



HOW TO BECOME A MERIT BADGE COUNSELOR

1. Complete the Merit Badge Counselor Application found at www.bsa-gwrc.org
2. Complete the BSA Adult Application and list Position Code 42 on the application.
3. Complete Youth Protection Training
 - a. Visit www.myscouting.org
 - b. Login to your account or create a new account if you currently do not have one.
 - c. Under E-Learning, Take Course "Youth Protection Training"
 - d. When completed, click on "View Certificate" then print this page.
4. Submit the following documents to the Membership Support Specialist at the Greater Western Reserve Council Office:
 - a. Completed Merit Badge Counselor Application
 - b. Completed Adult Application with Position Code 42 Listed
 - c. Youth Protection Training Certificate

Your application materials may be mailed to:

Membership Support Specialist
Greater Western Reserve Council, BSA
4930 Enterprise Blvd. NW
Warren, OH 44481

5. Once the Member Support Specialist receives the completed package, it will be forwarded to the Council Advancement Committee for vetting and approval.
6. After approval, the Council Advancement Committee will notify the Membership Support Specialist who will submit the application for a background check.
7. After the background check has been completed and returned to the Greater Western Reserve Council, a letter will be mailed to the applicant informing them of which badges they have been approved to teach. After this has been completed, the new Merit Badge Counselor will be added to the Master Merit Badge Counselor list maintained by the Membership Support Specialist at the Greater Western Reserve Council.
8. In addition, the applicant will be informed at any time during this process if their application:
 - a. Needs additional information/justification
 - b. Is denied by the Council Advancement Committee
 - c. Fails the background check

Complete process can take up to 12 weeks.

