

Merit Badge Counselor Applications

This form is available electronically at www.cccbsa.org, RESOURCES, FORMS/APPLICATIONS, Merit Badge Counselor Application

You can **download** and **save** this form, then open it with **Adobe Reader** (free download from get.adobe.com/reader/), fill out the form electronically, sign it electronically, and email it to registrar@cccbsa.org. You can also just print the form and fill it out by typing or printing neatly and then send it in. Filling out electronically is strongly preferred.

There are five steps to register to be a merit badge counselor. These steps are the same for both council-wide merit badge counselors and troop-only merit badge counselors. No person should meet with Scouts as a merit badge counselor or sign a merit badge blue card until they have completed this process and received notification that they have been approved.

Before applying to be a merit counselor for any merit badge, be sure you are familiar with all the requirements and are well qualified to teach all the material covered by all the requirements. You can check out the requirements, as well as various teaching aids, at www.meritbadge.org. You should be an expert in the field, not just a facilitator.

The first step is to fill out a MERIT BADGE COUNSELOR INFORMATION form. This form is after these instructions. It defines which merit badges you are willing to be a merit badge counselor for, why you are qualified as an **expert** in these subject areas, and whether you want to be listed on the merit badge counselor lists sent to just one unit or the lists sent to multiple local troops. This first form can also be used later to add additional merit badges or units. Except in unusual circumstances, you will not be approved as a merit badge counselor for more than 15 merit badges; including not more than 5 Eagle required merit badges.

NOTE: Some merit badge counselors are now required to have specific certifications or qualifications. See the list on the third page for these merit badges and the qualifications. Send your certifications with this application.

Once you are registered as a merit badge counselor, your name and contact information will be included on merit badge counselor lists for multiple units near you, or just a specific unit. These lists are published three times per year.

Each year you will be sent an email or letter asking you to confirm that you are willing to continue as a merit badge counselor. You must reply in the affirmative to this message, and you must have current Youth Protection Training and Pennsylvania Act 153 certifications, to stay on the list for the next year.

The second step is to complete the Boy Scout Youth Protection Training. Go to My.Scouting.org (no longer at www.MyScouting.org). Note the lack of 'www' in the correct website. **The best browsers to use are the latest versions of Google Chrome or Mozilla Firefox.** The latest version of Safari or Internet Explorer version 11 will also work. If you see the Scout logo with a gray bar under it and it goes no further, your internet browser will not work. If you have no idea what internet browser you have, ask for assistance from your technology friends or family! If you have never taken a training at My.Scouting.org or www.MyScouting.org you will need to click Create Account and create a new account. If you have taken a training, your username and password will be the same as before for either site. If you have forgotten your username or password you can click on the links for assistance. If you still have difficulties logging into your account contact the Member Care desk at 972-580-2489 or email myscouting@scouting.org. Once logged in, be sure your BSA member ID is linked to your account if you know it from any other registration. This will ensure all online training is automatically updated in our membership database. Click the person icon on the top right of the screen next to where it says Welcome and your name. Your ID number should appear under your name and email address.

Take YPT!

You're now ready to take Youth Protection Training!

- From the Home page, click the **Home** button and then select **My Dashboard**.

This will open the **My Training** window. The default screen will open to Youth Protection Training. Click Take Course or Retake Course next to Youth Protection Training. Youth Protection Training (not Venturing or Exploring version) is required for all merit badge counselors. The training will take about 30 minutes. At the completion of the training you will be given the option to print a certificate. Be sure to print the certificate and submit it with your application. If you have any questions, let us help! Email us at ypt@cccbsa.org.

The third step is to fill out the ADULT APPLICATION. This form must be submitted for the merit badge counselor position even if you are already registered as a Scoutmaster, assistant Scoutmaster, member of committee, or any other position. This is a requirement of BSA national and is not a local requirement. This form is included below. It is two pages and both the DISCLOSURE/AUTHORIZATION FORM and the ADULT APPLICATION must be submitted to the council office. Note that the Social Security Number is required unless you are already registered in another position and your social security number is on file. If you are already registered with a unit or district, provide that information on the top of the form.

As a merit badge counselor, you will officially be a council Scouter (on the council charter not the unit charter), so no unit signatures are required. There is no fee to register as a merit badge counselor. Leave the APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS signature blank.

