NATIONAL CAPITAL AREA COUNCIL (NCAC)
EAGLE SCOUT LOCAL COUNCIL CERTIFICATION PROCEDURES

To follow the same pattern as required by the National office, NCAC will now be certifying all Eagle Scout Rank Applications (ESRA) prior to scheduling the Eagle Board of Review (EBOR). This certification will ensure that the Scouts' dates, requirements, merit badges, and signatures are accurate before the candidate completes his Board of Review. This schedule adjustment does not change any other NCAC policy or procedure pertaining to applying for Eagle Scout. Prior to meeting with the District Eagle Chairman to schedule an EBOR, the Unit Leader or Committee Chairman will forward a clear copy of the front and back of the scout's completed ESRA to the NCAC Program Office for BSA local council certification approval of the information listed. A return email address or fax number must be provided to allow NCAC to send the local council certification results.

Prior to submitting the ESRA for certification, each requirement must be filled in completely including the signatures of the scout, unit leader and committee chairman.

The NCAC program office local council certification review will check the scout's ScoutNet record and verify that the following information and dates listed on the ESRA match the information in ScoutNet:

1. Scout is currently registered and the name on the ESRA matches ScoutNet
2. Date joined Boy Scouts
3. Board of Review dates for First Class, Star and Life rank
4. Completion dates for merit badges listed on the application

The ESRA can be submitted in three ways (listed in order of NCAC preference but not required).

1. Fax the front and back of the completed ESRA to 301-564-9513. Cover sheet not required.
2. Scan the front and back of the completed ESRA and email a clear copy to: NCAC_EagleCert@scouting.org. Place "scout's name" and "Eagle Certification" in the subject line.
3. Leave a copy of the completed ESRA at the NCAC MSSC for review. Note: A return email address or fax number must be provided to allow NCAC to send the local council certification results.

If the review is satisfactory, the back page of the ESRA will be signed, dated by the NCAC program office and sent, via email or fax, to the unit leader or committee chairman verifying the applicant is a registered member of his unit and the administrative and technical content on ESRA is approved as accurate.

BSA LOCAL COUNCIL CERTIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed_____ Position_____ Date ___ ___ ___ ___ ___ ___
Month Day Year

If the BSA local council certification finds deficiencies or discrepancies between the ESRA and ScoutNet, they must be corrected by the unit <u>before</u> an Eagle Board of Review can be scheduled. The NCAC email or fax will point out the items that need to be corrected before the BSA local council certification approval is granted. After the ESRA is corrected, it must be resubmitted for approval.

When meeting with the District Eagle Chairman or their designee to schedule an EBOR, the signed NCAC ESRA approval page must be attached to the ESRA and presented with the ESRA packet before an EBOR can be scheduled. The approved pre-certification notice <u>must</u> remain with the ESRA packet, including when presented to NCAC at the Marriot Scout Service Center for processing.

A benefit of BSA local council certification prior to the EBOR is the ESRA will not have technical problems and the likelihood it will be approved by National is significantly increased. Additionally, the processing time after the ESRA packet is received at the NCAC following the scout's EBOR will be the greatly reduced.

It is recommended that all units begin using the new certification process by September 1, 2010 but it can be used now. After January 1, 2011 ESRA packets submitted to the NCAC must include a copy of the signed NCAC local council certified ESRA page; ESRA packets without this page will not be accepted or processed by NCAC.

Revised: May 26, 2010