



NCAP Application for Equivalency Determination

This request for an Equivalency Determination is for National Camp Accreditation Program (NCAP) Standards SQ-405 through SQ-412. If your request is for another National Camp Standard, please use the general NCAP "Application for Waiver or Other Relief" request form #430-083. If your request does NOT meet the requirements set forth below, please use the "Application for Waiver, Variance or Other Relief" request form. The NCAP committee does not grant waivers or equivalencies for age requirements.

You must indicate the position for which you are seeking an equivalency by selecting the position requirements below and the name and age of the candidate

To be considered – all required documents must be submitted at the same time and included with this document with the appropriate signatures. All information must be provided as a scanned attachment to this form.

The specific requirements for each position are listed below. Check the box on the specific position that you are seeking the equivalency. All information must be provided as a scanned attachment to this form.

Applicant Information:

Council: _____ No.: _____ Territory: _____

Council Address: _____

Applicants Name: _____ Age: _____

Name of Camp(s) Affected _____

NCAP Chair: _____ Email: _____

Scout Executive: _____ Email: _____

Camp Representative to answer questions if needed: _____

Camp Representative Phone Number: _____

Request approved by:

Camp Director Signature

Council NCAP Chair Signature

Scout Executive Signature

Only 1 Equivalency Determination request per form

**Once completed, email form and all documents to:
NCAP@scouting.org**

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Position Requirements

_____ **Camp Health Officer (SQ-405).** NCAP will not grant waivers regarding the time required for access to EMS. NCAP will consider alternative credentials under Standard SQ-406, Specific Requirement B in the following situations: (1) the person is on the National Registry of Emergency Medical Technicians or (2) the person is approved by the state, either individually or as a class meeting specified requirements.

Required attachments: Proof of age; Evidence of training; National Registry proof or, if using state approval, state license and regulation showing license is acceptable for proposed camp or activity.

_____ **Aquatics Director (SQ-406, Specific Requirement A).** An expedited “waiver-by-rule” may be granted if the candidate has current American Red Cross certification in (1) Lifeguard Instructor, (2) Lifeguard Management, and (3) Water Safety Instructor, (4) written statement that candidate has reviewed Swimming and Water Rescue and Paddle Craft Safety PowerPoints (See SQ-406, Specific Requirement A.2), (5) written statement that candidate has reviewed relevant sections of Aquatics Supervision, and (6) a valid lifeguard certification. *All other requests for waivers or equivalencies for aquatics staff must use the “standard” form.*

Required attachments: Proof of age; All six items enumerated above must be attached as a scan.

_____ **Shooting Sports Director (SQ-407, Specific Requirement A).** An expedited “waiver-by-rule” may be granted if the candidate has one of the following: (1) a current military range control card issued by the U.S. military or National Guard, (2) law enforcement instructor credentials from the NRA or a state certifying entity, (3) 4-H instructor credentials or (4) NRA civilian credentials. The shooting sports director may only supervise discipline(s) covered by their credential(s). A shooting sports director may have credentials from more than one agency, or more than one individual may be designated as shooting sports director so that all disciplines offered are covered.

Required attachments: Proof of age; The item(s) used to establish instructor credentials in the discipline offered must be attached as a scan.

N/A Archery director (SQ-408). There currently is no expedited equivalency or waiver for archery instructors except that set forth in Standard SQ-408, Specific Requirement B.2 and 3. If you have an unusual situation, please file a general waiver form with as much information and explanation as possible.

_____ **COPE/Climbing Director (SQ-409).** An expedited waiver is available for a Level II instructor outside their consortium area if (1) the Level II instructor satisfactorily completes orientation under an NCS COPE/Climbing Director on the course as documented by a written statement, (2) the appointment is approved in writing by the council climbing committee of the hiring council, and (3) the appointment is recommended in writing by the COPE and Climbing Program Manager/Trainer supervising the Level II instructor.

Required attachments: Proof of age; (1) The current Level II instructor certification of the candidate, (2) the written statement from a current NCS COPE/Climbing Director that the candidate has satisfactorily completed orientation on the course, (3) the NCS COPE/Climbing Director’s current NCS Director certification, (4) the written approval from the COPE/Climbing committee of the council hiring the Level II instructor, (5) the written recommendation from the COPE/Climbing Program Manager/Trainer, and (6) a current NCS certification for the recommending COPE/Climbing Program Manager/Trainer including the current NCS certification in COPE or Climbing as appropriate for the approval. All six elements and proof of age are required.

