



Merit Badge Counselor, Nova Counselor, and Supernova Mentor Required Documents and Submission/Approval Process

**RETURN COMPLETED PAPERWORK TO YOUR EXECUTIVE AT YOUR LOCAL SERVICE CENTER
YOU WILL RECEIVE NOTIFICATION VIA EMAIL WITHIN 3 WEEKS OF YOUR APPROVAL/DENIAL**

New Merit Badge Counselor

- Must be age 18 or older
- Register as a Merit Badge Counselor (position code 42) using the [BSA Adult Application](#)
- Complete [Criminal Background Check Authorization form](#)
- Must complete BSA's [Youth Protection Training](#) before working with youth (print certificate)
- Must complete the [Merit Badge Counselor Information application](#)
- Should read and become familiar with "[A Guide for Merit Badge Counseling](#)"
- Should complete Merit Badge Counselor training available at [my.scouting.org](#)

Current Merit Badge Counselor (Add/drop badges)

- Must complete the [Merit Badge Counselor Information application](#)
 - o Submit directly to Lagrange Service Center, Attn: Kathy Frantzen, 811 W. Hillgrove, LaGrange, IL 60525

Nova Counselor (registered automatically with required paperwork, do not require approval)

- Must be age 21 or older
- Register as a Nova Counselor (position code 58) by completing the [BSA Adult Application](#)
- Complete [Criminal Background Check Authorization form](#)
- Must complete BSA's [Youth Protection Training](#) before working with youth (print certificate)
- Should complete BSA STEM Nova Counselor training available at [my.scouting.org](#)

Supernova Mentor

- Must be age 21 or older
- Must be subject matter expert in a STEM (Science, technology, engineering, mathematics) field
- Register as a Supernova Mentor (position code 52) using the [BSA Adult Application](#)
- Complete [Criminal Background Check Authorization form](#)
- Must complete the [Supernova Awards Mentor Information application](#)
- Must complete BSA's [Youth Protection Training](#) before working with youth (print certificate)
- Should complete BSA STEM Nova Counselor training available at [my.scouting.org](#)

Arlington Heights Service Center
617 E. Golf Road, Suite 101
Arlington Heights, IL 60005

LaGrange Service Center
811 W. Hillgrove Avenue
La Grange, IL 60525

Robert J. Welsh Service Center
8751 Calumet Avenue
Munster, IN 46321

Steve Fossett Service Center
1218 W. Adams Street
Chicago, IL 60607

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