The fourth step is to meet the requirements of Pennsylvania Act 153 (as amended). This applies to all merit badge counselors. Any existing merit badge counselor that has not submitted all the required documentation by May 1, 2016 will be dropped from the merit badge counselor lists. Additional information is available at www.cccbsa.org/PABackgroundChecks.

If you live in (and do your merit badge counseling in) Maryland (or any state beside Pennsylvania) all you need to do is fill out and submit the council's Maryland Scouter Waiver of Pa Mandated Background Checks available at www.cccbsa.org/images/pdfs/Waiver%20-%20Maryland%20Volunteers.pdf. Leave the BSA Member ID Number blank if you are not registered. Leave Unit Type, Unit #, and the Unit Verification section blank if you have no association with a Scout unit. This waiver covers all three requirements of PA Act 153.

If you live in Pennsylvania you must complete 3 parts of the PA Mandated Background Check Certifications:

- 1) You need to get and submit a Report of criminal history from the Pennsylvania State Police (PSP). This is free for volunteers and you can get this online at <https://epatch.state.pa.us/TandCVolunteerAction.do>. Click on New Record Check (Volunteers only). The Organization Name is Chester County Council, BSA and the Telephone Number is 610-696-2900. You first enter information on who is requesting the information (you) and then on the person whose record is to be checked (also you). Once you Enter This Request and Submit, be sure to write down your Control #. The results usually come back in seconds. Click on the Control #, then Certification Form. Print the "Response for Criminal Record Check" (with the keystone background). This free report is valid for 60 months and you cannot get another one free for 57 months, so keep a copy in case you need it for another organization. If you have already done this for another organization, submit that report. You do not need to repeat the process. A copy of this report needs to be submitted with your merit badge counselor application if it is not already on file with the Council.
- 2) You need to get and submit a Child Abuse History Clearance from the Department of Human Services. This is free for volunteers (only once every 57 months and when submitted electronically) and you get it online at <https://www.compass.state.pa.us/CWIS>. You will need to CREATE INDIVIDUAL ACCOUNT. Be sure to record your User ID and Password once you set your Permanent Password. LOGIN, ACCESS MY CLEARANCES, CREATE CLEARANCE APPLICATION, Volunteer Having Contact with Children, Volunteer Category=Other, Agency Name=Chester County Council, BSA. Enter the information requested including Name, Date of Birth, Gender, Social Security Number, previous/nick/maiden names, Phone number(s), Current and previous addresses since 1975, household members you have lived with since 1975 (parents/siblings/children, not everyone in your military unit or college dorm) and electronically sign the application. As a volunteer you do not need an authorization code and do not have one. Submit the application and you will receive an email confirmation. If there are no problems with your clearance, you should receive another email saying the results are available. Click the link to the CWIS website, ACCESS CLEARANCES, login, click on "to view the result click here". Print the PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION. A copy of this report needs to be submitted with your merit badge counselor application if it is not already on file with the Council.
- 3) If you have been a Pennsylvania resident for the entirety of the last 10 years, download the waiver from www.cccbsa.org/images/pdfs/CCCBSA%20DISCLOSURE%20STATEMENT%20for%20VOLUNTEERS%20in%20place%20of%20FBI%20Clearance.pdf. Print and sign the waiver. Any adult can witness the document. If you do not know your BSA Member ID Number, leave that blank. If you are not associated with a unit, leave the unit information blank.

If you have not lived in Pennsylvania for all the last 10 years, you will need to obtain and submit the fingerprint based FBI criminal history clearance submitted through the Department of Human Services at a cost of \$27.50. The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to www.pa.cogentid.com/index_dpw.htm. For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422. This clearance requires you to visit one of the authorized fingerprinting locations. The link above gives a list of locations and the identification a person must have with them. You should receive the results from the PA DPW in a few weeks. A copy of this report needs to be submitted with your merit badge counselor application if it is not already on file with the Council.

The fifth step is to submit all the above forms to the council office at 504 S Concord Rd, West Chester, PA 19382 (fax 610-696-3389). This includes the MERIT BADGE COUNSELOR INFORMATION form, a copy of your Youth Protection Training certificate, the three PA Act 153 certifications unless they are already on file at the Council, both pages of the ADULT APPLICATION, and any required qualification certifications. See the next page for certifications for specific merit badges that must be submitted with your application. The best way to do this is to email it to registrar@cccbsa.org.

