

The following are questions and their answers that have been asked concerning the NCAC pre-certification process.

Q: Is this just more bureaucracy?

A: No additional bureaucracy has been added. This is only a modification in timing of the NCAC process to align with the National Council by moving NCAC certification from after the EBOR to before the EBOR. The process to attain Scouting's highest rank, Eagle Scout requires that the scout's participation, activity and achievements in Boy Scouts has been accurately recorded and is checked before the EBOR.

Q: Where do I send the ESRA for pre-certification?

A: The ESRA can be submitted in three ways.

1. 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 Pre-cert" in the subject line.
2. Fax the front and back of the completed ESRA to 301-564-9513. Cover sheet not required.
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 pre-certification results.

Q: What is the anticipated turn around time of this process?

A: A maximum of seven business days after being received in the NCAC program office. Actual process time may be less than or more than this time depending upon day submitted, office workload, or problems/ no problems with ESRA.

Q: What happens if the pre-cert is not approved?

A: The NCAC program office will send an email or fax indicating those items that need correcting. Once they are corrected by the unit or scout, the ESRA must be resubmitted for pre-cert approval.

Q: Who is going to be the point of contact for the Units when they do not get a prompt response and will this person be at their desk?

A: The people assigned as point of contact for the pre-cert are in the NCAC Program Office.

Q: Is this something that is coming out of National as mandatory in a revised version of "Advancement Committee Policies and Procedures" book?

A: No. This has always been National's policy and the NCAC has not been in compliance. A recent audit by the National audit team has required that we conform to National policy.

Q: Is the date the scout joined scouting critical?

A: Yes. The scout's joining date is critical (signed application and fees paid). Ranks and merit badges can not be earned unless the boy is a registered scout. When a scout joins Scouting, he meets with the Scoutmaster and has a SM conference to review the basics of Boy Scouting.

Q: Does the date of completing Scout count as joining?

A: No. This is not a "rank" in the same way the others are considered and only signifies that the scout has completed his initial SM conference. When completed the boy receives a "Scout" patch.

Q: What can be done if a scout transferred from another Council and the record was never transferred or if a scout has a break in service?

A: ScoutNet is for members of the BSA Scouting program (all units & councils). The scout or unit leader must contact the previous council(s) for the scout's information stored on their system. This process should be used for verification of the ESRA information prior to submitting to NCAC. Each council's ScoutNet information is held behind a firewall and not shared between councils.

Q: The name on the ESRA may not match ScoutNet because the Eagle Scout candidate puts his name how he wants it to read on the certificate, so is this going to be negated at Council?

A: No, the first and last name should at least be the same for identification purposes. This is required to verify that the scout is currently registered as a scout. The only way to do this is to match the name on the ESRA with that in ScoutNet. The scout's official name may be different than what he is called in the troop. NCAC is verifying that we have the correct scout. This should not prevent the processing of the ESRA. If the scout has included his current registration card in the ESRA packet that will assist NCAC staff in correctly identifying the scout.

Q: Will we [District Eagle Chairman] stop asking for verification if the scout is currently registered?

A: No; Your District's process remains unchanged. This only affects interaction with NCAC. Verification of a scout's registration by NCAC will now be completed before the EBOR.

Q: Does pre-certification take the responsibility of the District Eagle chairman away from them?

A: No. This procedure emphasizes the unit's responsibility for proper advancement record keeping and verification. There is no change to how the District conducts their Eagle Scout Rank Application review process.

Q: An EBOR can take place after the scout's 18th birthday and the SM conference needs to take place before the 18th birthday. Where does the counsel pre-certification approval fit in?

A: The pre-cert fits in exactly where it is on the ESRA. After the SM and all signatures have been obtained and before the EBOR is scheduled. Once all signatures are on the ESRA, the Unit will send a clear copy the front and back of ESRA to NCAC for pre-cert. When the unit receives the approval an EBOR can be scheduled and held. The problem for the 18+ scout is the same as today - if there is something technically deficient with his advancement records, there is no way for him to correct it, e.g. not earning a required MB.

Q: Will it be required that this be completed before the scout's 18th birthday?

A: No; only before the EBOR. All the requirements must be completed before the scout's 18th birthday. Requirement #6, the SM conference is normally the last requirement to be completed. When all the signatures are obtained on the ESRA, which could happen after the 18th birthday, the unit can request the per-cert approval.

Q: Can this pre-certification be completed after the 18th birthday?

A: Yes, but the EBOR must still be completed within 90-days following the scout's 18th birthday.

Q: How long after the 18th birthday does the scout have to complete the pre-cert.

A: The scout has a 90 day period following his 18th birthday to complete the administrative preparation for his ESRA packet and complete an EBOR. The NCAC Advancement Committee agreed extensions for an additional 90 days will not be granted because the scout is in the process of obtaining the pre-cert approval.

Q: As I have not worked in a unit for some time, I am not familiar with the procedures of getting the records on ScoutNet. Is it updated based on the advancement reports that the units send to council after a Board of Review or are they updated by each individual unit directly into ScoutNet using internet advancement?

A: Both are correct. The units may update their troop's advancement information using the internet advancement procedures. Using this procedure puts the scout's information directly into ScoutNet. Therefore, when the NCAC does the pre-cert against ScoutNet and the ESRA, the information the unit inputted will be there and everything will check out to be okay. Your responsibility continues as the pre-checker of the actual MB blue cards and rank advancement cards or the Boy Scout handbook have the correct dates on the ESRA.

Q: Does the District Eagle Chairman have to check this information in the future?

A: Yes; you are still the one who should continue to check and verify the ESRA dates against the MB blue cards and rank advancement cards or unit advancement reports.

Q: Will the District Advancement Committee members have access to ScoutNet to verify the records?

A: No, the only persons who have access are the individual unit leaders and the professionals at the NCAC program office.

Q: Will we [District Eagle Chairman] just be checking the ERSA to make sure the dates on it comply with the rules of time between rank advancement, position of responsibility time, sufficient number of MBs at each rank advancement, completion of project, and all requirements prior to 18th birthday, etc?

A: Yes; this is what you should be doing now. You will continue to do what you have always done. There is no difference except when the NCAC certification is completed.

Q: What needs to be forwarded to the council for pre-certification?

A: Only the completed (including scout & unit signatures) front and back of the Eagle Scout Rank Application.

Q: My understanding is that the application is the only item that needs to be forwarded but, someone else informed me the Eagle book needs to go forward as well.

A: You are correct for pre-certification only; send only the complete front and back (with signatures) of the ESRA. They are not correct. The ESRA packet or Eagle "book" is only submitted to NCAC after the EBOR recommends the scout for Eagle Scout.

Q: Can we have his application pre-certified before the project is completed?

A: No. All of the requirements including his project must be completed prior to submitting the ESRA for pre-certification.

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Answers in compliance with National procedures and coordination with the NCAC program office.:

Rick Kessel, Chairman

NCAC Youth Development (formerly advancement) and Recognition Committee.

National Capital Area Council, BSA