

## Camp Ranger Basic Continuing Education Hour Host Site Application

Submit 90-days prior to proposed course.

Council name: \_\_\_\_\_ Council #: \_\_\_\_\_ Region: \_\_\_\_\_

Application to conduct a Camp Ranger Basic "Continuing Education Hour\*" training session:

Camp Name: \_\_\_\_\_

Camp Address: \_\_\_\_\_

Date: \_\_\_\_\_

Topic of Continuing Education course: \_\_\_\_\_

Course Fee: \$ \_\_\_\_\_ Attendance Level: Minimum: \_\_\_\_\_ (6\*\*) Maximum: \_\_\_\_\_ (24\*\*)

\*The course must consist of at least 12 learning-hours course and can be a combination of classroom and hands-on training for current Camp Rangers to meet the annual Continuing Education Hour requirements. See page 2 for suggested formats. Topics may include any Ranger-related skill, taught by knowledgeable trainers or Subject Matter Experts (SME) using industry acceptable standards and practices. Ample hands-on opportunities and an understanding of practical application of skills in the camp setting must be included. Provide a summary description on page 2.

\*\*Recommended

Host site must provide meals, lodging and related training supplies, including, but not limited to consumable materials, tools, classroom space and provide first aid support, either by close proximity to emergency facilities or have first aid personnel on call during the course.

Lead Instructor (SME): \_\_\_\_\_

Credentials or experience in the course subject: \_\_\_\_\_

Assistant instructor(s): \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_

It is understood that this application and supporting documents will be evaluated and approved and is contingent upon meeting or exceeding the CEH requirements.

For a council to be considered, it must comply with the following requirements. Check the box to verify acceptance of each requirement and attached documentation. Incomplete applications will be returned.

### Requirements

- Host location is responsible for registration and collecting fees.
- The program must adhere to all local, state, federal and National Camp Accreditation guidelines.
- The council must fully comply with the Sweet Sixteen of BSA Safety. Participate in Course Directors Conference.
- Send OPP ([outdoorprograms@scouting.org](mailto:outdoorprograms@scouting.org)) any promotional materials in advance (brochures, Web page links, other) for distribution through national channels, including newsletters, direct emails, Website postings and Workplace
- Course instructor will issue a "Letter of Completion" documenting 12 learning-hours of training. Note: CEH courses are not intended to issue training certifications or licenses.
- Utilize a post-training survey and submit copies to Outdoor Programs and Properties.
- Submit an electronic roster to ([outdoorprograms@scouting.org](mailto:outdoorprograms@scouting.org)) at the conclusion of the training.

\_\_\_\_\_  
Scout Executive or Designee

\_\_\_\_\_  
Title if not SE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Outdoor Programs and Properties Services

\_\_\_\_\_  
Date

Couse Title: \_\_\_\_\_

Summary description of training session:

Fillable text box. [750 characters]

Suggested formats:

Option 1 – Friday PM and all-day Saturday session.

Option 2 – All-day Saturday and Sunday AM session.

Option 3 – Any mid-week format with 12 learning hours that is conducive for your Area.

Sample letter verifying participation to be issued by host as the conclusion of the training:

Dear << name >>:

Thank you for participating in the Camp Ranger Basic Continuing Education program at << name of camp or location >>.

This letter serves as documentation of completion of 12 learning-hours of continuing education on << insert topic >> on << date >>. Retain this letter in your National Camp Accreditation files to verify standard SQ-404.

Sincerely,

<< Local Council Representative >>