You should receive a confirmation within about two or three weeks that your application has been processed and you can start to serve as a merit badge counselor.

THANK YOU for your commitment to Scouting!

MERIT BADGES WITH SPECIFIC REQUIREMENTS FOR MERIT BADGE COUNSELOR QUALIFICATIONS AND CERTIFICATIONS

The *BSA Guide to Safe Scouting*, *Guide to Advancement*, and various merit badge pamphlets define safety requirements for merit badge counselors and merit badge activities. To meet these requirements, the Chester County Council Advancement Committee has implemented policies regarding applications for certain merit badge counselors.

The list below is just the merit badges for which you must submit copies of your certifications with your application to be a merit badge counselor. There are many other merit badges that describe safety requirements for supervision of conditions for certain activities in the merit badge. You should be familiar with these requirements that are detailed in the Notes to Counselor on the inside front cover of many merit badge pamphlets. Before you apply to be a counselor for a merit badge, be sure you have studied the requirements for the badge and the related safety requirements, and be sure you will be able to teach all of the material in the badge within the BSA safety requirements.

Archery Merit Badge: Archery merit badge counselors must be a BSA National Camping School trained shooting sports director or USA Archery or National Field Archery Association instructor, or be trained by one of these three; or have at least Level 1 training in the operation of an archery range from USA Archery, NFAA, or an equivalent. Send a copy of your certification with this application or send details of your training and certification in archery.

Climbing: Send a copy of your BSA Climb on Safely certificate (available at My.Scouting.org). BSA recommends BSA climbing Level 2 instructor training. Send details of your climbing instructor training.

Canoeing Merit Badge: Canoeing merit badge counselors must have either BSA Aquatics Instructor; or Canoeing Instructor certification from the American Canoe Association, American Red Cross, or equivalent; or be trained by an instructor so qualified. Send a copy of your certification with this application or send details of your formal training in teaching canoeing. Also send a copy of your BSA Safety Afloat certification (available from My.Scouting.org).

Kayaking: Kayaking merit badge counselors must have formal training in kayaking and paddle craft instruction, evidenced by either BSA Aquatics Instructor or Paddle Craft Safety Instructor certification or kayaking instructor certification from the American Canoe Association, British Canoe Union, American Red Cross, or equivalent; or be trained by an instructor so qualified. Send a copy of your certification with this application or send details of your formal training in teaching kayaking. Also send a copy of your BSA Safety Afloat certification (available from My.Scouting.org).

Lifesaving Merit Badge: Lifesaving merit badge counselors must be an adult at least 21 years old with certification in Red Cross First Aid/CPR/AED or equivalent, and also as BSA Lifeguard or Aquatics Instructor or equivalent. We will accept American Red Cross Lifeguarding Instructor or YMCA Lifeguard Instructor as equivalent. Send a copy of your certifications and proof of age with this application.

Rifle Shooting Merit Badge: Rifle Shooting merit badge counselors must have a current BSA National Camping School (NCS) shooting sports director certification or a current National Rifle Association (NRA) Rifle Shooting Instructor or Coach certification. If you will be offering the muzzle loading option in the merit badge, you must be an NCS shooting sports director or NRA or National Muzzle loader Rifle Association (NMLRA) certified muzzle loader firearms instructor. All shooting must be supervised by an NRA certified Range Safety Officer (RSO). The Instructor and the RSO cannot be the same person (Two certified people are required when shooting). Note that commercial shooting ranges may provide RSOs. Send a copy of your certifications with this application.

Rowing Merit Badge: Rowing merit badge counselors must have either BSA Aquatics Instructor certification or equivalent or be trained by an instructor so qualified. Send a copy of your certification with this application or send a description of your equivalent training. Also send a copy of your BSA Safety Afloat certification (available from My.Scouting.org).

