

# Business Development Association (BDA) Portal Overview

## PDP Partner Panel – Structure & Functional Overview

This portal interface is exclusively designed for organizations that hold an active **Professional Development Partner (PDP™)** accreditation from BDA. The panel allows them to submit, manage, and track the accreditation of their internal training programs which contribute to **PDCs (Professional Development Credits)** for BDA-certified professionals.

### Main Dashboard

Upon login, the PDP Partner sees a centralized dashboard with the following:

- Overview of accredited programs
- Total submitted training hours
- Number of professionals served
- Compliance status (validity, yearly renewal date)
- Notifications from BDA regarding compliance, new rules, or program issues

### Side Navigation Menu Includes:

#### *1. Dashboard*

Quick summary of all metrics and announcements.

#### *2. My Accredited Programs*

List of all submitted and accredited programs, with filters by year, category, and status.

#### *3. Submit New Program*

A structured form for submitting new training programs for PDC recognition (details below).

#### *4. Edit Partner Profile*

Update organization details, contact info, and official representative data.

## *5. Accreditation Guidelines*

Downloadable resources and templates explaining PDP policy, ID format, and use of logos.

## *6. Annual Report Upload*

Upload annual impact reports required for renewal (PDFs, statistics, highlights).

## *7. Support Center*

Direct communication line with BDA Partnership Hub and access to live help tickets.

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## **Submit New Program – Key Features**

This page allows PDP Partners to submit training programs directly. The form includes:

- Program Name
- Delivery Format (Live, Online, Blended)
- Training Duration
- Language
- Target Audience
- Training Objectives & Summary
- Upload Content/Agenda File (PDF)
- Delivery Date(s)
- Total Contact Hours
- **BDA BoCK™ Alignment – Checkbox Selector for all 14 Competency Areas**  
(e.g., Strategic Thinking, Innovation Leadership, Market Development...)

Upon submission:

- **A unique PDC Program ID is auto-generated**
- Program is instantly visible on the partner's panel and valid for use in issuing certificates
- BDA may audit randomly or upon complaint

## **Program ID Format**

Every accepted submission generates a PDC program ID:

PDP-[CountryCode]-[PartnerID]-[Year]-[SequentialNumber]

*Example: PDP-UAE-DPCONSULT-2025-002*

## **Access & Role Management**

- One organization account with the ability to assign **multiple user roles** (Admin, Editor, Viewer)
- BDA admin backend can manually activate or suspend access

## **PDC Integration for Professionals**

- Programs submitted here will be accessible to BDA-certified professionals for **self-claiming PDCs**
- When entering a claim, professionals enter the Program ID and Hours – cross-checked from this database

## **Sync with BDA Website**

- When new programs are approved, their public title and training hours appear automatically on the **PDP Program List page** at [bda-global.org/pdp-programs](http://bda-global.org/pdp-programs)
  - Back-end link between website and portal via shared API
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## **Add New Training Program – Full Update**

The accredited partner can submit new training programs through a unified form within the portal, with clear steps that ensure full alignment with BDA's official competency framework.

### **Required Fields:**

- **Program Title**
- **Program Date(s)**
- **Total Duration in Hours**
- **Language**
- **Delivery Mode:** In-Person – Virtual – Hybrid
- **Target Audience**
- **Program Summary and Objectives**
- **Upload of Content/Training Agenda (PDF)**

## Select Related Competencies from BDA BoCK™

### New mandatory requirement:

Each partner must select the professional competencies addressed by the program from the 14 official areas of the BDA Body of Competency & Knowledge (BoCK™).

✓ A checklist of competencies will be displayed, including:

- Strategic Thinking
- Innovation Leadership
- Market Intelligence
- Customer-Centric Design
- Process Re-engineering
- ... (up to 14 total)

**Note:** Multiple competencies can be selected. Accurate alignment is recommended to enhance the credibility and recognition of the program.

## Auto-Generated Accreditation ID

Upon submission, the system immediately generates a unique accreditation ID in the format:

**PDP-[CountryCode]-[PartnerID]-[Year]-[SequentialID]**

**Example:** PDP-CMR-CABEP-2025-0003

The ID appears directly in the partner's "**My Programs**" page.

## No Central Approval Needed from BDA

The program is considered **automatically accredited** as long as the partner holds an active PDP accreditation.

However, **BDA reserves the right** to audit and revoke any program that does not align with the core values or required competencies.

## Benefits of This Mechanism:

- Accelerates the accreditation process
- Strengthens trust in accredited partners
- Enables active participation in the PDC ecosystem

- Ensures full documentation and alignment with the BDA BoCK™