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_____ **Trek Director (SQ-410).** An expedited equivalency can be granted to a person who has prior training and trek leader experience as follows: (1) A person who has five or more years of professional experience guiding in similar conditions, demonstrated by curriculum vitae and statement of employer or written references if self-employed; (2) prior training as a Philmont Training Ranger (or equivalent) and seasonal service in trek leader capacity within last five years; (3) prior training and three or more years of seasonal experience from a comparable organization (NOLS, WEA, Outward Bound, etc.).

Required attachments: Proof of age AND (1) Proof of employment as a professional guide for five or more years, including at least two written references; or (2) proof of Philmont employment as a Training Ranger or equivalent and curriculum vitae of experience; or (3) proof of training from organization and curriculum vitae of experience. Written letter of recommendation is helpful in all cases.

_____ **Ecology Director (SQ-412, Specific Requirement B).** An expedited equivalency determination can be made in the following cases: (1) a currently employed natural resources or conservation professional with five or more years of experience, (2) a college professor or high school teacher in a relevant discipline; (3) a recent graduate (within last 3 year) with a college degree in biology, ecology, natural resources, forestry or similar field or (4) a current college student majoring in biology, ecology, natural resources, forestry or similar field who is (or will be next year) a junior with relevant coursework.

Required attachments: Proof of Age AND (1) a letter from employer or, if self-employed, a curriculum vitae and two letters of recommendation, (2) copy of curriculum vitae and proof of employment, (3) photo of diploma and/or college transcript (unofficial is fine), (4) current college transcript (unofficial is fine).

N/A **Camp Commissioner (SQ-412, Specific Requirement A).** NCAP believes that the two alternatives presented adequately address the needs of most camps. If your camp has a situation that does not fit those requirements, please submit a general waiver with as much explanation as possible.

_____ **Outdoor Skills Director (SQ-412, Specific Requirement C).** An expedited equivalency determination may be granted if the candidate has (1) five or more years of experience as a Scouts BSA Scoutmaster or assistant Scoutmaster or as a Venturing advisor if the troop or crew engaged in significant outdoor activities AND has merit badge counseling experience in many of the relevant merit badges, (2) has any TWO of the following (a) one or more years of experience as a Scouts BSA Scoutmaster or assistant Scoutmaster or Venturing advisor AND/OR (b) has earned the National Medal for Outdoor Adventure or Venturing Ranger Award AND/OR (c) has two prior years of outdoor skills camp staff experience with good reviews, (3) has completed at least two years of college coursework in outdoor skills or outdoor education or outdoor leadership.

Required attachments: Proof of Age AND (1) proof of five years of registration with outing record of troop or crew (may be different units as long as total is five years); (2) at least two of the following: two years of registration with outing record of troop or crew AND/OR proof of National Medal for Outdoor Adventure or Venturing Ranger Award AND/OR proof of two prior years of camp staff leadership; (3) college transcript (unofficial is acceptable).

N/A **Chaplain (SQ-412, Specific Requirement E).** NCAP believes that the existing provision provides sufficient flexibility and guidance

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_____ **First Year Camper Director (SQ-412, Specific Requirement D).** NCAP will allow equivalency for this position to be demonstrated by any TWO of the following: (1) Letter of recommendation from unit leader detailing: (a) if applicant has earned and taught requirements up to first class and typical first year camp skills; (b) leadership in unit and rank attained, with particular attention to service as a troop guide or instructor, personal recollections of candidate's leadership capabilities; (2) National Medal for Outdoor Adventure or Venturing Ranger Award; (3) Education experience, such as college coursework; (4) prior Scouting service as a New Scout assistant Scoutmaster or equivalent for a year or more.

Required attachments: Proof of age AND at least two of the following items (1) letter of recommendation as outlined above, (2) proof of National Medal for Outdoor Adventure or Venturing Ranger Award, (3) college transcript showing relevant coursework (unofficial is acceptable), or (4) registration record and written statement from unit leader or committee member attesting to service. Other life service may be acceptable but standard waiver package should be completed in lieu of this form.

N/A Horse or Stock Program Director. NCAP believes that the existing provision provides sufficient flexibility and guidance.

N/A ATV Program Director. NCAP believes that the current guidelines are appropriate. In exceptional circumstances, NCAP may consider alternatives based on life experience. Use the Standard Waiver application.

_____ **Food Service Supervisor.** If a council requests additional assurance, it may submit proof of candidate's qualifications under state or local age, training, and certification programs and NCAP will issue an appropriate letter.



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