# NACP Assessor Training 2023 My Scouting Web Site

**Required for All Assessors** 

2/14/2023

Updated 4/13/2023 (Print Cert)

## Step 1A or 1B – Log Into the NCAP Web Site or My Scouting.org





# 1B – Log In to My Scouting , Enter Username & Password or Create New Account



### Step 2 – At this Page Scroll Down to the BSA Learning Center



## Step 3 – Hit BSA Learning Center



# Step 4 – Search Catalog for "NCAP"



# STEP 5 – Insert "NCAP and hit Magnifier

	BOY SCOUTS OF AMERICA       Richard Koch         Home       Catalog					
	Ho	me	Catalog	My Learning		
Discover a Get Knowledge And Latest Version Of Ch	all content. I Skills That Bring Value hrome Or Edge.	For Your Everyday. U			<image/> <image/>	
	View All	Programs	Learning Plar	ns Courses		
Displaying 1 Items				Filters 🝴	Sort By 🗸	

#### Step 6 – Select "Visit"



# Step 7 – Select "Start Again" and take training for 2023



#### Steps to Print or Save a Course Completion

- 1. Log into My Scouting
- 2. Hit the Menu at the Upper Left, Select "My Training"
- 3. Hit "Completions" on the Middle Left
- 4. Click the Radio Button across from the Course Completed
- 5. At the top is "Certificates", Click and the Completion Certificate appears
- 6. Save and Print this Certificate
- 7. Take a copy of the Certificate on Assessment Visits

# Log into My Scouting, Select Menu, then My Training



#### **Select Completions**



## Select Course (Use Radio Button) then Select Certificate at top

	My Completions Q Search			<ul> <li>         Or Certificate         O         Member Training Report         All Without History         </li> </ul>				
		Course Description	¢	Course Code 🗘	Completion Date		Expiration Date	¢
	۲	NCAP Assessor Training New		SCO_14000	02/19/2023		12/31/2023	
YPT and Training Center	0	Advancement		SC0_471	04/16/2022		Never Expires	
Requirements		Youth Protection Training Certification		Y01	03/31/2022		03/31/2024	
Completions		NCAP Assessment Training		CS53	03/26/2022		12/31/2022	
		Neglect Prevention		SCO_3000	03/22/2022		Never Expires	
		Emotional Abuse Prevention		SCO_3002	03/22/2022		Never Expires	
		Exposure to Violence Prevention		SCO_3005	03/22/2022		Never Expires	

Save and Print Training Certificate Carry copy during Assessment Visit(s)

