

Publish date April 2011

North Star District
Sam Houston Area Council
Quick Start Guide for New Leader Training

First, thanks for volunteering to be an Adult Leader in the Scouting program. A phrase you will hear often is “Every Leader deserves training and every Scout deserves a trained leader!”

This Quick Guide was developed to get you started on the path of being a Trained Leader. It is not meant to represent a comprehensive overview of all training available through Scouts.

As a newly registered leader there are some basic required training courses you must complete. The list of required training is on the attached document called “Every Youth Deserves a Trained Leader.”

NOTE –As of June 1, 2010 ALL Adults that register with the Boy Scouts of America MUST take the Youth Protection Training course available online at www.myscouting.org PRIOR TO submitting an Adult BSA Application form. Follow the instructions on the “Every Youth Deserves a Trained Leader” to obtain this training and documentation. You will attach a copy of the “Trained Certificate” from the online training to your BSA Application form.

Scouting is moving more training online to provide you more flexibility with your personal schedule. While online training is flexible to your personal schedule actual “face to face” training is a better option where you can share ideas and to talk to other leaders and they answer back (does a computer answer you back?).

There are many training courses that are only available in person. We encourage you to attend this “face to face” training to get more knowledge AND to share personal experiences with other Scout leaders. Sources you can refer to on class schedules are:

North Star District training www.northstardistrict.org –Click on Calendar

Sam Houston Council www.samhoustonbsa.org/training

Note –You can attend ANY training in ANY District or at Council –you are not restricted to only attending North Star classes.

See Next Page for Quick Start Training Guide for Newly Registered Leaders

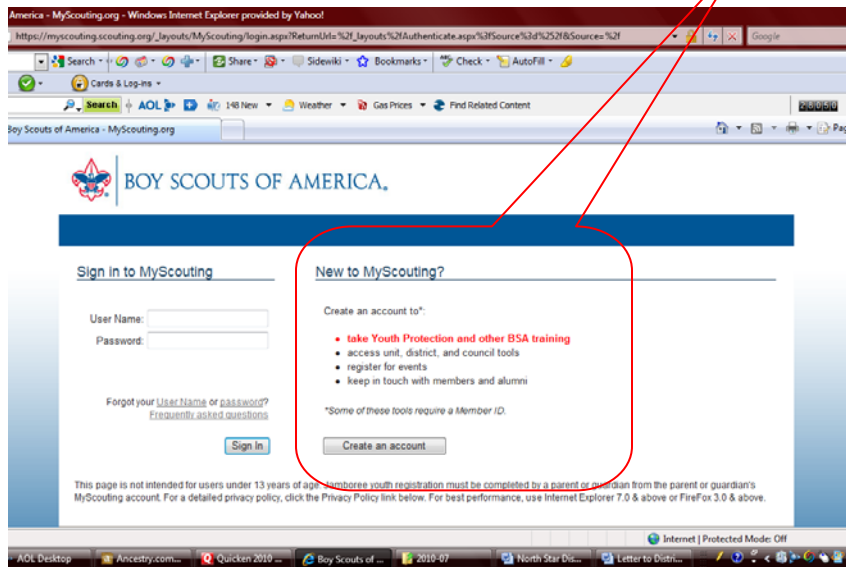
****IMPORTANT –As of September 6, 2010 Cub Leader Specific Training is available ONLINE –See Last Page of this document for more information**

Questions –Contact Jon Sturgis, Training Chair, at nsdistricttraining@gmail.com

Quick Start Guide to Online Training for New Leaders

1. Go to www.myscouting.org to create a new account:

Here



Note –You can set up a myscouting account before you have a BSA registration ID number. Just remember to come back later to enter your BSA ID number in your profile when you have it.

2. Once logged in, click on the “E-Learning” link on the left:



Youth Protection Training Notice

You do not have to be a registered member or have a member ID to take Youth Protection training.

To take Youth Protection training:

1. From the menu on the left, click E-Learning.

2. From the General tab, scroll down to Youth Protection Training and click Training Course.

3. When you complete the course, print a certificate of completion to submit with your volunteer application, or submit the certificate to the unit leader for processing local council.

