



BUSINESS
DEVELOPMENT ASSOCIATION

BDA-CP™
BDA-SCP™

BDA **Recertification Handbook**

bda-global.org/certifications/recertification



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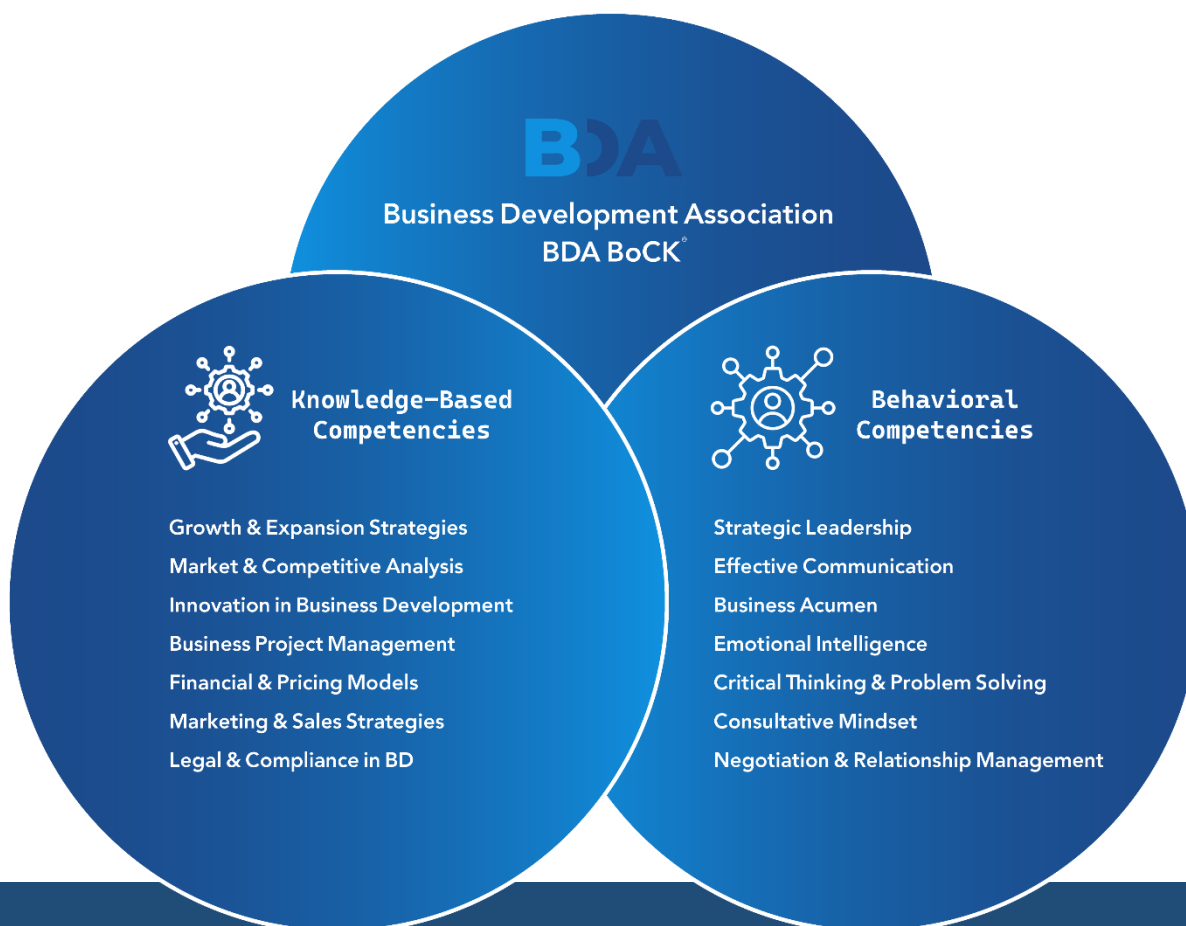
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1) Resources at a Glance

- **Credential Validity:** 3 years from the date of certification issuance.
- **Renewal Options:**
 1. Earn 60 PDCs through BDA-approved Professional Development Providers (PDPs).
 2. Recertify by Examination (available only in the final year of your 3-year cycle).
- **Where to Renew:** BDA Certification Portal (submit PDCs or register for exam).
- **Fees:** €150 standard; €200 late (within 60-day grace).
- **Carryover:** Any PDCs you earn beyond 60 in your current cycle carry forward to your next cycle.
- **Status if not renewed:** Credential becomes Expired after the cycle (plus any grace period) if no renewal is completed.

