Professional Development Program (PDP) – Course Proposal

Name of Provider

Proposal Contact

Position Title

Mailing Address

Office Telephone ( ) Fax ( )

E-Mail

Website

PROGRAM IMPLEMENTATION

Program is currently in place and ready for enrollment of students: ( ) Yes ( ) No

If no, when will the program be ready? (Specify month and year) ______________________________

AVIATION/BUSINESS MANAGEMENT PROGRAM

Course Name: Course Number:

Title of Program (if applicable): ____________________________________________________________

List other aviation management courses or degrees offered: ________________________________

PROPOSAL AUTHORIZATION

_________________________________________________________ ______________________________
Date of Submission Typed Name

_________________________________________________________ ______________________________
Title Authorized Signature

PLEASE SUBMIT FORM TO:

National Business Aviation Association
Molly Hitch
1200 G Street NW, Suite 1100
Washington, DC 20005
(202) 783-9353
Fax: (202) 478-0035
E-mail: mhitch@nbaa.org
COURSE OFFERINGS

INSTRUCTIONS

These forms are designed around the five domains of the PDP learning objectives with the subtopics specified. In completing the forms, please show the estimated contact hours of instruction for each topic. If the course is offered in a nontraditional format with no instructional hours, show suggested study hours. If a topic is not covered in that course, leave it blank or insert an asterisk and explain in the Remarks Section. In continuing education courses, each PDP objective must be covered in its entirety in a single course and not split between courses.

Within the course material, identify EACH objective and sub-objective code in the left margin of the course material at the point where the objective/sub-objective is covered. For example, “L1-A for objective Leadership 1 and sub-objective A, should be annotated in the course material, i.e., books, pamphlets and papers.

Required Course Submission Information

- Course Review Form (Form A)
- Course Information Form (Form B)
- Course Syllabus, Outline or Schedule
- Any and all documents the attendee/student will have (powerpoint, workbook, worksheet, etc.)

For each course you are asking to be PDP-approved, it is recommended that the provider elaborate upon the methods and materials employed. The more detailed and clearly presented the syllabus, the easier it is for those reviewing to observe what the course covers, how it will be accomplished and how it correlates to business aviation.

Provide information on course goals and performance objectives and attach other pertinent information which would be useful in considering this proposal, such as program brochures, samples of video courses, course outlines, etc. Please submit proposals in an electronic format where possible. NBAA will keep this information secure as we review the documents.

Delivery Formats

For completing the Course Information Form refer to the following delivery format terms:

- Traditional
  1. On-campus day/evening
  2. On-campus weekend (1-2 days)
  3. On-campus short courses (1-5 days)
  4. Off-campus weekend (1-2 days)
  5. Off-campus short courses (1-5 days)

- Nontraditional
  6. Videos (live or cable)
  7. Correspondence
  8. Computer-based instruction (CBI)
  9. Internet
  10. NBAA Convention or Seminar courses
FORM A – Course Review Form

COURSE NAME: ____________________________

COURSE NUMBER (If Applicable): ____________________________

<table>
<thead>
<tr>
<th>PDP Objective (1)</th>
<th>Contact Hours (2)</th>
<th>Student Study Hours (2)</th>
<th>% Coverage of Sub-Objectives (3)</th>
<th>Page # &amp; text for source document (4)</th>
<th>Remarks</th>
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<td>Sub-Objectives (1)</td>
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1. Refer to PDP objectives and sub-objectives using letters and numbers, e.g. BM1-A, BM1-Sc, the sub-objectives that represent skills place an “S” before the objective letter
2. Start from the top of the sub-objectives and work down when filling out Form A, e.g., A, B, C, etc.
3. List class hours for traditional courses, estimated student study hours for non-traditional courses.
4. Estimate % coverage of all sub-objectives under objective. Please explain anything less than 100%.
5. Reference where on attached syllabus the topic is covered e.g., “day two @ 9:30” or “unit 3A & Unit 5-C.”
FORM B – Course Information
(Copy this form for additional courses.)

Course Name: ________________________________________________________________

Course Number: ____________________ PDP Objective(s) Covered in Course: ______________

Overview of Course:
_________________________________________________________________________
_________________________________________________________________________

Course Delivery Format(s) (see page 2):
_________________________________________________________________________

Course Text/Resources:
_________________________________________________________________________

Supplemental Materials:
_________________________________________________________________________

What materials are issued to student: ____________________________________________

Total Contact Hours: ________________  Total Student Study Hours: _________________

Course Credit - Credit: ____________  CEU: ____________  Course Cost: ________________

How course is packaged (i.e., 2 DVDs, 3 weekends, 1 lecture with workbook): ______________

How course completion is determined (i.e., final exam, attendance, participation, projects): _________
__________________________________________________________

Comments:
_________________________________________________________________________

_________________________________________________________________________

**Please submit a 1-2 page course syllabus or outline with the completed application along with all accompanying materials the student/course participant will have access to (e.g., Workbook, worksheets, PowerPoint, etc.).