



Checklist and Guidance for Submitting Courses for PDP Approval

NBAA offers a Professional Development Program (PDP) to prepare business aviation professionals for management roles within business aviation flight departments. NBAA recognizes educational providers by offering NBAA PDP approval for courses that meet defined PDP objectives. Flight department personnel receive recognition for successfully completing PDP-approved courses. Since its launch in January 1998, there have been over 7,500 PDP course completions.

The PDP Review Committee has final approval authority for all PDP approved courses. The Committee is made up of business aviation management practitioners and experienced collegiate aviation educators. The NBAA staff will assist the provider with advice to make the course approval process as efficient as possible. To that end, we have developed the following checklist to highlight key points that are helpful in presenting your course to the Committee for review. Please remember two items:

- The Committee is looking for ***substantial*** coverage of a specific objective. For example, if you are seeking approval for PDP Objective L1 you should seek to cover a substantial number of the sub-objectives within L1 including Ka-d and Sa-f.
- Complete the appropriate forms and submit a detailed syllabus for each course submission.

PDP Checklist for Course Approvals

- A. Review the PDP Objectives and consider what course meets one of the 34 listed PDP Objectives.
- B. If any course meets the objective and a ***substantial*** number of sub-objectives under that objective, then that course may be submitted for approval as a PDP course.
- C. Complete all parts of the application packet.
 - a. Within the packet pay particular attention to the Form A - *Course Review Form*. That form can be most helpful to you and the Committee in analyzing what coverage is given to the sub-objectives.
 - b. In reviewing the objectives, follow the instructions about identifying page numbers or places in your material where a sub-objective is being met. Mark the source material at the point where the particular sub-objective is being covered. This will allow a convenient cross-reference during the review. This step is very important in helping the committee make its decision about course approval.
- D. Form B describes in detail the way your course is offered. Distance education, correspondence compatibility and other potential course formats are key items in this part of the submission.
- E. Create a syllabus or outline for the course. When possible, cross reference PDP Objectives and sub-objectives where covered on the syllabus.

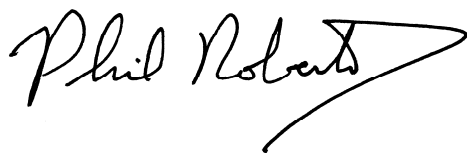
Below are some additional considerations when submitting a course for approval.

- 1) For almost all the PDP Objectives, one course should cover one PDP Objective and all or at least a **substantial** number of the sub-objectives. Some of the objectives are broad and therefore all sub-objectives could not reasonably be covered.
 - a) For example, PDP Objectives: O1, O2, T3, T5, BM1, BM2 and BM6 have 19 or more sub-objectives. Having one course cover all of these sub-objectives may be difficult. On these specific objectives, substantive coverage of a majority of the objectives is necessary for any submittal. The Committee reserves the right to determine whether the coverage is sufficient for approval.
 - b) For these broad objectives, two courses may be required to meet one of these major objectives.
 - c) Consider ways of presenting these two courses in a variety of formats that would be complimentary and logical for student matriculation of both courses.
 - d) State whether one course is a prerequisite for the other or if both courses are required for (PDP) credit.
- 2) In general, omitting or not covering critical sub-objectives or just meeting the minimums will significantly reduce the potential for course approval.

The vision of PDP is to prepare and recognize business aviation professionals for CAM (Certified Aviation Manager) certification and senior management roles within business aviation. The PDP Review Committee and NBAA are committed to assisting potential providers with meeting the various PDP course objectives.

Throughout this process feel free to contact Jay Evans (jevans@nbaa.org) or Sarah Wolf (swolf@nbaa.org) or call them at NBAA, 202-783-9000, for any questions or help that we might offer in this process.

Thanks for your support to business aviation and the future of this vibrant industry.

A handwritten signature in black ink that reads "Phil Roberts". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Phil Roberts
Chairman
PDP Review Committee