

## How to Register as a Merit Badge Counselor:

- **New Counselors** (complete steps 1 to 5)
  - **Annual renewal for Existing “Merit Badge Counselors”**, with no lapse in registration, only need to submit the “Information Form” (step 2 below) for updates and also be current with all training to prevent from being placed on the “inactive” Scoutbook list or being dropped.
- 1) Register as a Merit Badge Counselor (district position, no fee) using the **BSA Adult Application**, available here: <https://filestore.scouting.org/filestore/pdf/524-501.pdf>
    - Use position code “42” and “Merit Badge Counselor” for position title.
    - On page 9, complete “**Additional Disclosures & Background Check Authorization.**”
    - This form does NOT need to be signed by a unit leader or COR, only by the applicant.
  - 2) Complete the **Merit Badge Counselor Information Form** for “Merit Badge Counselors” using the form, available here: <https://filestore.scouting.org/filestore/pdf/34405.pdf>
    - MB Counselors may add (“A”) up to 8 badges on one form – complete additional forms if necessary. (Scouters are encouraged to limit their badges to only 1 form)
    - A list of more than 135 available Merit Badges can be found by click the link here: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>
    - Please provide a short (one line) justification to show why you are qualified.
    - The Council strongly encourages Scouters to agree to counsel “all” Scouts, not just within their own unit. Choosing “all”, allows counselors to be visible on “Scoutbook”
    - Archery, Aquatics related, Climbing, and Shooting badges require evidence of additional training per requirements listed in section 7.0.1.1 “Qualifications of Counselors” of the BSA’s Guide to Advancement, here: <https://www.scouting.org/resources/guide-to-advancement/the-merit-badge-program/>
    - You may also use this form to drop (“D”) badges or if you no longer wish to serve.
    - See additional helpful resource links on page 2 of the form.
  - 3) Complete and remain current with **BSA Youth Protection Training (YPT)**. This training may be completed online at <https://my.scouting.org/>. For more information about YPT, please visit: <https://www.scouting.org/training/youth-protection/>
    - Scouters need to retake YPT after every 12 months per District policy.
  - 4) Complete all the modules of the **Online Merit Badge Counselor Training (or take the in-person Classroom training option “D76 Merit Badge Counselor Orientation Training” if available)**. The online training may be completed at <https://my.scouting.org/> & never expires.
    - Log in, click (Menu > My Training > Scouts BSA > Merit Badge Counselor).
    - Provide a copy of each module completion certificate, click (Menu > My Training > Completions > click “printer icon” > click “download icon”); as of 2021, current MBC related modules include SCO\_472, 474, 486, & 471.  
Or provide a copy of the in-person Classroom training certificate.
    - Scouters who have complete all the modules of an older online version of the training class do NOT need to retake the new version, as the older versions never expire.
  - 5) **Submit your complete paperwork** to El Camino Real District, Merit Badge Dean (Oscar Huerta) via email at [ecr.mb.dean@gmail.com](mailto:ecr.mb.dean@gmail.com).