



Prepared. For Life.®

Troop 58

Davidson, North Carolina

New Merit Badge Counselor
Registration and Training

2021

Welcome to Troop 58!

We are thrilled to have you on board with Troop 58. As part of counseling merit badges within the Troop, along with Youth Protection Training, an adult BSA application and merit badge counselor application need to be completed. This guide details the requirements as well as how to access and complete them. Reach out to the Troop Committee Chair, Merit Badge Coordinator, or Training Chair with any questions you may have.

It is recommended to complete the steps in the order shown here.

Step One: Youth Protection Training (YPT)

Method: Online

Frequency: Every 24 Months

Instructions: See guidance below.

Details: It is the mission of Youth Protection volunteers and professionals to work within the Boy Scouts of America to maintain a culture of Youth Protection awareness and safety. A certificate of completion will be generated upon completion of the course. *This certificate needs to be saved by you with the recommendation to file within your computer documents. Submit a printed or digital copy along with the Adult Application and Merit Badge Counselor Application.*

Step Two: Adult BSA Application

Method: Paper or Digital Application

Frequency: Once

Instructions: Fillable PDF <https://filestore.scouting.org/filestore/pdf/524-501.pdf>

Details: Save as PDF or Print, and Return completed application to Merit Badge Coordinator via email or in person.

Step Three: Merit Badge Counselor Application

Method: Paper or Digital Application

Frequency: Initial sign up as counselor and with any/each change. Renewal to maintain, add, or drop badges per year via Council's online portal.

Instructions: Fillable PDF <https://filestore.scouting.org/filestore/pdf/34405.pdf>

Details: Save as PDF or Print, and Return completed application, *along with YPT certificate of completion*, to Merit Badge Coordinator via email or in person.

Step Four (See Details): BSA Health Form

Method: Paper Form

Frequency: Every 12 Months

Instructions: If not already provided one, the form can be accessed via the below link or Google BSA Health Form. <https://www.scouting.org/health-and-safety/ahmr/>.

Details: ***Not needed for counselors unless going on trips.*** Parts A and B apply to ALL participants in basic Scouting activities such as local tours and weekend camping trips less than 72 hours in duration. Part C is required if you will participate in an activity lasting longer than 72 hours (like summer camp). Note that Part C must be completed by a certified and licensed physician (MD, DO), nurse practitioner, or physician assistant. Return completed form to the Troop Health Form Coordinator.

Step Five (See Details): Troop 58 Adult Code of Conduct

Method: Paper Form

Frequency: Once

Instructions: Provided by Merit Badge Coordinator upon signing up to be a counselor. Print the form and return completed and signed to Troop Committee Chair.

Details: This demonstrates the commitment from each adult leader to serve as a positive role model. ***This is not contingent on processing with Council.***

(Optional) Step Six: Merit Badge Counselor Training

Method: Online

Frequency: Once

Instructions: See below for guidance

Details: Position specific training designed for Merit Badge Counselors. This course serves as an orientation to the position.

How to Complete Youth Protection Training (YPT)

