

**Boy Scout Troop 608**  
**Charter: Sacred Heart Cathedral**  
**Requirements for all Adult Leaders**

**I. Boy Scouts of America (BSA) Training Requirements for Adult Leaders**

**A. Youth Protection Required Training. Online. 1 hour 20 minutes, approximately. Good for 2 years.**

To take Youth Protection training, go to My.Scouting.org and create an account. See BSA document “How to Guide for Taking Youth Protection Training” for details.

Once completed, print a training certificate and submit it to the Cubmaster for recording in Scout Tracks and filing at the Scout Hut. Keep a copy for your records.

**B. Specific Leader Position Training. Online. *Recommended, not required.***

To complete other training courses, go to My.Scouting.org. From the My.Scouting.org portal:

1. select My Dashboard or Home from the Menu list on the top left
2. select My Dashboard, the My Training screen appears
3. select Training Center from the top menu
4. select Cub Scouting
5. choose the training you wish to complete

Once completed, print a training certificate and submit it to the Cubmaster for recording in Scout Tracks and filing at the Scout Hut. Keep a copy for your records.

**II. Diocese of Pensacola-Tallahassee Training & Fingerprinting Requirements for Adult Leaders**

**A. Online Required Training. Approximately 1 hour. Good for 5 years.**

As a Cub Scout Pack we must follow all of the guidelines prescribed by the Boy Scouts of America. Additionally, since our Pack is sponsored by the Cathedral of the Sacred Heart, which is part of the Catholic Diocese of Pensacola-Tallahassee, we must also comply with Diocesan requirements for volunteers. All leaders must complete, every 5 years, an appropriate abuse training approved by the Diocese. For this reason, it is imperative that all registered adult leaders complete the training as soon as possible. *If you require any technical support, contact Praesidium at 817-801-7773 or support@praesidiuminc.com.*

- 1. Online Course: Meet Sam. Approximately 20 minutes.**
- 2. Online Course: Abuse Risk Management for Volunteers. Approximately 20 minutes.**

### **3. Online Course: Policies – Diocese of Pensacola-Tallahassee. Approximately 20 minutes.**

To take these training courses:

1. Enroll
  - a. Go the website, PraesidiumInc.com/enroll
  - b. Enter the registration code: diopental
  - c. Fill out the form and click the link to enroll. Choose your correct organization, CATHEDRAL OF THE SACRED HEART-Pensacola from the organization drop down menu.
  - d. Print the page or write down your user login and password for future reference.
  - e. To begin taking training immediately, click the link or follow the instructions to the right to login later.
  
2. Begin Training
  - a. Go to website PraesidiumInc.com/login
  - b. Enter your user login and password then click Login.
  - c. Click on the course image or title to begin.

You need to complete all three courses. They should take no longer than one hour, and if you need to stop before completing, you can return to the site and continue at any time. Once you have completed these courses, please print your certificate of completion and submit them to the Cubmaster for recording in Scout Tracks and filing at the Scout Hut. Keep a copy for your records.

#### **A. Fingerprints & Background Screening. Good for 5 years.**

All volunteer leaders must have a Diocesan-approved background check completed every 5 years. Please note that this process has changed in the last couple of years, and that the Diocese now no longer retains the fingerprints. This process includes signing the waiver form (FDLE Waiver), submitting it to the Assistant Cubmaster, and having your fingerprints taken. Fingerprint sessions are scheduled through the Fieldprint website and taken locally at the UPS Store on Cervantes Street. Please see the Pack 608 document “Fingerprinting/Background Check Instructions” for more details.