have a bachelor's degree in the biological sciences, and a minimum of one year's experience in identifying plant endemic to crops of commercial importance within the cooperating State, or a combination of higher education in the biological sciences and experience in identifying such plant pests as follows (the years of education and experience do not have to be acquired consecutively):
 - 0 years education and 5 years experience;
 - 1 year education and 4 years experience;
 - 2 years education and 3 years experience;
 - 3 years education and 2 years experience; or
 - 4 years education and 1 year experience.
- Successfully complete annual training provided by the State plant regulatory agency.

The following chart displays the work flow of a successful ACO Nomination:



The ACO Nomination Process begins when a user nominates an ACO Admin Support user. To nominate a user as an ACO candidate, complete the following steps:

1.4.1 SRO/FRO Nominates an ACO Admin Support User

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Click the Manage Account link in the upper right hand corner of the screen.
RESULT: The *Manage Account* page appears.

Welcome Mike Mills of Skagway (PPQ).
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Account

PCIT Home
Manage Account

Please select one of the following options. As an organization administrator, you may view or update the account information of members in your organization(s), including adding members and managing member roles and locations. You can create and manage applicant organizations to create applications on behalf of applicants who do not have access to the PCIT web application. You can also update your own profile information.

Organization Account Information For: AK-Skagway (PPQ)
 Manage Applicant Organizations
 My Own Profile Information

Back Next

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Select the **Organization Account Information For:** option and select the appropriate organization from the drop-down list. Click the **Next** button.
RESULT: The *Manage Your Organization* page appears.

Welcome Mike Mills of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Your Organization

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
 ACO Accred. Search
 Manage Applicant Orgs.

Chosen Organization: Skagway (PPQ)

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

And

Location: Include Subordinates

And

Role:

Current Organization Members: 4 total

Name	Roles	Primary Location	
Green, Jen	ACO Admin Support	Skagway (PPQ)	<input type="button" value="Update"/>
Hutchinson, Janet	ACO Admin Support	Skagway (PPQ)	<input type="button" value="Update"/>
Smith, Robert	ACO Admin Support	Skagway (PPQ)	<input type="button" value="Update"/>
Wellington, Sue	ACO Admin Support	Skagway (PPQ)	<input type="button" value="Update"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. To find and update members in your organization, search by the member's last name, location, role, or a combination of each. Click the **Search** button.
RESULT: The members meeting the Search criteria are listed.

NOTE: Members listed in *red italics* are inactive and can be reactivated by updating their information.

- Click the **Update** button next to the user to be nominated.
RESULT: The *User Details* page appears.

Welcome Mike Mills of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

User Details

Please add or change the user's information, including roles and locations. The ACO ID Certificate button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the Save button. To cancel and return to the previous screen, click the Cancel button. Items marked * are required.

Name: * Sue Wellington
First Name M.I. Last Name

User Status: * Active Inactive

Assigned Roles
 ACO Admin Support

Assigned Locations	Update	Primary	Admin
Skagway (PPQ)		Y	

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Under the Assigned Roles section, click the **Nominate** button for the ACO Admin Support.
RESULT: The *Education and Experience Details* page appears.

Welcome Mike Mills of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Education and Experience Details

Please add or change the user's education and experience information. Click the 'Save' button to save all your changes, or click 'Cancel' to cancel any changes and return. Items marked * are required.

Name: * Sue Wellington

Education: * 4 years

Major: Biology

Experience: * 1 year as of 08/29/2007

Experience Detail: 1 year experience as an ACO Admin.

Responsible ECS: * Banks, Ann

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- You can add or change the user's education and experience information as needed. Click the **Save & Back** button to save all your changes, or click the **Cancel** button to cancel any changes and return to the *User Details* page.
 RESULT: The *User Details* page appears.

NOTE: A nominee cannot be submitted to ES for the ACO test until they have at least nine months of regulatory experience. A candidate that passed the ACO test and education requirements cannot be accredited until they have at least one year of experience. When the record is saved, PCIT will verify the minimum requirements for a Nominee. If the person does not meet the education/experience requirement, an error message displays stating that the nomination cannot be accepted.

