Dan Beard Council Merit Badge Counselor Process – Add/Remove Merit Badges

**Notification Phase**
- Start: Add a merit badge to counsel
- Complete Application for Position code 42
- Complete Certifications for select merit badges
- Complete MBC Information sheet
- District have an MBCC?
- Discuss issues
- Review Application and MBC Information Sheet
- Approve?
- Update ScoutNet with Counselor and Merit Badge info
- Wait until trigger time to republish data
- Export/Update local list and ScoutBook from ScoutNet export

**Assessment Phase**
- Complete YPT and print YPT certificate
- Complete MBC Information sheet
- District have an MBCC?
- Review Application and MBC Information Sheet
- Approve?
- Yes
- No
- Discuss issues
- Yes
- No
- Update ScoutNet with Counselor and Merit Badge info
- Wait until trigger time to republish data
- Export/Update local list and ScoutBook from ScoutNet export

**Record Phase**
- Review Application and MBC Information Sheet
- Approve?
- Yes
- No
- Complete YPT and print YPT certificate
- Complete MBC Information sheet
- District have an MBCC?
- Review Application and MBC Information Sheet
- Approve?
- Yes
- No
- Update ScoutNet with Counselor and Merit Badge info
- Wait until trigger time to republish data
- Export/Update local list and ScoutBook from ScoutNet export

**Publish Phase**
- Notes:
  - Please contact your District Merit Badge Counselor Coordinator, District Advancement Chair, or Council professionals for questions or assistance in the application process.
  - "Some merit badges require special qualifications or certifications for either the merit badge counselor or the supervisor of certain activities that may be involved per The Guide to Advancement including: Archery, Canoeing, Climbing, Kayaking, Lifesaving, Rifle Shooting, Rowing, Scuba Diving, Shotgun Shooting, Snow Sports, Swimming, and Whitewater.
  - Counselors will be automatically renewed in position code 42 (Merit Badge Counselor) for One-Year periods unless triggered by one of the following actions/events:
    1. Expired Youth Protection Certificate (2 year certification)
    2. "Remove" response from Counselor to Council Annual Notification
    3. Counselor self-request to remove at any time
    4. By Council discretion if necessary

**Counselor Staff**
- Annually (March)
  - Email to Counselors notifying of auto renewal of MB Counselor registration
  - Review Application and MBC Information Sheet
  - Approve?
  - Yes
  - No
  - Update ScoutNet with Counselor and Merit Badge info
  - Wait until trigger time to republish data
  - Export/Update local list and ScoutBook from ScoutNet export

**Merit Badge Counselor (Remove Badge)**
- Start: Remove a merit badge to counsel
  - Want to keep Counseling (per badge)?
  - Yes
  - Done
  - No
  - Reply to notification specifying badges to remove
  - Update ScoutNet with Counselor and Merit Badge info
  - Wait until trigger time to republish data
  - Export/Update local list and ScoutBook from ScoutNet export

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