

Charter Organization Representative (COR) on-line (my.scouting.org) training

Date: 26-Jun-2018

The following instructions presume that you have already established a BSA Profile account on my.scouting.org. If this is NOT the case, please spend the 2-3 minutes to create your BSA Profile on my.scouting.org.

Thank you for taking the time to get trained for the position of Charter Organization Representative (COR). This training consists of 4 training modules in 1 on-line training section. Each training module ranges between 10 to 15 minutes to complete. The total training time is less than 1 hour. The modules can be completed one at a time or multiple modules in one session.

So, let's begin.

Log-on to my.scouting.org

Open My Dashboard (the My Training page should appear)

Click on the Training Center tab

The screenshot shows the 'my.Scouting' interface. At the top, there is a navigation bar with 'My Dashboard' and 'my.Scouting' logo. Below this is a 'My Training' section with tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. The 'Training Center' tab is highlighted with a red circle. Below the tabs, there is a section for 'My Youth Protection Training' with instructions and a link for additional guidance. A 'YPT Status' box shows 'Expires 91d-2yrs'. Below this are two rows of training modules: 'Youth Protection Training Certification' (Y01, Completed 02/19/2018, Expires 02/19/2020) and 'Venturing Youth Protection Training' (Y02, Completed 10/03/2016, Expires 10/03/2018). At the bottom, there is a 'Help Manual' button.

Under Training Courses by Program, scroll down to “Position Specific Training” and **click** on this section.

The screenshot shows the 'my.Scouting' interface. At the top, there is a navigation bar with 'My Dashboard', the 'my.Scouting' logo, and a user profile for 'William Affeldt'. Below this is a 'My Training' section with tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. The 'Training Center' tab is active. Underneath, there is a section titled 'Training Courses by Program' with a note about Flash Player. A list of program categories is shown, each with a right-pointing arrow: Cub Scouting, Boy Scouting and Varsity, Venturing, Sea Scouts, Exploring Youth, Exploring Adult, and Position Specific Training. The 'Position Specific Training' option is circled in red. At the bottom, there are links for 'Contact', 'Terms and Conditions', and a 'Help Manual' button.

My Dashboard > my.Scouting Welcome William Affeldt

My Training

YPT Training Center Requirements Completions

Training Courses by Program

Select one of the programs below to view a list of the courses available in that category. NOTE: Some courses require you to have the latest version of Flash Player. [Click here](#) to download a free copy of the current version.

- Cub Scouting >
- Boy Scouting and Varsity >
- Venturing >
- Sea Scouts >
- EXP LOR ING Exploring Youth >
- EXP LOR ING Exploring Adult >
- Position Specific Training >**

Contact Terms and Conditions Help Manual

Scroll down to Charter Organization Representative.
Click the Charter Organization Representative course

NOTE: In most personal training sessions, at the beginning of training, the overall training level for this course will be 0% complete. As more modules are completed, the “% Complete” will increase until all of the modules are completed. When all of the modules are completed, the below page will indicate 100% Completed.



Chartered Organization Representative

1 PLANS 1 ASSIGNED 0 INCOMPLETE 1 COMPLETE

NAME (Z-A) FILTERS (#)

Chartered Organization Representative
Volunteer leaders fulfilling the position of Chartered Organization Representative need instruction on how to achieve true collaboration between their position, BSA professionals, and the Chartered Organization.

TYPE	Standard Learning Plan	STATUS	Completed	APPROVAL STATUS	N/A	100% COMPLETED
COMPLETED DATE	March 28, 2018					

The above shows how much of the course is complete. At the beginning, these will be displayed as “Incomplete” and a number less than 100%.

CLICK on the Course title to begin the training.

To begin the training, **click on the arrow to the right that indicates Launch Course**
(NOTE: all modules need to be completed):

Chartered Organization Representative

4 ITEMS 100% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

SEQUENCE NUMBER FILTERS (#)

VIEW CERTIFICATE

Chartered Organization Representative > Chartered Organization Representative

1	What is a Charter? The word charter has several meanings, but in the case of an organization, a charter defines or mandates its functions and lays down rules for its conduct or governance. In this module, we will define what a charter is.	STATUS Completed	OPTIONAL No	TYPE Course	LAUNCH COURSE
2	Scouting Units In this module, we will summarize the types of Scouting units and programs the BSA offers.	STATUS Completed	OPTIONAL No	TYPE Course	LAUNCH COURSE
3	The COR Position In this module, we will review the chartered organization representative role.	STATUS Completed	OPTIONAL No	TYPE Course	LAUNCH COURSE
4	BSA Standards and Volunteers At the end of this module, you should be able to comprehend various BSA standards of membership and leadership, indemnification, and Youth Protection and other required leader training as well as understand how to recruit unit volunteers and motivate them to... more	STATUS Completed	OPTIONAL No	TYPE Course	LAUNCH COURSE

NOTE: Just as the overall Training Program level tracks % Complete, the “individual training sections” also track “% Complete” within its own section.

When the training modules are completed, the Status of the module will change to Completed and include a completion date.

Chartered Organization Representative

Item #	Title	Status	Optional	Type	Completed Date
1	What is a Charter?	Completed	No	Course	March 28, 2018
2	Scouting Units	Completed	No	Course	March 28, 2018
3	The COR Position	Completed	No	Course	March 28, 2018
4	BSA Standards and Volunteers	Completed	No	Course	

When all of the training modules in all training sections are complete, the overall Training page will indicate 100% Complete. Also the Green TRAINED label will appear adjacent to your name in reports of Charter Organization Representative Member Lists of Names on my.scouting.org.

Caveat: each module contain at least 1 pop-up test and a time-out function. If a module times-out, the module will have to be re-taken.

Please note that there is only one Charter Organization Representative (COR) for all of the units that the Charter Organization supports. Ex: if a Charter Organization supports 2-Troops, 2-Packs and 1-Crew, there is only one COR for all of those units. Thus, once the COR completes training for this position, each of the units also gets credit for having another trained adult member.

If you run into issues, please contact one of the following:

- Your Unit Trainer
- District Trainer: Bill Affeldt, icaball@earthlink.net

Or

- Open a work order ticket with BSA National by clicking on the “Contact” located at the bottom of the my.scouting.org page.