The screenshot shows the 'Education and Experience Details' page in the USDA PCIT system. At the top right, it says 'Welcome Mike Mills of Skagway (PPQ)' with a 'Sign Out' link. The page title is 'Education and Experience Details'. A red error message states: 'Error: The nomination cannot be accepted because the person does not meet the education/experience requirement. Please add or change the user's education and experience information. Click the 'Save' button to save all your changes, or click 'Cancel' to cancel any changes and return. Items marked * are required.' The form contains the following fields: 'Name:*' with the value 'Sue Wellington'; 'Education:*' with a dropdown menu set to '0 years'; 'Major:' with an empty text box; 'Experience:*' with a dropdown menu set to '0 months' and 'as of 08/29/2007'; 'Experience Detail:' with a large empty text area; and 'Responsible ECS:*' with a dropdown menu set to 'Banks, Ann'. At the bottom of the form are 'Cancel' and 'Save & Back' buttons. The footer contains links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

When the person meets the requirements, the *User Details* page appears with additional fields displayed.

Welcome Mike Mills of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

User Details

[PCIT Home](#)
[Manage Account](#)
[Manage Org. Members](#)
[Add Existing User](#)
[Add New User](#)
[ACO Accred. Search](#)
[Manage Applicant Orgs.](#)

Please add or change the user's information, including roles and locations. The ACO ID Certificate button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the Save button. To cancel and return to the previous screen, click the Cancel button. Items marked * are required.

Name: * Sue Wellington
First Name M.I. Last Name

User Status: * Active Inactive

ACO ID Number:
Accreditation Expiration Date:

Education And Experience: [Details](#)

Assigned Roles	Update
ACO Admin Support	

Assigned Locations	Update	Primary	Admin
Skagway (PPQ)		Y	

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

By clicking the new **Details** button, it will display the user's education and experience. If the user is an ECS, the ability to add refresher training is available. ES users can update all accreditation data.

1.4.2 ECS Approves/Rejects a Request

When a pre-nomination request is submitted, an alert is sent to the ECS. To approve/reject a request complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) 'Welcome' page. At the top right, it says 'Welcome Ann Banks of Alaska ECS.' with links for 'Manage Account' and 'Sign Out'. The main content area includes a welcome message, an 'Accreditation Messages' section with a highlighted message '1 accreditation activity message has been posted', a 'Messages' section with a notice about monthly reporting requirements, and a 'What's New' section with a link to the PCIT Training Website. The footer contains links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

- Click the message link to view more information.
RESULT: The *Accreditation Status Messages* page displays.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)





Accreditation Status Messages

[PCIT Home](#)

Nomination Requests

An ACO nomination has been submitted for the users listed.

Date Posted	Name	View
08/29/2007	Wellington, Sue	View

Nomination Approvals

Nomination requests for the users listed has been approved. The candidates can now attend training.

There are no Nomination Approval messages.

Nomination Rejections

Nomination requests for the users listed have been rejected.

There are no Nomination Rejection messages.

Initial Training/Reaccreditation Training Test Passed

The users listed have passed the ACO test.

There are no Initial Training/Reaccreditation Training Test Passed messages.

Initial Training/Reaccreditation Training Test Failed

The users listed have failed the ACO test and their roles remain as ACO Admin Support.

There are no Initial Training/Reaccreditation Training Test Failed messages.

Reaccreditation Expired

The users listed have not taken the reaccreditation training test within three years of their last training date. As a result, their user roles have been changed to ACO Admin Support on their accreditation expiration date. They must wait 60 days before retaking the test.

There are no Reaccreditation Expired messages.

HQ Updated Status

HQ has updated the roles of the users listed to Authorized Accreditation Official.

There are no HQ Updated Status messages.

[Back](#)
[Delete Selected Messages](#)
[Delete All Messages](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Under the Nomination Requests section, click the **View** button next to the corresponding user.
RESULT: The *ACO Nomination* page displays.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Ann Banks of Alaska ECS.
Sign Out

ACO Nomination

PCIT Home

Name: Sue Wellington
ACO ID Number: N/A
Accreditation Status: Nominee
Education: 4 years
Major: Biology
Experience: 1 years
Experience Detail: 1 year experience as an ACO Admin.
Responsible ECS: Ann Banks
Nomination Status:* Approve ▼

Cancel Submit

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. To approve a request, select **Approve** from the drop-down box in the Nomination Status field and click the **Submit** button.
RESULT: If approved, the status is set to **Nominee** and an alert is sent to ES via the message box about the user.

- To reject a request, select **Reject** from the drop-down box in the Nomination Status field and click the **Submit** button.
RESULT: The *Reason for Rejection* page displays.