Swimming: Send a copy of your BSA Safe Swim Defense and BSA Safety Afloat certifications (available from My.Scouting.org)

Shotgun Shooting Merit Badge: Shotgun Shooting merit badge counselors must have a current BSA National Camping School (NCS) shooting sports director certification or a current National Rifle Association (NRA) Shotgun Shooting Instructor or Coach certification. If you will be offering the muzzle loading option in the merit badge, you must be an NCS shooting sports director or NRA or National Muzzleloader Rifle Association (NMLRA) certified muzzle loading shotgun instructor. All shooting must be supervised by an NRA certified Range Safety Officer (RSO). The Instructor and the RSO cannot be the same person (Two certified people are required when shooting). Note that commercial shooting ranges may provide RSOs. Send a copy of your certifications with this application.

Whitewater Merit Badge: Whitewater merit badge counselors must be certified as whitewater canoeing or kayaking instructors by the American Canoe Association or have equivalent certification, training, or expertise. Send a copy of your certification with this application or send a description of your equivalent training. Also send a copy of your BSA Safety Afloat certification (available from My.Scouting.org)

Chester County Council, BSA

MERIT BADGE COUNSELOR INFORMATION



BOY SCOUTS OF AMERICA

(Please type or print)

Name: _____ Date of Birth: _____

Address: _____ City _____ State: _____ Zip _____

Home Phone _____ Work Phone _____ E-mail _____

I am associated with (adult registration or son in): Troop Number _____ Crew Number _____ I am not associated with a unit.

As a merit badge counselor, I agree to:

- follow the most current requirements of the B.S.A. Merit Badge in this subject, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all scouts. *Note:* Current requirements can be found in the latest "Boy Scout Requirements" book (published annually) or at www.meritbadge.com or www.scouting.org/meritbadges.aspx.
- have a Scout accompanied by his buddy during all instructional sessions. *Note:* This is BSA policy for "Youth Protection". Youth Protection Training is available online at my.scouting.org. A copy of your certificate should accompany this application.
- renew my registration annually if I plan to continue as a Merit Badge Counselor. *Note:* A confirmation email will be sent to you each year. Please reply promptly indicating whether or not you wish to continue as a Counselor. This (and youth protection certifications) is all you need to do to renew your registration.

List Merit Badge(s) here

Please describe your qualifications for this merit badge. Be specific as to whether this is your job or hobby and the kind and amount of training you have in this subject. What is the basis for your passion for this subject? What would you list as qualifications on a job application for a job in this field?

1. _____
 I have read the requirements and am qualified to teach all the requirements.
 Yes No

2. _____
 I have read the requirements and am qualified to teach all the requirements.
 Yes No

3. _____
 I have read the requirements and am qualified to teach all the requirements.
 Yes No

4. _____
 I have read the requirements and am qualified to teach all the requirements.
 Yes No

5. _____
 I have read the requirements and am qualified to teach all the requirements.
 Yes No

List additional merit badges and qualification information on additional sheets. (Max. 15 total including 5 Eagle required)

CHECK ONE:

- (Note-this only determines what list you are published on. Once approved you may work with Scouts from any unit)
- I wish to be listed on merit badge counselor lists for unit number _____.
 - I wish to be listed on merit badge counselor lists for all local troops.
 - I wish to be registered as a merit badge counselor for summer camp staff.
 - I wish to be registered for a specific event or merit badge program at _____.

The Scout should provide you with a blue card with his Scoutmaster's signature before starting the merit badge.

CHECK ONE:

- I have attached a new B.S.A. Adult application listing position code 42 - Merit Badge Counselor.
- I am already registered as a Merit Badge Counselor (position code 42) and listed on the current council-published list as a registered Merit Badge Counselor (position code 42), in addition to any other positions for which I am already registered.

REQUIRED:

Youth Protection Training date _____ (attach copy of the current certificate).

All 3 PA Act 153 Certifications (or MD waiver) are Attached **OR** Already on file at the Council office

Signature: _____ Date: _____

Once all the paperwork is submitted to the council office, you should receive confirmation within about 2-3 weeks that you have been approved. You should not meet with any Scouts about merit badges until you have received this confirmation. If there is any problem with your application, you will be contacted. Contact advancement@cccbsa.org if you have questions.