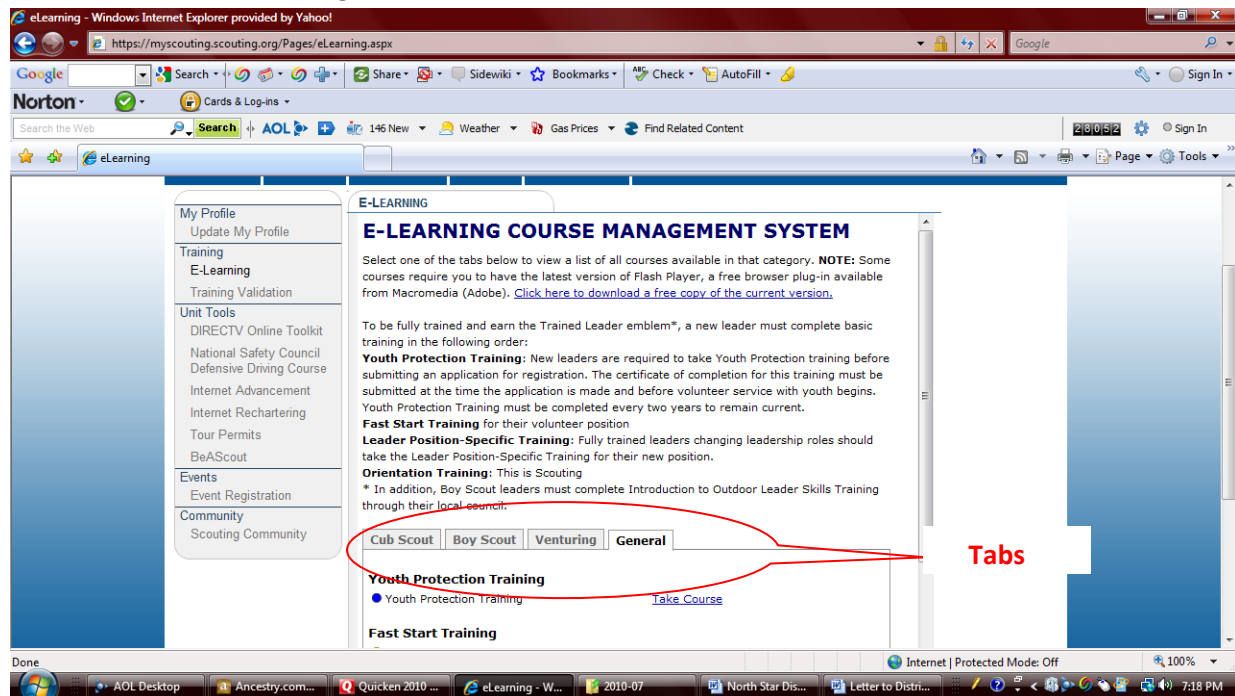
4. When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. After you receive your membership card, log onto MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training records, and any other MyScouting training records, to your BSA membership.

Welcome to the NEW MyScouting!

Thank you for setting up your MyScouting account.

That will bring you to a screen on the following page

3. You will see the following screen shot:



You will notice “grey” tabs saying “Cub Scout,” “Boy Scout,” “Venturing,” or “General.” Click on these tabs to navigate to your Scouting “program”.

The “General” tab has ALL training that applies to ANY level of Scouting (for instance, Youth Protection Training).

The screen uses a Yellow / Blue / Green light system –Yellow –Not Started, Blue –in Progress, Green – Completed.

To Complete a Course click on the “Take Course” or “Retake Course” links.

NOTE –Have your Pop Up function turned ON.

SUMMARY OF REQUIRED TRAINING (IN ORDER):

1) Before you turn in your Adult BSA Application, you will need to take and pass the Online Youth Protection Training (YPT) and print out the Completion Certificate (via Adobe PDF).

2) You should also complete online training as follows:

- | | |
|----------------------|--|
| Cub Scout Leaders: | This is Scouting, Fast Start (position specific) |
| Boy Scout Leaders: | This is Scouting, Fast Start: Boy Scouting |
| Boy Scout Committee: | This is Scouting, Fast Start: Boy Scouting and Troop Committee Challenge |
| Venturing/Varsity: | This is Scouting, Fast Start: Venturing |

NOTE on Venturing –There is a special YPT course due to being coed –take the right one!

REMEMBER –Print out the PDF Certificates for your records and to give to your Unit Training Chair

For Cub Scout Leaders & Committee Members

Cub Leader Specific Training is NOW (Sept 2010) Online at www.myscouting.org

When you login and click on E-Learning, Click on the Cub “tab”

E-LEARNING

Important: The required courses are different based on program. Click on either Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course.