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Nomination

[PCIT Home](#)

Name: Sue Wellington
ACO ID Number: N/A
Accreditation Status: Nominee
Education: 4 years
Major: Biology
Experience: 1 years
Experience Detail: 1 year experience as an ACO Admin.
Responsible ECS: Ann Banks
Nomination Status:*

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Enter comments explaining why you are rejecting the nomination and click the **Save** button.
RESULT: The nomination status is set to **Rejected** and PCIT posts an alert in the Accreditation Messages block on the *Welcome* page of the original submitter. When the alert is selected, the original submitter can read the ECS' rejection comments (for example, the user does not meet the education/experience requirements).

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Reason for Rejection

You are updating the nomination status to: Rejected.

Please enter comments explaining why you are rejecting the nomination. These comments will be available for the submitter to review.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.4.2 ES Approves/Rejects a Request

When a pre-nomination request is approved by the ECS, an alert is sent to the ES. To approve/reject a request complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Tom Thompson of Skagway (PPQ).
[Manage Account](#) [Sign Out](#)

Welcome

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Accreditation Messages

1 accreditation activity message has been posted

Messages

USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate.

What's New

The PCIT Training Website is available at the following location:
<https://pcit-training.aphis.usda.gov/pcit/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Click the message link to view more information.
RESULT: The *Accreditation Status Messages* page displays.

Welcome Tom Thompson of Skagway (PPQ).
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Accreditation Status Messages

PCIT Home

Nomination Requests

An ACO nomination has been submitted for the users listed.

Date Posted	Name	
08/29/2007	Wellington, Sue	View

[Back](#) [Delete Selected Messages](#) [Delete All Messages](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: Only the **Back** button displays for ES users.

- Under the Nomination Requests section, click the **View** button next to the corresponding user.
RESULT: The *ACO Nomination* page displays.

Welcome Tom Thompson of Skagway (PPQ).
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Nomination

PCIT Home

Name: Sue Wellington

ACO ID Number: N/A

Accreditation Status: Nominee

Education: 4 years

Major: Biology

Experience: 1 years

Experience Detail: 1 year experience as an ACO Admin.

Responsible ECS: Ann Banks

Nomination Status:* Approve ▾

[Cancel](#) [Submit](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To approve a request, select **Approve** from the drop-down box in the Nomination Status field and click the **Submit** button.
RESULT: If approved, the status is set to **Candidate** and an alert is sent to the ECS via the message box about the user.

Welcome Tom Thompson of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Nomination

[PCIT Home](#)

Name: Sue Wellington
ACO ID Number: N/A
Accreditation Status: Nominee
Education: 4 years
Major: Biology
Experience: 1 years
Experience Detail: 1 year experience as an ACO Admin.
Responsible ECS: Ann Banks
Nomination Status: *

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To reject a request, select **Reject** from the drop-down box in the Nomination Status field and click the **Submit** button.
RESULT: The *Reason for Rejection* page displays.

Welcome Tom Thompson of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Reason for Rejection

You are updating the nomination status to: Rejected.

Please enter comments explaining why you are rejecting the nomination. These comments will be available for the submitter to review.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Enter comments explaining why you are rejecting the nomination and click the **Save** button.
RESULT: The nomination status is set to **Rejected** and ES is required to provide a message to the ECS and original submitter stating the reason for rejection.

1.4.3 Nomination Approval

When a nomination request is approved by ES, an alert is sent to the ECS that the user, now a Candidate, can now attend training. To view the alert completes the following steps:

- If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome page. At the top right, it says "Welcome Ann Banks of Alaska ECS" with links for "Manage Account" and "Sign Out". The main header includes the USDA logo and the system name. A navigation menu on the left lists options like "PCIT Home", "View Certificates", "View Processed Applications", "Manage Authorizations", "Financial Management", "Certificate Print Wizard", and "View Reports". The main content area has a "Welcome" message and three message boxes. The "Accreditation Messages" box contains a red oval around the text "1 accreditation activity message has been posted". The "Messages" box contains a notice about monthly reporting requirements. The "What's New" box contains a link to the PCIT Training Website.

- Click the message link to view more information.
RESULT: The *Accreditation Status Messages* page displays. Under the Nomination Approvals section, the approved user's name is listed with the date posted.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)



Accreditation Status Messages

[PCIT Home](#)

Nomination Requests

An ACO nomination has been submitted for the users listed.

