



## Supplemental Instructions for Registering Merit Badge Counselors in the National Capital Area Council

These instructions are supplemental guidance to that provided on the reverse of the BSA Merit Badge Counselor Information form, #34405WEB, revised February 2013.

Merit Badge Counselors **MUST** register as adult Scouters and be approved by the District Executive and District Advancement Committee. A new Merit Badge Counselor does not have to pay a registration fee, but they must:

1. Completely fill out and sign a new Adult Application indicating a Code 42 (Note: MBC's do NOT require a CC or COR signature on the application)
2. Read, fill out and sign the Disclosure Authorization form in the application
3. Complete Youth Protection Training (YPT) and print the completion certificate
4. Completely fill out the Merit Badge Counselor Information form

If associated with a unit, all four items **SHOULD** be submitted to the unit's Advancement Chair for their awareness. The unit then **MUST** submit it to the District Merit Badge Dean/District Advancement Chair.

If not associated with a unit, all four items **MUST** be submitted to the District Merit Badge Dean/District Advancement Chair.

**FORMS WILL NOT BE PROCESSED IF SENT DIRECTLY TO THE COUNCIL SERVICE CENTER.**

The **District Merit Badge Dean** reviews and approves/disapproves the Merit Badge Counselor Information form as a representative of the NCAC Advancement and Recognition Committee. If approved, they complete the Council Approval block and file the form. The District Merit Badge Dean also forwards the Adult Application, Disclosure Authorization, and YPT certificate to the District Executive. If disapproved, the forms are returned to the applicant by the District Merit Badge Dean.

The **District Executive** will review and approve/disapprove the Adult Application by signing the block under APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS as the Scout Executive or designee. If approved, the District Executive notifies the District Merit Badge Dean and delivers the application to the NCAC Registration Department. At this point, the Merit Badge Counselor is authorized to begin counseling. If disapproved, the District Merit Badge Dean is notified and the forms are returned to the applicant.

NCAC will accomplish the background check and, if satisfactory, update the Merit Badge Counselors registration in ScoutNet. In the rare instance it is unsatisfactory; NCAC will immediately notify the District Executive for further action.

All Merit Badge Counselors **MUST** confirm their registration annually in accordance with procedures established by their District Merit Badge Dean. Their Youth Protection Training must be current at the start of the District's charter year. Any changes must be documented using the Merit Badge Counselor Information form. An Adult Application with Disclosure Authorization is only required when registering as a Merit Badge Counselor for the first time or after letting a registration lapse.

A Merit Badge Counselor may choose to limit their counseling role by marking the appropriate block on the bottom of the form. Counselors will always be able to limit the number of scouts they work with at one time.