

Online Training Instructions 2025 (NCAP Zone Assessor)

Instructions for taking NCAP Assessor Training

1. Go to SCOUTING.ORG, Click on “MY.Scouting” in bar across top of page.
2. Sign in to MY.Scouting.ORG
3. Once signed in, scroll through the items right hand side to “Scouting U” and click on it.
4. The second line for the next screen shows “Home Catalog My Learning”, Click on Catalog.
5. In the light blue search box on that screen type “NCAP”
6. One item will appear, “Outdoor Programs”, click on that box and links to the following six(6) courses will show:
 - 1) Foundations of Cub Scout Day Camp
 - 2) National Camp Accreditation Program Overview
 - 3) Preparing for an Assessment
 - 4) The Assessment
 - 5) Standards and Scoring
 - 6) The Authorization Process
7. Official NCAP Assessor training consists of courses 2-6. Click on a course to start course.

Instructions for printing Training Certificates

(each of the courses mentioned above results in an individual training certificate)

1. Sign on to MY.Scouting
2. Click “My Training” box
3. On the left side of the resulting screen, click on “Completions”. The next screen shows all your completed courses.
4. Select the certificate to print by clicking on the radio button on the left side of the course listing (the buttons are very faint)
5. Then click on “Certificate” in the dark gray bar toward the top of the screen
6. Print the resulting PDF.

In addition it is suggested that a PDF file be created by printing to a virtual printed and saving the file so the certificate can be reprinted without going back through MY.Scouting