There are no Nomination Request messages.

Nomination Approvals

Nomination requests for the users listed has been approved. The candidates can now attend training.

Date Posted	Name	Select All
08/29/2007	Wellington, Sue	<input type="checkbox"/>

Nomination Rejections

Nomination requests for the users listed have been rejected.

There are no Nomination Rejection messages.

Initial Training/Reaccreditation Training Test Passed

The users listed have passed the ACO test.

There are no Initial Training/Reaccreditation Training Test Passed messages.

Initial Training/Reaccreditation Training Test Failed

The users listed have failed the ACO test and their roles remain as ACO Admin Support.

There are no Initial Training/Reaccreditation Training Test Failed messages.

Reaccreditation Expired

The users listed have not taken the reaccreditation training test within three years of their last training date. As a result, their user roles have been changed to ACO Admin Support on their accreditation expiration date. They must wait 60 days before retaking the test.

There are no Reaccreditation Expired messages.

HQ Updated Status

HQ has updated the roles of the users listed to Authorized Accreditation Official.

There are no HQ Updated Status messages.

Back
Delete Selected Messages
Delete All Messages

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.4.3 PDC Adds Test Results

PDC enters initial accreditation and re-accreditation test dates and pass/fail results for Nominees and ACOs.

NOTE: The user role can only be updated to ACO when the candidate has passed the accreditation test. If the candidate fails the test three consecutive times, the user must wait a year before taking for the test again.

To enter test results, complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

Welcome John Simpson of Export Services.
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[ACO Training Data](#)
[View Reports](#)

EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate.

What's New

The PCIT Training Website is available at the following location:
<https://pcit-training.aphis.usda.gov/pcit/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Select the ACO Training Data link from the left menu.
 RESULT: The *ACO & ACO Nominee Search* page appears.

Welcome John Simpson of Export Services.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO & ACO Nominee Search

PCIT Home
[ACO Training Data](#)
 View Reports
 EXCERPT

To search for an ACO or ACO Nominee, enter a last name and/or select a location or enter an ACO ID number and select Search.

Last Name: Note: Blank lists all ACOs. Can use [wildcards](#): *

And

Duty Station:

Or

ACO ID Number:

ACO ID Number	Name	Accreditation Date
	Wellington, Sue	

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To find an ACO or ACO Nominee, search by the member’s last name and duty station, or ACO ID number, click the **Search** button.
 RESULT: The users meeting the Search criteria are listed.

- Click the **View** button next to the corresponding user.
RESULT: The *ACO Details* page appears.

Welcome John Simpson of Export Services.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Details

PCIT Home
ACO Training Data
View Reports
EXCERPT

Name: Sue Wellington
ACO ID Number:

No records match the search criteria.

Back Add Test Results

USDA | APHIS | Export Program Manual | Help/Contact Us

- Click the **Add Test Results** button.
RESULT: The *Add Test Results* page appears.

Welcome John Simpson of Export Services.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Add Test Results

PCIT Home
ACO Training Data
View Reports
EXCERPT

Name: Sue Wellington
ACO ID Number:

Training Type:* Initial

Date:* 08/29/2007
mm/dd/yyyy

Result:* Passed

Cancel Save

USDA | APHIS | Export Program Manual | Help/Contact Us

6. Enter the Training Type, Date, and Result. Click the **Save** button.
 RESULT: The *ACO Details* page reappears with the new training details listed.

Welcome John Simpson of Export Services.
 Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

ACO Details

PCIT Home
 ACO Training Data
 View Reports
 EXCERPT

Name: Sue Wellington
 ACO ID Number: 20071029

Training	Date	Result
Initial	08/29/2007	Passed <input type="button" value="Delete"/>

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When the PDC indicates that a Candidate passed the accreditation test and the regulatory experience is more than a year, the role is updated to ACO. An alert is sent via a link to the Accreditation Messages box to the ECS and original submitter; the Candidate receives a message in his/her Messages box.

When the PDC indicates that a Candidate passed the accreditation test and the regulatory experience is less than a year an alert is sent via a link to the Accreditation Messages box to the ECS and original submitter. The alert states that the candidate passed the test and the role will be updated to ACO once the user has one year of experience. PCIT tracks the experience and automatically updates the role when appropriate. At that time the Candidate receives a message in Messages box that his/her role has been updated.