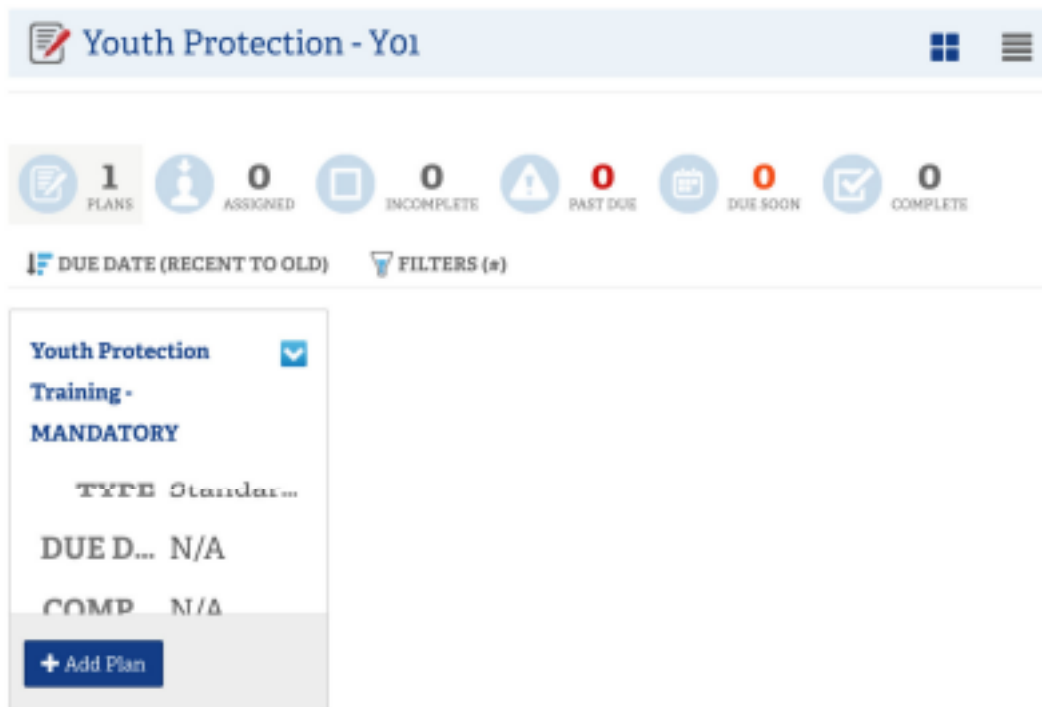
- Visit my.scouting.org and sign in to your account

Recommended browsers are Google Chrome for PC or Safari for Mac o “Forgot Username” and “Forgot Password” links available if needed

- On the opening page, select the Youth Protection logo



- A new window will open. Review the Opening video then scroll down and select “Add Plan”



- Select “Youth Protection Training” to open the course

Youth Protection Training - MANDATORY

TYPE Standard...

DUE D... N/A

COMP... N/A

0% COMPLETED

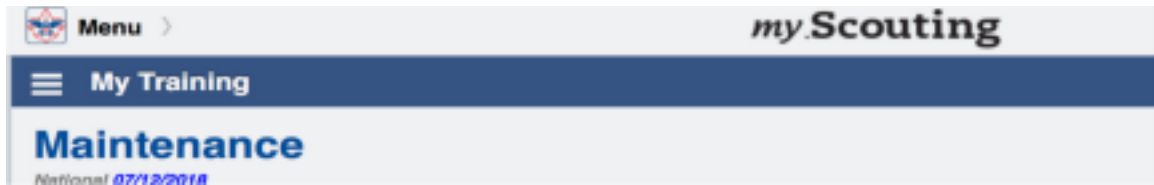
- Select “Launch Course” to open each module. All four need to be completed for full credit of Youth Protection Training

Youth Protection - Y01 - Youth Protection Training - MANDATORY

1	Overview and Policies	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	LAUNCH COURSE
2	Sexual Abuse	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	LAUNCH COURSE
3	Bullying	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	LAUNCH COURSE
4	YPT Certification Test	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	LAUNCH COURSE

Online Course Instructions: Merit Badge Counselor Training

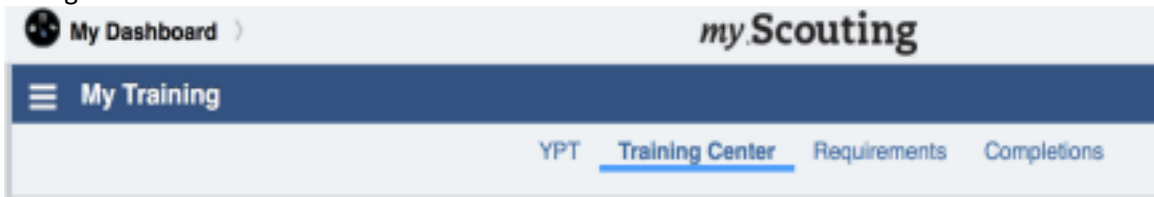
- Visit my.scouting.org and sign in to your account
 - o Recommended browsers are Google Chrome for PC or Safari for Mac o “Forgot Username” and “Forgot Password” links available if needed
- Select “Menu” in the upper left corner



