# NATIONAL CAPITAL AREA COUNCIL (NCAC)
# EAGLE SCOUT PRE-CERTIFICATION PROCEDURES

This procedure is set forth by the National Council and 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 Eagle Board of Review, the Unit Leader or Committee Chairman will forward a clear copy of the front and back of the scout's completed Eagle Scout Rank Application (ESRA) to the NCAC Program Office for pre-certification approval of the information listed. A return email address or fax number must be provided to allow NCAC to send the pre-certification results.

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

The NCAC program office pre-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.

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.

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 ESRA technical content 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 pre-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 (EBOR) can be scheduled. The NCAC email or fax will point out the items that need to be corrected before pre-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 pre-certification 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.

**Pre-certification is currently voluntary but recommended to be used now. After September 1, 2010 ESRA packets submitted to the NCAC must include a copy of the signed NCAC pre-certified ESRA page; ESRA packets without this page will not be accepted or processed by NCAC.**

March 9, 2010 (RDK)