(Angie, do you want to include a screen shot of the ECS' page with the 'passed but will update role when experience = a year' message?)

The ECS and original submitter receive a message in the Accreditation Messages box on the *Welcome* page.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome page. At the top right, it says "Welcome Ann Banks of Alaska ECS." with links for "Manage Account" and "Sign Out". The main header includes the USDA logo and the system name. A navigation menu on the left lists options like "PCIT Home", "View Certificates", "View Processed Applications", "Manage Authorizations", "Financial Management", "Certificate Print Wizard", "View Reports", and "EXCERPT". The main content area features a "Welcome" message, followed by an "Accreditation Messages" section containing a message: "1 accreditation activity message has been posted", which is circled in red. Below this is a "Messages" section with a notice about monthly reporting requirements, and a "What's New" section with a link to the PCIT Training Website. The footer contains links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

To view more information about the Accreditation Message, click the message link.
RESULT: The *Accreditation Status Messages* page displays. Under the Nomination Approvals section, the approved user’s name is listed with the date posted.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Ann Banks of Alaska ECS.
[Sign Out](#)



Accreditation Status Messages

[PCIT Home](#)

Nomination Requests

An ACO nomination has been submitted for the users listed.

There are no Nomination Request messages.

Nomination Approvals

Nomination requests for the users listed has been approved. The candidates can now attend training.

There are no Nomination Approval messages.

Nomination Rejections

Nomination requests for the users listed have been rejected.

There are no Nomination Rejection messages.

Initial Training/Reaccreditation Training Test Passed

The users listed have passed the ACO test.

Date Posted	Name	Comments	Select All
08/29/2007	Sue Wellington	User role has been updated to ACO.	<input type="checkbox"/>

Initial Training/Reaccreditation Training Test Failed

The users listed have failed the ACO test and their roles remain as ACO Admin Support.

There are no Initial Training/Reaccreditation Training Test Failed messages.

Reaccreditation Expired

The users listed have not taken the reaccreditation training test within three years of their last training date. As a result, their user roles have been changed to ACO Admin Support on their accreditation expiration date. They must wait 60 days before retaking the test.

There are no Reaccreditation Expired messages.

HQ Updated Status

HQ has updated the roles of the users listed to Authorized Accreditation Official.

There are no HQ Updated Status messages.

Back
Delete Selected Messages
Delete All Messages

[USDA](#) |
 [APHIS](#) |
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The candidate receives a message in the Messages box on the *Welcome* page that their role has changed to ACO.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome page. At the top right, it says "Welcome Sue Wellington of Skagway (PPQ)." with links for "Manage Account" and "Sign Out". The main header includes the USDA logo and the system name. A left sidebar lists navigation options such as "PCIT Home", "My Workload", "My Duty Station Workload", "Create/Update Applications", "View Certificates", "View Processed Applications", "Financial Management", "Certificate Print Wizard", and "View Reports". The main content area features a "Welcome" message and a "Messages" box. The "Messages" box contains a notification: "Your role has been changed to Authorized Certification Official (ACO) as of 08/29/2007. Review your profile for your ACO information." Below this is a bolded notice: "USDA has monthly reporting requirements. To facilitate data consolidation, fill in the weight (in pounds) box on the commodity details screen for all non-propagative commodities. Information in the weight block does not appear on the phytosanitary certificate." A "What's New" box at the bottom of the main content area states: "The PCIT Training Website is available at the following location: <https://pcit-training.aphis.usda.gov/pcit/>". The footer contains links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

ES users can update all Nominee or ACO data including experience, education, and test data. The following message appears when an HQ has updated a user's role to an Authorized Accreditation Official.

HQ Updated Status

HQ has updated the roles of the users listed to Authorized Accreditation Official.

Date Posted	Name	Select All
08/24/2007	Davis, Mary	<input type="checkbox"/>

An ACO must be reaccredited every three years. If the ACO fails to be reaccredited within this time, PCIT will automatically change the role to ACO Admin Support. The following message appears with PCIT changes the role to ACO Admin Support.

Reaccreditation Expired

The users listed have not taken the reaccreditation training test within three years of their last training date. As a result, their user roles have been changed to ACO Admin Support on their accreditation expiration date. They must wait 60 days before retaking the test.

Date Posted	Name	Accreditation Expiration	Select All
08/30/2007	Farmer, Lee	08/29/2007	<input type="checkbox"/>