

Merit Badge Counselor Registration Checklist

To become a merit badge counselor, you can be a registered adult in a unit and have a multiple positions registration or be a “non-affiliated with a unit” merit badge counselor. Multiple position holding adults **must do 1, 2, 5-7.**

☐	1. Complete Safeguarding Youth Training (SYT- 90 min) with Scouting America - Go to my.scouting.org to create account. Utilize existing records if accurate or contact Council. - Click Menu → My Dashboard → My Training page will prompt you to take Safeguarding Youth training. You must take the 90-minute training. - To print certificate, Menu → My Dashboard → Training Page → Completed Training
☐	2. Complete Merit Badge Counselor Training - Either attend an in-person training course or take the online course for 34 minutes. - Go to https://training.scouting.org/home and login with same credentials as my.scouting.org - Search catalog for Merit Badge Counselor Position Specific Training. Then Print certificate.
☐	3. Complete California Mandated Reporter Training (AB506) - Go to https://mandatedreporterca.com/training/volunteers and select General Volunteers. You will need to create an account and pay for any fees for training through the state of California. - Upon completing, upload certificate/proof of training to the SVMBC portal at https://californiascouting.org/svmbc/
☐	4. Get a Live Scan Fingerprint & Background check (FBI & DOJ) - Print or pick up a Request for Live Scan Form (unique to our council) from the Scout Service Center or https://californiascouting.org/svmbc/. Make sure to include your BSA Membership ID to ensure your results are linked to your existing account. - Find the Live Scan site near you, bring the completed form to the service provider. You may have to pay a fingerprint rolling fee to the provider. Any Live Scan location is allowed Recommended location: Verify Group Inc. located at 262 E Hamilton Ave Suite A, Campbell, CA 95008.
☐	5. Complete the Scouting America Adult Application Paper – fill out the Adult Application and Merit Badge Counselor Information document found at Scout Service center or print from https://www.scouting.org/resources/forms/ → Sign Criminal Background Check on the last page of the form. → Attach certificates with forms → Bring the application to Council for approval → Provide Council with payment for processing if required. Address: 1900 The Alameda #100, San Jose, CA 95126. Bottom section on forms are for Council.
☐	6. Background Check Clear - Once your background check clears, National will notify you directly via email - Welcome to Scouting!
☐	7. Learn Scoutbook Plus Merit Badge Counselor Tools and Guide to Advancement - Utilize official resources for being a merit badge counselor in the online digital platform Scoutbook Plus! https://help.scoutbook.scouting.org/knowledge-base/scoutbook-plus-merit-badge-counselor-guide/ - Review the Guides to Advancement Section 7 for current information on being a Merit Badge Counselor: https://www.scouting.org/resources/guide-to-advancement/