

## **Step by Step Instructions for Unit Youth Protection Training:**

1. Packs will receive a copy of the dvd, “Youth Protection Guidelines, Training for Volunteer Leaders and Parents” with this facilitator guide.
2. Packs will set a date for a leader meeting within a week of their School Night for Scouting for all new leaders and returning leaders that haven’t completed YPT within 2 years.
3. At leader’s meeting: The Pack Trainer signs in all training attendees on the included training roster and conducts the training by first showing the YPT dvd. After viewing the dvd, the Pack Trainer will review the Council’s child abuse reporting procedures. A copy of the procedures is included in this facilitator’s guide. Complete the training by giving the Youth Protection Guidelines Quiz for Adult Leaders and Parents, included in this facilitator’s guide. Read each of the questions and ask for an answer from each of the attendees. Afterward, discuss the correct answer with the group. Take advantage of this meeting to give leader’s a supportive start and answer any questions they have. (If you do not have a Pack Trainer the training portions should be done by the Committee Chairman or Cubmaster).
4. If a leader knows they can’t attend the meeting, they should do the online version of the training during the week before this training meeting and provide a copy of the certificate of completion to the Pack Trainer to include in completed packet of applications and training roster. Instructions for the online training are found on the next page.
5. After the training, the unit will turn in the training roster and all adult applications to the Membership Chair for your district or your DE. Please return everything within the week so registrations can be put in the system and registered leaders can start holding meetings.
6. The training will also be offered at Sept and Oct Roundtables for those who miss the first round and don’t have a computer. However, those leaders cannot start meeting with scouts until their training has been certified.

Youth Protection Training (YPT) must be completed before an application can be processed.

## **Instructions for Online Youth Protection Training**

A person does not have to be a registered volunteer or have an ID number to take Youth Protection training. To take the training, log in to [MyScouting](#) and create an account. From the [MyScouting](#) portal, click on E-Training and take the Youth Protection training. Upon completion, print a certificate and submit it with an application to the unit leader for processing at the local council.

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 back into MyScouting, click on My Profile and update the system by inputting your member ID number. This will link your Youth Protection training records, and any other training in MyScouting, to your BSA membership.

If you are a returning leader and have not taken Youth Protection training within the past two years, please log on to [MyScouting](#) and take the training. Be sure to have your member ID number. The number can be found on your Boy Scouts of America membership card. If you do not know your member ID number, contact your unit leader or committee chairman. Your council can also assist.

If you are a returning leader and have taken Youth Protection training within the past two years but did not take the course online, log on to [MyScouting](#) to ensure your records are up-to-date, or contact your council for verification that your Youth Protection training records are accurate.

Youth Protection Training (YPT) must be completed before an application can be processed.