



FAQ to the current policies and procedures for Occoneechee MB Counselors.

Updated 2024-08-15

FAQ 1: What is a “primary paid” registered position?

Answer: As of August 1, 2023, all Scouting volunteers, (including MBC) must pay annually to participate in the Scouting program. Your first registered position is your “primary paid” position. Additional registered positions do not require a fee.

FAQ 2: What is a “multiple” registered position?

Answer: You can also be approved and registered in additional positions. Multiple registrations run concurrently with your primary registration. Multiples do not require payments. Multiple therefore means, “more than one” registration.

FAQ 3: Can I select which position I want to be my “primary” and “multiple” position?

Answer: Yes, however there are limitations. You cannot be “primary” as a merit badge counselor unless this is your only primary registered position.

FAQ 4: What is the Occoneechee Council YPT policy?

Answer: “On March 23, 2023, the Executive Board of the Occoneechee Council, Scouting America, passed a resolution requiring that registering adult scouters including Merit Badge counselors (MBCs) must have a YPT certification that does not expire before the end of the term they are seeking to register.”

[Full YPT Resolution text](#)

FAQ 5: How frequently are MBC “multiple” registrations required to be renewed?

Answer: MBC multiple registrations will be *automatically* renewed annually, if the counselor’s YPT expire date meets Occoneechee policy, *and* their primary registration is active and paid.

FAQ 6: How often are MBC primary registrations required to be renewed?

Answer: MBC primary registrations will be manually renewed annually when the MBC completes the online survey, uploading their latest PDF copy of the YPT certificate, *and* pays the \$51 annual fee.

FAQ 7: Why am I being asked to pay \$51 to be only a merit badge counselor, when it was previously free?

Answer: On August 1, 2024, Scouting America national enacted an annual fee of \$25 when your primary and only registration is merit badge counselor. Occoneechee Council Board also requires an additional Council fee of \$26.

FAQ 8: My only registration in Scouting is MB Counselor, how do I pay my \$51 fee?

Answer: This link is ONLY for merit badge counselors that have no other registration in Scouting. If you are registered in any other active paid registration do NOT use this link:

<https://forms.ocscouts.org/view.php?id=11619695>

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FAQ 9: What date am I required to renew my registration(s) annually?

Answer: MBC can check their current expiration dates, using their MYST (my.scouting.org) login. Click on the [My Profile](#) icon in the upper right corner. If you are an active MBC, scroll down further to see the merit badges you are authorized to counsel. Active badges listed, do not have an expiration date. Badges listed with an expiration date, are no longer authorized.

FAQ 10: If I add an additional multiple registration, will this registration expire at the same date as my primary paid position?

Answer: Yes it should. However should you see a difference in expiration dates, please send an email to tiffany.edmiston@scouting.org Attach screen shots to help pinpoint your concern. It is the end stage goal for every volunteer to have the same expiration dates for all their positions. However, the national IT group is still working on this, with no known ETA.

FAQ 11: Why is the online list of merit badge counselors matched with their unit registrations, no longer available on the Council website?

Answer: Merit badge counselors have never been associated with any unit. The Occoneechee Council Advancement Committee, along with the Council Key 3 leaders, decided to remove this list primarily due to ensure compliance with Guide to Advancement policy 7.0.2.2

FAQ 12: How can authorized unit leaders find registered merit badge counselors to recommend to Scouts needing a counselor?

Answer: All officially approved, and background checked merit badges counselors can be identified using the [Scoutbook](#) web tool. Access to this list in Scoutbook requires your registered positions to be on the allowed permissions list.

FAQ 13: I am adult leader and my unit has asked me to coordinate / remind / register our unit MB counselors. How can I get a list of MB that are active in my unit?

Answer: This list no longer exists, because MBC are council, not unit registrations. All MB counselors are expected to request or renew their registrations themselves. Refer them to this current online MB counselor policy on the <https://ocscouts.org> website.

FAQ 14: How many merit badges can each counselor be approved to offer in Occoneechee Council?

