

Professional Circle Award Application

Please type your responses. Certificate will be made with the name exactly as it appears below.

Applicant Information



Applicant Name	
Current Position	
Council Headquarters (City, State)	
Council Number	
Phone Number	

Requirements

1. Basic Training (use the training pathway applicable to your hire date)

Field 1 / Program 1 / Development 1 / DOB / Commissioning / PD-L1 / NEI-I Course Number & Date	
Field 2 / Program 2 / Development 2 / DO2 / PD-L2 / NEI-II Course Number & Date	
Field 3 / PD-L3 / NEI-III Course Number & Date (if applicable)	
CPPA Commissioning Course Number & Date (if applicable)	

2. Professional Tenure (Minimum 4 years of cumulative full-time employment)

Date of Employment: _____

Have you left and re-entered the profession? ☐ Yes ☐ No

If yes, provide dates: _____

Basic Training Pathway Based on Hire Date	
Pre - 1994	NEI-I, NEI-II, & NEI-III
1994 - 2012	PD-L1, PD-L2, & PD-L3
2013 - 2025	DOB or COM & DO2
2026 - Present	Field/Program/Development 1, 2, & 3

3. Advanced Courses Completed (3 courses)

List three qualified advanced courses completed during professional tenure. See list on next page.

Course Name	Completion Date	Total Hours

Qualified Advanced Courses

- Advanced District Administration
- Managing Performance
- Council Program & Property Administration
- Fundraising Essentials
- Fiscal Management
- All **seven** Scouting America Competency Series Virtual Instructor-Led Trainings
- Senior Leadership Essentials I
- Senior Leadership Essentials II
- First Time Scout Executive Orientation
- Wood Badge **OR** National Camping School (Day Camp Administration or Long-term Resident Camp or Program Director only)

- Any Scouting America course, including, but not limited to, those offered by Scouting U consisting of **15 or more classroom hours**
- **One** non-Scouting America course, that is job related, consisting of **15 or more classroom hours** (include syllabus with this application)

NOTE: Courses that **do not** qualify include, but are not limited to: CST or National Conferences, direct service workshops (except when they exceed 15 hours on the same subject), council in-service training, first aid training, or training intended primarily for youth or volunteers (other than those listed)

4. Certification

Scout Executive Signature:

Scouting U Signature:

Scout Executive Signature Date:

Scouting U Signature Date:

Submission Instructions

After certification from your Scout Executive, submit the completed application to:

Scouting America – Scouting University
1325 West Walnut Hill Lane
Irving, TX 75038

OR email a scanned copy to
scoutingu@scouting.org

One complimentary knot is provided with the award. Up to **four** additional knots may be purchased per year at \$2 each.

Use the **Professional Circle Additional Knot Request Form** on the Scouting U Website to order additional knots.

Checks or money orders should be payable to
Scouting America.