Cub Scout | Boy/Varsity Scout | Venturing | General

Youth Protection Training

- Youth Protection Training [Take Course](#)

Fast Start Training

- Den Leader Fast Start [Take Course](#)
- Cubmaster Fast Start [Take Course](#)
- Pack Committee Fast Start [Take Course](#)
- Capacitación Fast Start para el Líder del Den [Take Course](#)
- Capacitación Fast Start para el Cubmaster [Take Course](#)

Leader Position-Specific Training

- Leader Position-Specific - Tiger Cub [Take Course](#)
- Leader Position-Specific - Wolf Cub [Take Course](#)
- Leader Position-Specific - Bear Cub [Take Course](#)
- Leader Position-Specific - Webelos [Take Course](#)
- Leader Position-Specific - Cubmaster [Take Course](#)
- Leader Position-Specific - Pack Trainer [Take Course](#)
- Leader Position-Specific - Pack Committee [Take Course](#)

Orientation Training

- This is Scouting [Take Course](#)

Basic Training

Supplemental Training

- Physical Wellness [Take Course](#)
- Safe Swim Defense [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Safety Afloat [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Weather Hazards [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [Review Course](#)
[View Certificate](#)

Course Status ● - Not Started ● - In Progress ● - Completed

All Cub Leaders take

- 1) Youth Protection Training,
- 2) Fast Start (for your position),
- 3) This is Scouting,
- 4) Leader Position Specific (for your position)

Some Supplemental training is required for Tour Permit purposes

NOTE –While this Cub Leader Specific Training can be done at your own pace in the comfort of your home –We will continue holding in person training. In Person training offers you the chance to talk to Experienced Trainers and other Leaders so you can learn tips and fun things to do.

For Boy & Varsity Scout Leaders & Committee Members

When you login and click on E-Learning, Click on the Boy/Varsity “tab”

E-LEARNING

Important: The required courses are different based on program. Click on either Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course.

Cub Scout | **Boy/Varsity Scout** | **Venturing** | **General**

Youth Protection Training

- Youth Protection Training [Take Course](#)

Fast Start Training

- Varsity Leader Fast Start [Take Course](#)
- Fast Start: Boy Scouting [Retake Course](#) | [Review Course](#) | [View Certificate](#)

Leader Position-Specific Training

Orientation Training

- This is Scouting [Take Course](#)

Basic Training

Supplemental Training

- Physical Wellness [Take Course](#)
- Safe Swim Defense [Retake Course](#) | [Review Course](#) | [View Certificate](#)
- Safety Afloat [Retake Course](#) | [Review Course](#) | [View Certificate](#)
- Climb On Safely [Retake Course](#) | [Review Course](#) | [View Certificate](#)
- Trek Safely [Retake Course](#) | [Review Course](#) | [View Certificate](#)
- Weather Hazards [Retake Course](#) | [Review Course](#) | [View Certificate](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [Review Course](#) | [View Certificate](#)
- Troop Committee Challenge [Retake Course](#) | [Review Course](#) | [View Certificate](#)

Course Status ● - Not Started ● - In Progress ● - Completed

All Boy/Varsity Leaders take

- 1) Youth Protection Training,
- 2) Fast Start (for your position),
- 3) This is Scouting,

MOST Supplemental training is required for Tour Permit purposes

NOTE –Position Specific Training for Scoutmasters/Assistant Scoutmasters (actually open to ANY Registered Boy Scout Adult) is only done ‘face to face.’ The Training courses are: 1) Scoutmaster Specific (referred to as “SMS”) and 2) Introduction to Outdoor Leader Skills (referred to as “IOLS”)

For Venturing Leaders & Committee Members

When you login and click on E-Learning, Click on the Boy/Varsity “tab”

E-LEARNING

Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course.

Cub Scout | **Boy/Varsity Scout** | **Venturing** | **General**

Youth Protection Training

- Youth Protection Training - Venturing Version [Take Course](#)

Fast Start Training

- Fast Start: Venturing [Take Course](#)

Leader Position-Specific Training

Orientation Training

- This is Scouting [Take Course](#)

Basic Training

Supplemental Training

- Physical Wellness [Take Course](#)
- Safe Swim Defense [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Safety Afloat [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Climb On Safely [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Trek Safely [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Weather Hazards [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [Review Course](#)
[View Certificate](#)

Course Status ● - Not Started ● - In Progress ● - Completed

All Venturing Leaders take

- 1) Youth Protection Training: Venturing,
- 2) Fast Start: Venturing,
- 3) This is Scouting,

MOST Supplemental training is required for Tour Permit purposes

For ANY Leader –General Tab Training

When you login and click on E-Learning, Click on the General “tab”

E-LEARNING

Important: The required courses are different based on program. Click on either Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course.