BDA Body of Competency & Knowledge™



To download a copy of the BDA BoCK™, Visit

<https://bda-global.org/en/bda-bock/>

2) Why Recertify?

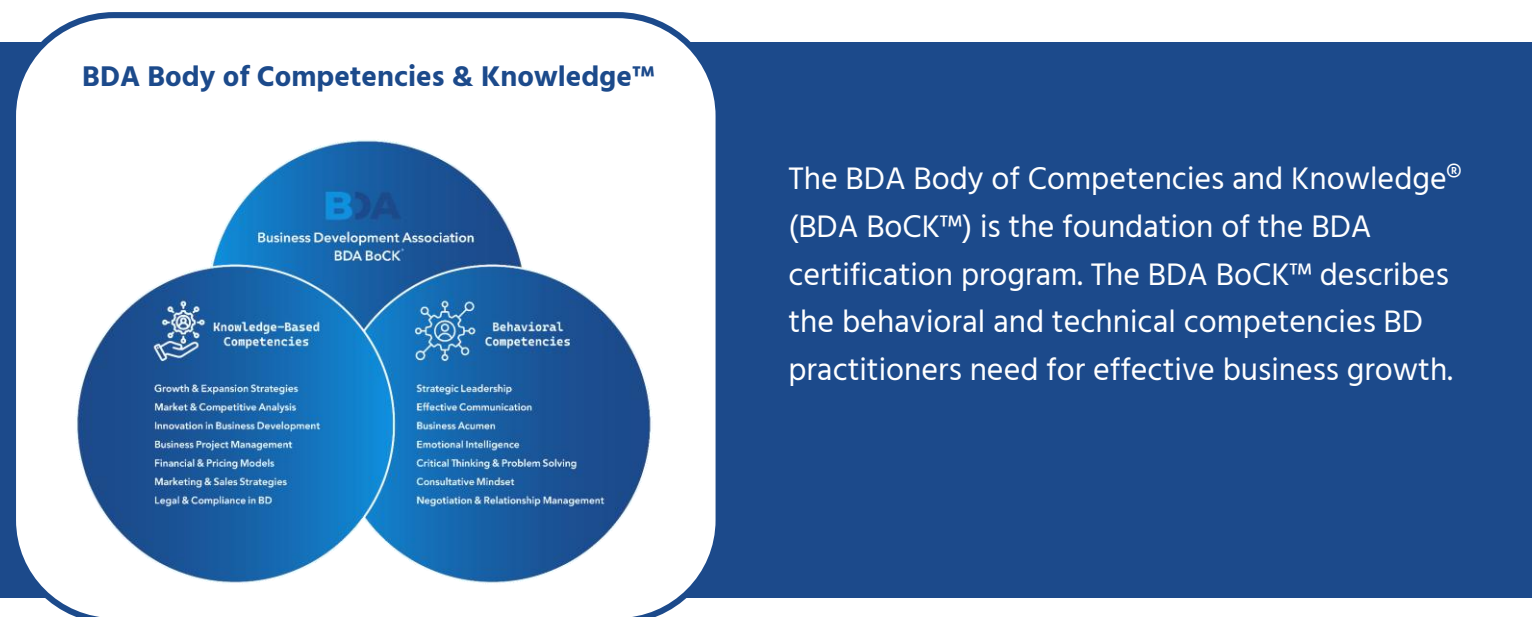
Business development is dynamic—markets, technologies, and partnership models evolve constantly. Recertification ensures BDA-certified professionals remain aligned to the BDA Body of Competency & Knowledge (BDA BoCK™) and uphold globally recognized standards across:

Behavioral Competencies (45%):

- Strategic Leadership
- Effective Communication
- Business Acumen
- Emotional intelligence
- Critical Thinking & Problem solving
- Consultative Mindset
- Negotiation & Relationship Management

Knowledge-Based Competencies (55%):

- Growth & Expansion Strategies
- Market & Competitive Analysis
- Innovation in Business Development
- Business Project Management
- Financial & Pricing Models
- Marketing & Sales Strategies
- Legal & Compliance in BD



3) Recertification Requirements

To maintain an Active credential, you must complete one of the following within your 3-year cycle:

Option A — PDCs Route

- Earn 60 PDCs through BDA-approved PDP™ providers (courses, workshops, webinars, or blended formats delivered by partners in your region or globally).
- Record all PDCs in the BDA Certification Portal before your credential expiration.

