

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.

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
 - 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™