FOR COUNCIL ADVANCEMENT COMMITTEE USE ONLY

DISCLOSURE/AUTHORIZATION FORM

NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our program, the Boy Scouts of America will procure consumer reports on you in connection with your application, and the Boy Scouts of America may procure additional consumer reports at any time in order to evaluate your continued suitability for participation. The Boy Scouts of America has contracted with First Advantage, a consumer reporting agency, to provide the consumer reports. First Advantage may be contacted by mail at First Advantage, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, and court records checks. The information contained in these consumer records may be obtained by First Advantage from public record sources. **The consumer reports will not include credit record checks or motor vehicle record checks.**

The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to First Advantage at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are provided.

APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and First Advantage to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility in the Boy Scouts of America. I also understand that additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, First Advantage.

ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA AND NEW YORK APPLICANTS

California

Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for participation. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by First Advantage, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at First Advantage's offices in person, during normal business hours and on reasonable notice, or by certified mail upon making written request. You may also receive a summary of the information contained in this file by telephone. First Advantage will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must provide reasonable identification.

For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

I request a free copy of any report procured on me.

New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your participation with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was requested, of the name and address of the consumer reporting agency that furnished the consumer report.

My signature below indicates that I have read, understood, and accept the accompanying disclosures and acknowledgements.

First name (No Initials or nicknames) Please Print.

Middle name

Last Name

Suffix

Signature of Applicant

Date

Unit No.

Retain in permanent file.

ADULT APPLICATION

524-501

The information obtained in this form is for the internal use of the BSA only.

UNIT ADULTS (Fill in the circle).

Pack Troop Team Crew Ship

Unit No.

OR

Council/district position

District Name

Please print one letter in each space

First Name (No Initials or Nickname)

Middle Name

Last Name

Suffix

Country

Mailing Address

City

State

Zip Code

Home Phone

- -

Business Phone

- -

Ext.

X

Cell Phone

- -

Date of birth (mm/dd/yyyy)

/ /

Ethnic background:

Black/African American Native American Alaska Native Asian
 Caucasian/White Hispanic/Latino Pacific Islander Other

Driver's license No.

State

Gender

M F

Social Security Number (required)

- -

Occupation

Employer

Country

Business Address

City

State

Zip Code

Position Code

Position (Description)

Merit Badge Counselor

Are you an Eagle Scout?

Yes No

Date earned (mm/dd/yyyy)

/ /

E-mail address

(Select one)

Work

Home

I understand that:

- By submitting this application I am authorizing the Boy Scouts of America to obtain a background check using First Advantage, 1000 Alderman Drive, Alpharetta, GA 30005, and understand it will be used in determining my eligibility. I have reviewed and agreed to the terms and conditions regarding this check and your rights with respect to reviewing or obtaining copies of any information provided.
- I agree to complete Youth Protection Training before submitting this application and abide by the youth protection requirements of the Boy Scouts of America (My.Scouting.org).
- I hereby release and agree to hold harmless from liability any person or organization; local council; chartered organization; and the Boy Scouts of America and its officers, directors, employees, and volunteers for any injury or damage sustained in connection with my participation.
- I have read and affirm that I accept the Declaration of Religious Principle and qualifications for adult participation. I agree to Comply with the rules and regulations of the Boy Scouts of America and the local council. I affirm that the information in this Application is true and correct to the best of my knowledge and belief.

INITIALS
REQUIRED

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REQUIRED

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REQUIRED

APPROVAL FOR COUNCIL AND DISTRICT ADULTS: I have reviewed this application and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities of an adult in the Boy Scouts of America.

Signature of Scout Executive or designee

Date

All questions must be answered. Write NONE if applicable.

- Scouting background.
Position Council Year
- Experience working with youth in other organizations. Please provide contact information.
- Previous residences (for last 5 years).
City State
- Current memberships (religious, community, business, labor, or professional organizations).
- References. Please list those who are familiar with your character. References may be checked.
Name
Telephone ()
Name
Telephone ()
Name
Telephone ()
- Additional information. Yes or No (Mark each answer.)
a. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? Explain Yes No

b. Do you use illegal drugs or abuse alcohol? Explain Yes No

c. Have you ever been arrested for a criminal offense (other than minor traffic violations)? Explain: Yes No

d. Has your driver's license ever been suspended or revoked? Explain: Yes No

e. Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? Explain: Yes No

f. Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people? Yes No

LOCAL COUNCIL COPY
Retain on file for three years.