



## New Certification Process for Council Registrars

A new program is in place to allow council registrars to receive certification credit. This process will give registrars the opportunity to become experts in all membership and registration processes, affording them the skills to do their job with confidence and to make error-free decisions.

The requirements for certification include the following.

- Complete Core Competencies (explained below)
- Attend and complete Registrar Accreditation (explained below)
- Complete at least two years as a registrar in the same council
- Receive at least an Expected Performance level for two consecutive years
- Participate in the **Annual Local Council Membership Validation checkup** approved by local council management and a regional staff member
- With the Scout executive's approval and coordination, participate in a local council membership audit using the information posted in MyBSA, Audit gadget on the Scout Executive Only page.
- Receive a recommendation from a Scout executive after completing all items. The letter of recommendation should be mailed to the Membership Resources team, S218, National Council.

### 1) Orientation

New registrars should complete the following within the first three days on the job with the assistance of the supervisor or council management staff:

- Discuss basic BSA structure and organization from the National Council to youth and family
- Discuss the council's structure and organization

### 2) Training

**The Registrar's Core Competencies** are online courses especially designed for the local council registrars. We strongly suggest that new registrars complete the Core Competencies within two weeks after beginning registrar duties. These courses are comprised of seven chapters:

1. Basics
2. New Unit Registration
3. Additional Enrollment
4. Charter Renewal
5. Non Unit registration
6. Electronic Funds Transfer
7. Criminal Background Check





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To access the Registrar's Core Competencies courses, from MyBSA select the new Knowledge Base page, then select MyLearning. Each chapter has a learning section (Try Me) and an evaluation section (Test Me). Registrars must pass all Test Me modules to successfully complete the course. You can exit and return to a course at any point. The course list will show the percent of the course that has been completed. If you exit before completing the course, when you return you will start at the beginning of the chapter where you exited.

Once all seven courses and six tests are 100% complete, a link called View Certificate appears, enabling you to print a certificate of completion. Course progress will be tracked on the employee's personnel record in PeopleSoft. Registrars may return at any time for a refresher on any chapter.

### 3) Accreditation

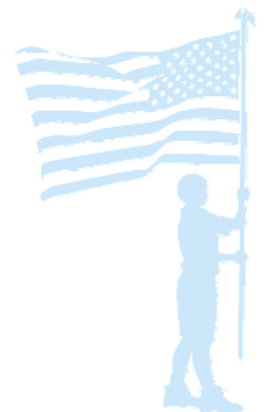
The accreditation portion of the certification is classroom training.

- Dates and locations are coordinated by each region
- Suggested that registrars complete Core Competencies prior to attending the accreditation course.
- Content and course presenters are from the National Council's Membership Resources team.
- The focus of this course is on registration policies and procedures.

### 4) Additional Requirements

**Beyond, completing tasks 2-3, the following are required for Certified Registrar status:**

- Complete at least two years as a registrar in the same council
- Receive at least an Expected Performance level for two consecutive years
- Participate in the **Annual Local Council Membership Validation checkup** approved by local council management and a regional staff member
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