Cub Scout | **Boy/Varsity Scout** | **Venturing** | **General**

Youth Protection Training
● Youth Protection Training [Take Course](#)

Fast Start Training
● Unit Commissioner Fast Start [Take Course](#)

Leader Position-Specific Training

Orientation Training
● This is Scouting [Take Course](#)

Basic Training

Supplemental Training

- Physical Wellness [Take Course](#)
- Safe Swim Defense [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Safety Afloat [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Climb On Safely [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Trek Safely [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Weather Hazards [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Staffing the District Committee [Take Course](#)

Course Status ● - Not Started ● - In Progress ● - Completed

Unit Commissioner and Staffing the District Committee are for District Level volunteers, BUT, anyone can take this training

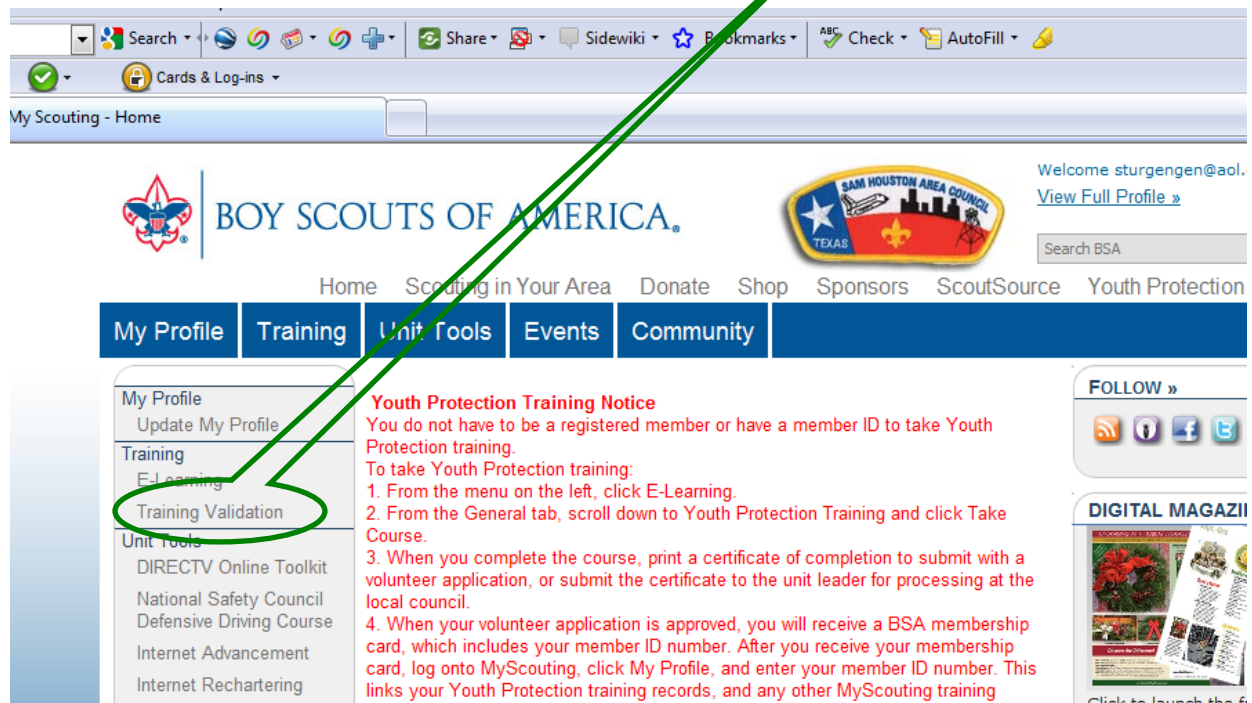
TRAINING VALIDATION -What the heck is that about?

A new functionality was set up in myscouting.org that allows Scouters (Adults) to “validate” (confirm) what training courses the National Database has under their ID or Username.

This is helpful as we move forward to ensure that ALL Scouters receive the proper credit for the time they invest in training courses.