Answer: Effective April 1, 2023 per Occoneechee Council Advancement Committee policy, each counselor can be approved to offer up to 20 unique merit badges.

FAQ 15: I am a current MB counselor who has been approved to offer the maximum of 20 badges. How can I update the list of badges approved and how often can I change my list of approved badges?

Answer: Occoneechee MB Counselors can update their list of approved badges only ONCE during each calendar year. To change your list of approved badges, simply resubmit the Occoneechee merit badge survey form. Pending any other limiting issues (like expired YPT), your new badge list will be reflected in your approved list in MYST within 10 business days.

No update requests will be accepted via email, or telephone call. Our tracking of updates is the [survey submission](#) receipt date/time

FAQ 16: Which web browser is recommended for all Scouting America websites?

Answer: Google Chrome is the preferred web browser. Mac/Apple users can download Chrome for Mac.



Occoneechee Council Merit Badge Counselor Policy

Adopted 20150828 – Revised 20240815

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

- Guide to Advancement, 7.0.1.2: “There are two aspects to merit badge counselor approval: Approval for registration in the position of merit badge counselor and approval for the badges to be counseled. Both functions are the responsibility of the council advancement committee, though how they are carried out is left to council determination.”
- Merit Badge counselors are Council and District 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 the MYST (my.scouting.org) website.
- Merit Badge counselors must be at least 18 years old and of good character.
- Effective April 1, 2023 – The former merit badge selection form, has been superseded by the new Occoneechee [MB counselor registration survey](#).

Merit Badge Counselor registration or renewal procedures

- New, 1st time MB counselors, need to complete an [Adult application](#), personally sign, then scan it to a PDF file.
- Do not use or submit Scouting America merit badge selection form 34405, it will not be accepted. In Occoneechee we only accept badge selection via the Occoneechee specific [MB Counselor registration survey](#) ← click to register
- MB Counselors who have no other current Scouting registered positions, must also submit the [additional disclosures and background check authorization form](#). This form is part of the adult application.
- A Youth Protection training completion certificate must be submitted, with all registrations or renewals. YPT training expiration date must be on or after your MBC registration expiration date.
 - Online mandatory YPT training is here: <https://training.scouting.org/learning-plans/1179>
Online training is available in the Scouting America Learn center at MYST (my.scouting.org)
- Save a PDF copy of your YPT certificate: This can be found in MYST (my.scouting.org), → Menu → My Training → on right, “Print YPT Certificate → press download arrow, and save it as PDF.
- 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-
 - **CURRENT** MB Counselor training: [SCO 471](#), [SCO 472](#), [SCO 474](#), and [SCO 486](#)
Online training is available in the Scouting America 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. Reminder: This national training refers you to the national merit badge selection form. *Do not use this form in Occoneechee.*

Important requirements and reminders:

- 14 specific merit badges, require certifications to be registered for that badge. See the [Guide to Advancement](#), section 7.0.1.1, on the Scouting America national website, for details on the required certifications for each of these badges. Counselors who do not upload the required supporting certifications via the badge selection survey, will not be registered for that badge.
- 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. You will be prompted to list your qualifications for every badge you request approval to counsel.

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How to find active and approved MBC to refer Scouts:

Unit leaders in Troops, Crews, and Ship, based on their active registrations, can look up active and approved merit badge counselors in Scoutbook. <https://scoutbook.scouting.org>

- Login using your MYST (my.scouting.org) / Scoutbook credentials
- Scroll down and click on your unit name, under the My Units column
- Scroll to bottom, click on MB Counselor List
- On the Find a MB Counselor screen, you set filters to search for a MBC based on the need
- You can filter for a specific badge, by using the “All badges” dropdown and select the badge name
- If you are looking for a specific counselor, enter their name, however this works best if you *only use* the last name
- You can filter on a specific Council, specific District, specific zip code, specific proximity by zip code, and availability
- If you cannot find a counselor that you think should be available, email Tiffany.Edmiston@scouting.org

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