



# Camp Director and Program Director Continuing Education Re-certification Process and Application

National Camping School Camp Director and Program Director certification is required to operate a Scouting America long-term camping program. The National Camping School Camp Director and Program Director recertification courses were sunset in 2020. This Continuing Education Certification (CEC) pathway has been developed to help experienced camp directors and program directors stay relevant in their training and reduce the need to attend an additional full week of National Camping School.

Certification from a National Camping School for Long-term (Resident) Camp Director or Long-term (Resident) Program Director (2021 or later) is required prior to exercising the CEC option. CEC is not a requirement. An individual can still choose to attend National Camping School every five seasons.

CEC became available after October 1<sup>st</sup> in the 2025 season for those who attended NCS in 2021. Those who certified at National Camping School in 2021 can continue the requirements towards this recertification option in 2022 and so on. CEC will be valid for 5 seasons from the approval date.

**Those interested in this CEC option must meet the below conditions and requirements to be recertified:**

## CONDITIONS:

- Certified at a National Camping School for Long-term (Resident) Camp Director or Long-term (Resident) Program Director in or after 2021. The certification is either current or no more than 6 months from expiration date at time of application.
- An applicant may not use the CEC option consecutively. Once the CEC expires (5 seasons), the individual must attend a full week of National Camping School to remain certified.
- An applicant must meet the requirements listed below and must fulfill an annual continuing education option as shown in the below charts over the five-year period prior to applying. Note: One chart is for Camp Director, another for Program Director.
- Submit the **Application for Continuing Education Certification for Resident Camp or Resident Program Director** (last page) to their local council for verification and approval by the Scout Executive or designee.
- Once verified and approved by the local council, the application is submitted to National Outdoor Programs at [NCS@Scouting.org](mailto:NCS@Scouting.org). Upon verification of the application, and completion of the final online session, the applicant's council will be billed \$250 for the recertification.
- The National Training & Development subcommittee will review and approve or decline the application.

## **REQUIREMENTS:**

*Applicant must meet all requirements prior to submitting an application.*

- 1)** Manage OR serve as a Long-term Camp OR Long-term Program director for a Nationally Accredited long-term camp program at least 3 of the 5 seasons during certification period. This could include winter or spring camp as defined on the council authorization and intent to operate. *Serving in this role at a conditionally accredited camp does not meet this requirement for that season.*
  - a) Minimum of 15 weeks of camp service over the 5-year period.
  - b) Definition of **management** in this requirement: a manager must be a year-round full-time employee managing a camping operation (ex. Director of Support Service, Director of Camping etc.) Management for this requirement does not apply to a Camp Director who manages a program director at a long-term camp.
- 2)** NCAP (National Camp Accreditation Program) Assessment Process – Must complete both a and b annually during the years you manage or serve as a Long-term (Resident) Camp or Long-term (Resident) Program Director.
  - a) Participate in or complete national standards annual update webinar or online course.
  - b) Create and fulfill the annual CCIP for their specific operation – verified through the Declaration of Readiness.
- 3)** During each calendar year of the 5-year NCS certification tenure, applicant must complete a continuing education option from one of the columns in the charts below for the applicable position. The options do not have to be done in the order listed. Applicant may not use the same option more than once. Verification of completion is through the applicant's local council Scout Executive.
- 4)** Once the requirements are met and the application is submitted to the National Service Center, the applicant will be invited to and must attend an online recertification training (no more than 2 hours). This course will cover an NCAP review of current standards and any other updated information.
- 5)** Once all conditions have been met and requirements 1-4 above are completed, the applicant will receive their NCS certification.

# Camp Director

Complete all of one option from a different column each year

Year 1	Column 2 (ex. Year 2)	Column 3 (ex. Year 3)	Column 4 (ex. Year 4)	Column 5 (ex. Year 5)
<p><b>1A</b></p> <p>Attend or serve on staff for NCS Camp Director</p> <p><i>All applicants must complete National Camping School for Camp Director in Year 1.</i></p>	<p><b>OPTION 2A</b></p> <ul style="list-style-type: none"> <li>Submit staff training plan</li> <li>Submit year-round marketing plan <i>Plans submitted to and approved by the council</i></li> </ul> <p><b>OPTION 2B</b></p> <ul style="list-style-type: none"> <li>Attend a national Conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 2C</b></p> <ul style="list-style-type: none"> <li>If applicable attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>	<p><b>OPTION 3A</b></p> <ul style="list-style-type: none"> <li>Participate in a <a href="#">PQET evaluation</a> of your camp led by the council or outside entity</li> </ul> <p><b>OPTION 3B</b></p> <ul style="list-style-type: none"> <li>Participate in the council <a href="#">CFET</a> program</li> </ul> <p><b>OPTION 3C</b></p> <ul style="list-style-type: none"> <li>Attend a national Conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 3D</b></p> <ul style="list-style-type: none"> <li>If applicable attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>	<p><b>OPTION 4A</b></p> <ul style="list-style-type: none"> <li>Positive net to the council budget – or agreed upon budgetary requirements met</li> <li>Invoicing and ordering terms for the council are met</li> <li>Participate in <a href="#">NCAP authorization process</a></li> </ul> <p><b>OPTION 4B</b></p> <ul style="list-style-type: none"> <li>Attend a national Conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 4C</b></p> <ul style="list-style-type: none"> <li>If applicable, attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>	<p><b>OPTION 5A</b></p> <ul style="list-style-type: none"> <li>Conduct a <a href="#">program hazard analysis</a> on current programs offered at camp (min of 3 programs)</li> <li>Engage council committees and committee members in staff training and program development</li> </ul> <p><b>OPTION 5B</b></p> <ul style="list-style-type: none"> <li>Attend a national conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 5C</b></p> <ul style="list-style-type: none"> <li>If applicable, attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>

