



Printing a YPT Certificate for a Unit Member

1. Log into <https://my.scouting.org>
2. Click on the Menu icon in the upper left corner.
3. Choose the **Organization** with which you would like to work with. (see image to the right)
4. Then choose **Training Manager**. (see image to the right)
5. Choose **Quick Search** on the left bar.
6. Enter in the **First Name** and/or **Last Name** of the person that you want to print the certificate for. Click **Search**.

Member ID

Member ID

Search by full first, middle and last name.

First Name Middle Name (Not Initial) Last Name

First Name Middle Name Last Name

Email Address ZIP Code

Email ZIP Code

CLEAR FORM

SEARCH

Menu

What are you looking for?

- Home
- My Profile
- My Account
- My Application
- My Training
- Manage Member ID

Recent Tools

- Organization Manager Troop 0001
- My Profile
- Training Manager Troop 0001
- Roster Troop 0001
- Trained Leader Report Troop 0001

Organization

Troop 0001 (GT)

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

7. In the results, click **Select** next to the member's name.
8. Choose **Youth Protection Training Certification** in the main pane, and then click **Certificate** in the top bar. A browser window should open with a PDF version of the certificate. You can save the file from the browser menu or by right clicking the file.

Viewing: Completions

2 Certificate Member Training Report Show: All Without History

| Course Description | Course Code | Completion Date | Expiration Date |
|---|-------------|-----------------|-----------------|
| Overview and Policies | SCO_3008 | 05/04/2023 | |
| Sexual Abuse | SCO_3009 | 05/04/2023 | |
| Bullying | SCO_3010 | 05/04/2023 | |
| YPT Certification Test | SCO_3011 | 05/04/2023 | |
| Youth Protection Training Certification | Y01 | 05/04/2023 | 05/04/2025 |

