

## Merit Badge Counselor Required Documents and Submission/Approval Process

**Return completed paperwork to your executive at your local service center.**

**Applications are reviewed on the first Monday of each month. You will receive notification via email within 3 weeks of your approval/denial.**

### New Merit Badge Counselor

- Must be age 18 or older
- Must register as a Merit Badge Counselor (position code 42) using [Scouting America's Adult Application](#)
  - Must submit a \$25 registration fee if not already a registered Scouting America leader
- Must Complete:
  - [Criminal Background Check Authorization form](#)
  - [Safeguarding Youth Training](#) (*before* working with youth; print certificate)
  - [Merit Badge Counselor Information application](#)
  - Merit Badge Counselor training at [my.scouting.org](http://my.scouting.org)
- Should read and become familiar with "[A Guide for Merit Badge Counseling](#)"

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

- Must complete the [Merit Badge Counselor Information application](#)
  - Submit directly to Chicago Service Center, Attn: Krystle Sullivan, 106 N. Aberdeen St., Suite 200, Chicago, IL 60607

**The following merit badges have special qualifications or certifications for either the merit badge counselor or the supervisor of certain activities. Please review [Section 7.0.1.0 of the Guide to Advancement](#) for details.**

Archery; Canoeing; Climbing; Kayaking; Lifesaving; Motor Boating; Rifle Shooting; Rowing; Scuba Diving; Shotgun Shooting; Small Boat Sailing; Snow Sports; Swimming; Water Sports; Whitewater

Arlington Heights Center for Scouting  
617 E. Golf Rd., Suite 101  
Arlington Heights, IL 60005  
(312) 421-8800 ext. 208

Chicago Center for Scouting  
106 N. Aberdeen St., Suite 200  
Chicago, IL 60607  
(312) 421-8800 ext. 201

La Grange Center for Scouting  
811 W. Hillgrove Ave.  
La Grange, IL 60525  
(312) 421-8800 ext. 325

Robert J. Welsh Center for Scouting  
8751 Calumet Ave.  
Munster, IN 46321  
(312) 421-8800 ext. 251

## Nova Counselor and Supernova Mentor Required Documents and Submission/Approval Process

### 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 [Scouting America's Adult Application](#)
- Must complete:
  - [Criminal Background Check Authorization form](#)
  - [Safeguarding Youth Training](#) (*before* working with youth; print certificate)
  - 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 [Scouting America's Adult Application](#)
- Must complete:
  - [Criminal Background Check Authorization form](#)
  - [Supernova Awards Mentor Information application](#)
  - [Safeguarding Youth Training](#) (*before* working with youth; print certificate)
  - STEM Nova Counselor training available at [my.scouting.org](http://my.scouting.org)

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