# Program Director

Complete all of one option from a different column each year

Year 1	Column 2 (ex. Year 2)	Column 3 (ex. Year 3)	Column 4 (ex. Year 4)	Column 5 (ex. Year 5)
<p><b>1A</b></p> <p>Attend or serve on staff for NCS Program Director.</p> <p><i>All applicants must complete National Camping School for Program Director in Year 1.</i></p>	<p><b>OPTION 2A</b></p> <ul style="list-style-type: none"> <li>Submit staff training plan</li> <li>Develop lesson plans for each Merit Badge or program area being offered at the camp using subject matter experts as resources</li> </ul> <p><i>Plans submitted to and approved by the local council</i></p> <p><b>OPTION 2B</b></p> <ul style="list-style-type: none"> <li>Attend a national conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 2C</b></p> <ul style="list-style-type: none"> <li>If applicable, attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>	<p><b>OPTION 3A</b></p> <ul style="list-style-type: none"> <li>Participate in a <a href="#">PQET evaluation</a> of your camp led by the council or outside entity</li> </ul> <p><b>OPTION 3B</b></p> <ul style="list-style-type: none"> <li>Participate in the council <a href="#">CFET</a> program</li> </ul> <p><b>OPTION 3C</b></p> <ul style="list-style-type: none"> <li>Attend a national conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 3D</b></p> <ul style="list-style-type: none"> <li>If applicable, attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>	<p><b>OPTION 4A</b></p> <ul style="list-style-type: none"> <li>Implement improvement plans identified in the <a href="#">PQET</a> process</li> </ul> <p><b>OPTION 4B</b></p> <ul style="list-style-type: none"> <li>Implement programs identified in the <a href="#">Continuous Camp Improvement Plan</a></li> </ul> <p><b>OPTION 4C</b></p> <ul style="list-style-type: none"> <li>Attend a national Conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 4D</b></p> <p>If applicable, attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</p>	<p><b>OPTION 5A</b></p> <ul style="list-style-type: none"> <li>Identify and implement a staff recruitment strategy to meet staffing needs <b>OR</b> develop 3 microlearning modules to be used for staff training <b>OR</b> develop a CIT program</li> <li>Submit a year-round marketing plan</li> </ul> <p><b>OPTION 5B</b></p> <ul style="list-style-type: none"> <li>Attend a national Conference for camp leaders (ACA, Scouting America National Outdoor Conference, or equivalent) Equivalent is defined as multiday AND report to the council about lessons learned</li> </ul> <p><b>OPTION 5C</b></p> <ul style="list-style-type: none"> <li>If applicable, attend an appropriate Scouting U course for Scouting professional (CPPA, Facilities Management etc.)</li> </ul>



# Application for Continuing Education Certification for Long Term

**Camp Director**

Name of Applicant: \_\_\_\_\_

**Program Director**

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Home address: \_\_\_\_\_

Council Name: \_\_\_\_\_ Council #: \_\_\_\_\_

Most recent NCS certification: Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Requirement 1:**

List years served as camp director or program director (at least three seasons): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Requirement 2:** List years involved in NCAP Assessment Process: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

What new skill have you learned/acquired since attending National Camping School during this continuing education recertification process? How have you used these skills to improve your camp? (Use additional sheet as necessary.)

**Requirement 3:**

Please indicate in each row below the year and which continuing education option was completed for each of the 5-years of NCS certification tenure. Example: Year 2 - 2022 | 3C - Attended ACA conference. Sign below to certify.

Fill in the year below.	List the requirement that was completed.
Year 1 -	1A - Attended (or served on staff at) NCS Long-term Camp Director <input type="checkbox"/> or Long-term Program Director <input type="checkbox"/> section
Year 2 -	
Year 3 -	
Year 4 -	
Year 5 -	

I, the applicant above, certify that I have completed the above continuing education requirements.

**Applicant Signature** \_\_\_\_\_

**Council Approval by** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Scout Executive or designee signature

This form should be submitted on or after October 1<sup>st</sup> of the applicant's expiring year. Submit this application to National Camping School at [NCS@Scouting.org](mailto:NCS@Scouting.org) to be processed and approved. Local council will be billed \$250 once the application is processed and approved. (Allow 4 weeks to be processed)

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*For internal use only:*

Date of Verification: \_\_\_\_\_ Verified by: \_\_\_\_\_

Date attended online recertification training: \_\_\_\_\_

Committee review date: \_\_\_\_\_

Application is: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ (Reason) \_\_\_\_\_

If denied, date sent to applicant: \_\_\_\_\_