



## 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](#)"
- Must complete Merit Badge Counselor training available at [my.scouting.org](http://my.scouting.org)

### Current Merit Badge Counselor (Add/drop badges)

- Must complete the [Merit Badge Counselor Information application](#)
  - 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)
- Must complete BSA STEM Nova Counselor training available at [my.scouting.org](http://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)
- Must complete BSA STEM Nova Counselor training available at [my.scouting.org](http://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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