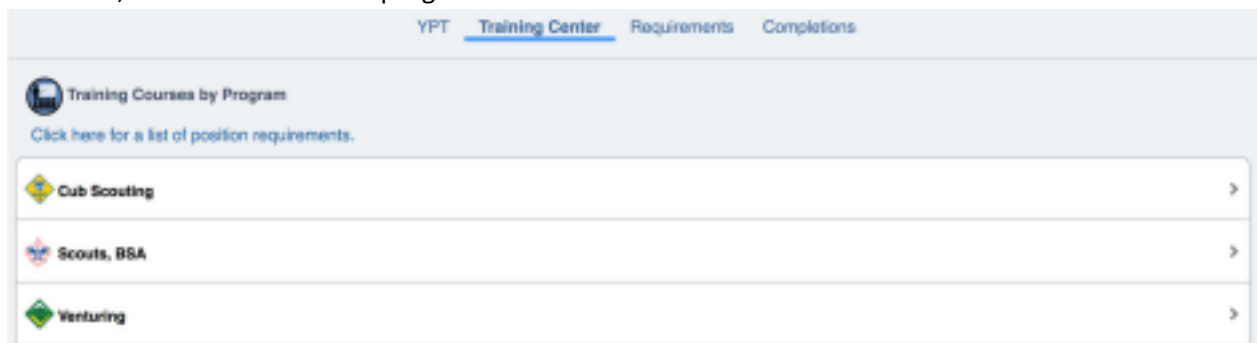
- Select “My Dashboard” in the drop down



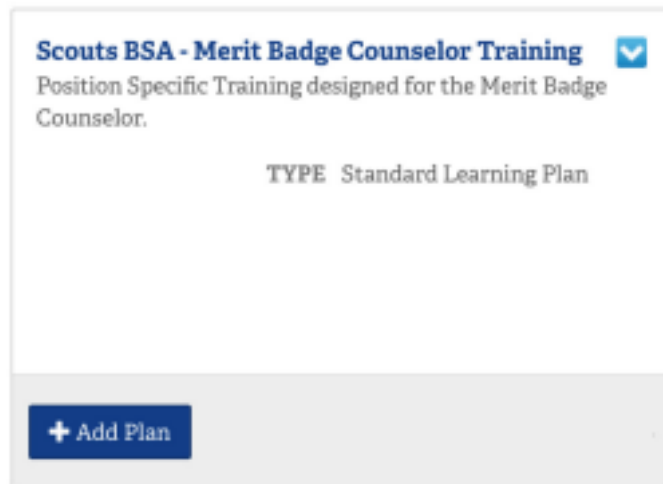
- Select “Training Center”



- Select “Scouts, BSA” from the list of programs



- New Window will open...scroll down and under “Merit Badge Counselor Training”, select “Add Plan”



- Select “Merit Badge Counselor Training”

Scouts BSA - Merit Badge Counselor Training NEW

Position Specific Training designed for the Merit Badge Counselor.

TYPE Standard Learning Plan

0 %
COMPLETED

- Select each individual course. There are two:
 “Before the First Meeting”; “Position Trained”

Scouts BSA - Merit Badge Counselor Training

2
ITEMS

0 %
COMPLETED

0
ITEMS MISSING

0
ATTACHMENTS

SEQUENCE NUMBER FILTERS (4)

Scouts BSA - Select a Training Program > Scouts BSA - Merit Badge Counselor Training

1	Scouts BSA - Merit Badge Counselors - Before the First Meeting <small>Merit Badge Counselor Position Specific Training - Step 1 Learning plan for individuals in the Merit Badge Counselor role to be completed before the first meeting with youth.</small>	STATUS Incomplete	TYPE Learning Plan
2	Scouts BSA - Merit Badge Counselors - Position Trained <small>Merit Badge Counselor Position Specific Training - Step 2 Learning plan for individuals in the Merit Badge Counselor role to be position trained</small>	STATUS Incomplete	TYPE Learning Plan

- Within each of the two courses, select “Launch Course” to complete each listed module. Each course has multiple individual modules - all need to be completed for full credit.