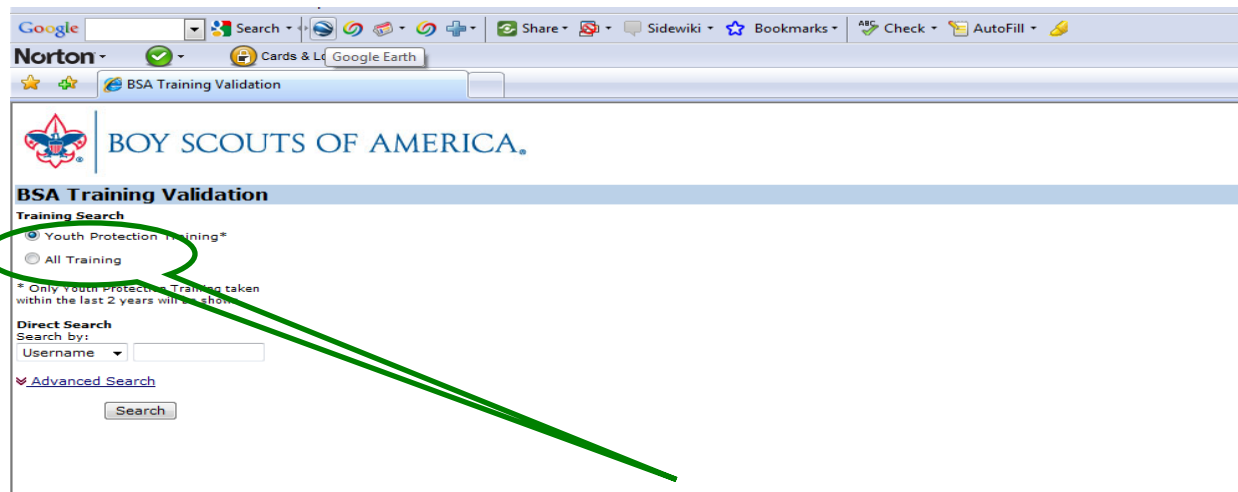
Follow instructions below:

Log into myscouting.org like normal. Then click on the “Training Validation” link (see below) (NOTE –This will bring up a “Pop Up” Screen –Enable Pop Ups!)



The screenshot shows the BSA MyScouting website interface. The top navigation bar includes links for Home, Scouting in Your Area, Donate, Shop, Sponsors, ScoutSource, and Youth Protection. The main navigation menu has tabs for My Profile, Training, Unit Tools, Events, and Community. The Training tab is active, and the left sidebar menu shows options like My Profile, Update My Profile, Training, E-Learning, and Training Validation (which is circled in green). A red box highlights the Training Validation link. To the right, a "Youth Protection Training Notice" is displayed, providing instructions on how to take the training. The notice includes a list of four steps: 1. From the menu on the left, click E-Learning. 2. From the General tab, scroll down to Youth Protection Training and click Take Course. 3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council. 4. When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. After you receive your membership card, log onto MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training records, and any other MyScouting training.

Clicking brings you to the screen below.



The screenshot shows the BSA Training Validation search screen. The page title is "BSA Training Validation". Under "Training Search", there are two radio buttons: "Youth Protection Training*" (which is selected) and "All Training". A note below the radio buttons states: "* Only Youth Protection Training taken within the last 2 years will be shown." There is a "Direct Search" section with a "Search by:" dropdown menu set to "Username" and an empty input field. Below that is an "Advanced Search" section with a "Search" button. A green circle highlights the "All Training" radio button, and a green arrow points from it towards the bottom of the page.

- To see ALL training, Click on “radio” button for “ALL Training.”

Training Validation (Continued)

- Click on Drop down box that says “Username” and you can search by Username OR BSA ID number. Then click on grey “Search” area.

Results of Training Validation Search:

NOTE –Above the shot below will appear the Adult Leader name (made up for privacy).

Training results for: Joe Scout

<u>Course Code</u>	<u>Course Name</u>	<u>Finish Date</u>
A01	New Leader Essentials	01/31/2004
C09	Webelos Den Leader Outdoor	10/06/2007
C20	Cub Scout Leader Basic Tng Complete	05/01/2004
C32	BALOO (Basic Adult Ldr Outdoor Orie	03/13/2004
C33	Outdoor Ldr Skills for Webelos Ldrs	10/06/2007
C40	Cubmaster&Asst. Pos. Specific Tng.	05/05/2007
1 2 3 4		

Note the numbers in blue above –to see ALL training for this leader, click on the 2,3,4 to see additional pages of training.

We encourage ALL Units to have ONE person validate ALL training for ALL Registered Leaders. Use your annual Recharter document (has all leaders BSA ID numbers). If you find issues, please put ALL the issues into one email/document and send to the District Training Chair.

NOTE –After you complete ‘Face to Face’ live training, go into Training Validation about thirty (30) days later to confirm your training has been entered. If you do not see it listed, email the Training Chair for assistance.