



UPDATES and REMINDERS to the current policy and procedures for MB Counselors. Effective immediately and until this notice is removed, due to COVID-19 personnel separation requirements.

2020-03-29 updated 2020-09-03

- Direct access to the office is restricted, however an exterior drop box will be installed soon, if you must hand deliver. Deliveries from the lock box may be quarantined before opening, so the best method is email.
- Approval signatures should only be obtained via email, from the approvers, to the [Council Registrar](#) Do not sent any paperwork to approvers for signatures. Do not send any hard copy paperwork, anywhere.
- Submit completed MB selections forms ONLY by scanning them and emailing them to the [Council Registrar](#)
- New, 1<sup>st</sup> time MB counselors, need to additionally submit an [Adult application](#), completed, scanned to PDF, and emailed to [Council Registrar](#) Position code for MBC is “42” If you would like a call, to verbally provide the required SSN, make sure your contact phone number is in the email communication. SSN is only required if this is your only registered Scouting position.
- ALL new and renewing MB Counselors shall also attach a PDF copy of your current YPT training certificate. This can be found in my.scouting.org, → Menu → My Training → on right, “Print YPT Certificate → press download arrow, and save it. Attach that to the email to the [Council Registrar](#) This YPT certificate is required annually. Submissions without the YPT certificate, may not be processed.
- Renewals are done ANNUALLY in the month of April. Units and MB counselors should not submit MBC renewal paperwork during annual recharter.
- Merit Badge counselors are Council level registered positions. They are not unit level positions. Unit approvals are not required, nor should they be included. If a unit key-3 has a concern with any individual serving as a MBC, please send your concerns to your assigned District professional, or District Advancement Chair.
- Council no longer prints or mails MBC membership cards. You can look up your status and optionally print your card, via my.scouting.org website.

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# Occoneetchee Council Merit Badge Counselor Policy

Adopted 20150828 – Revised 20200903

[Download linked version at https://ocscouts.org/download/5988/](https://ocscouts.org/download/5988/)

- Occoneetchee Council renews Merit Badge Counselors (code 42), annually in April of each year. Registration for this Council position will be from May 1<sup>st</sup> of the current year to April 30<sup>th</sup> of the following year. Counselors are required to be individually responsible for submitting their own renewal requirements. Merit Badge counselors must be at least 18 years old and of good character.

## Merit Badge Counselor Registration or Renewal Requirements

- New, 1<sup>st</sup> time Occoneetchee MB counselors must submit a fully completed [BSA Adult application](#). MB Counselors are Council level positions (code 42) and need only the approval signature of a District Executive, or their District Advancement Chair. Unit level approval signatures are not valid. There is no fee for MB counselors.
- New or renewal MB counselors must submit a current revision, fully completed, Occoneetchee specific [merit badge selection form](#). **Do not use or submit BSA form 34405**. Out of revision (old) or incomplete merit badge selection forms will not be accepted.
- MB Counselors who have no other current Scouting registered positions, shall submit the [additional disclosures and background check authorization form](#). This is NEW for 2020.
- A Youth Protection training completion certificate must be submitted annually, with all registrations or renewals. YP training date should be on or after May 1, 2019 to be registered or renewed.
  - Online YP training currently includes: SCO\_3001, SCO\_3003, SCO\_3004, and SCO\_3007  
Online training is available in the BSA Learn center at [My.Scouting.Org](https://my.scouting.org) (use Google Chrome browser)
- MB counselor position specific training must be complete. One of the following three options are allowed:
  - Classroom Merit Badge Counselor Orientation (D76) -or-
  - Online MB Counselor training: SCO\_402, SCO\_403, SCO\_407, SCO\_415, SCO\_416, and SCO\_417 -or-
  - Online MB Counselor training: SCO\_431, SCO\_433, SCO\_430, SCO\_435, SCO\_448, and SCO\_434 -or-
  - **NEWEST** MB Counselor training: SCO\_471, SCO\_472, SCO\_474, and SCO\_486  
Online training is available in the BSA Learn center at <https://training.scouting.org> – Choose the Merit Badge Counselor Position Specific Training from the catalog. (use Google Chrome browser)  
Any one, of the four training options above, are acceptable to be a trained MBC.

### Important requirements:

- Merit badges, listed in **RED** on the [Occoneetchee merit badge selection form require](#) certifications that must be submitted, to be registered for that badge. See the [Guide to Advancement](#), section 7.0.1.1, on the BSA national website, for details on the required certifications for each of these badges. Counselors who do not submit the required supporting certifications, will not be registered for that badge.
- Effective February 1, 2018, youth protection requirements for merit badge counselors follows the published national renewal policy. Youth Protection training is required for all BSA registered volunteers. Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of renewal, the volunteer MB counselor will not be reregistered.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the Guide to Safe Scouting or the Guide to Advancement—or use others so qualified.



## Policy For Occoneechee Nova Counselors and/or SuperNova Mentors

- New Nova/SuperNova Counselors (who are not currently registered as codes 52, and/or 58) must complete the training for their position before they will be allowed to register. [Training is available ONLINE.](#)
  - Nova Counselor (code 58) – Training = D83 Nova Counselor Training
  - Super Nova Counselor (code 52) – Training = D82 Super Nova Counselor Training
- New Nova/SuperNova Counselors, even if you are already registered in another Primary Scouting position, you need to complete, a [BSA Adult application](#), be current in [Y01 Youth Protection training](#), not expiring before the next April 30<sup>th</sup>, and show the position code for which you are applying.
- New-to-Scouting Nova/SuperNova Counselors, applying for a Primary registration as a Nova/SuperNova Counselor, must fully complete the [BSA Adult application](#). Note that Counselor registrations are Council positions and only need the signature of the District Advancement Chair, or the District Executive. There is no fee for registering as a Scouting Counselor.
- Annually in the month of April, complete and submit to Council, the [Supernova Awards Mentor Information application](#). Forms submitted after April each year, will be applied ONLY to the current counselor registration year.

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