Option B — Examination Route

- Sit for (and pass) the BDA certification exam during the final year of your 3-year cycle.
- Standard exam fees apply; scheduling is completed via the BDA Certification Portal.

You may complete requirements early. Once approved, your credential is renewed for a new 3-year cycle starting on the day after your current cycle ends.



4) Recertifying with Professional Development Credits (PDCs)

4.1 What qualifies for PDCs?

Only activities delivered by BDA-approved Professional Development Providers (PDPs) qualify. Typical formats include:

- Instructor-led courses (in-person or live online)
- Workshops & seminars
- Webinars and short programs aligned to BDA BoCK™
- Blended learning offered by a PDP.

PDCs must be aligned to the BDA BoCK™ competencies. Your completion proof must reflect the Program Name, PDP Provider Name, Program ID, completion date, and hours/PDCs awarded.

4.2 Earning pattern & pacing

- You can earn PDCs at any time throughout your 3-year cycle.
- You can mix multiple PDP programs—local or global—so long as they are **BDA-approved** and you record them in the portal.

4.3 Documentation you should retain

- Certificate of completion (or transcript/attendance letter)
- Program description/syllabus (if requested for verification)
- Program ID and PDP name as listed by BDA



5) Recertification by Examination

5.1 Eligibility

- Available only in the final year of your 3-year cycle.
- Recommended for candidates who prefer a comprehensive reassessment based on the BoCK™.

5.2 Registration & Scheduling

- Register for the exam via the BDA Certification Portal.
- Pay the standard exam fee.
- When the official exam windows open, you will select your date/time and complete your exam.

5.3 Outcome

- Passing the exam renews your credential for a new 3-year cycle.
- If you do not pass before your expiration (or grace window), your credential will expire and you must meet reinstatement requirements (retake exam as a new candidate).

6) Recording and Tracking Your PDCs

6.1 How to add a PDC entry

1. Log in to the [BDA Certification Portal](#).
2. Go to My PDCs → Add PDC.
3. Enter the Program Name, PDP Provider Name, and Program ID.
4. Upload your proof of completion (PDF/JPG/PNG).
5. Submit.

6.2 Statuses you will see

- Pending: Submitted and awaiting verification.
- Approved: Counted toward your 60-PDC requirement.
- Rejected: Not eligible (you'll see the reason; you may resubmit with corrections).

6.3 Tracking your progress

Your dashboard shows:

- Total Approved PDCs this cycle
- Submissions Pending
- Days Remaining in your cycle

7) Carryover Credits

- If you exceed 60 PDCs in your current 3-year cycle, the surplus PDCs carry forward automatically to your next cycle after your renewal is processed.
- Carryover appears on your portal dashboard at the start of the new cycle.

Tip: You don't have to "time" your learning, continue your development; the portal will carry forward any surplus once your renewal is approved.

8) Recertification Processing Fees

Type	Fee	When it Applies
Standard Recertification Fee	€150	Renewal completed on or before the credential expiration date
Late Renewal Fee (Grace Period)	€200	Renewal completed within 60 days after expiration

Important:

- Payment is completed inside the BDA Certification Portal.
- If you do not complete renewal within the 60-day grace period, your credential becomes Expired and you must meet reinstatement requirements (typically, retake the exam).

9) Verification & Audit Process

To protect the integrity of BDA credentials, submissions may be audited:

- You may be selected randomly or due to a data inconsistency.
- If audited, you'll be asked to provide documentation supporting each PDC (completion certificate, attendance record, or confirmation from the PDP provider).
- Ineligible or unverifiable activities will be removed from your record. If removal drops you below 60 PDCs, you must submit additional qualifying credits or pursue the exam route (if eligible).

Ethics & Accuracy: Submitting inaccurate information or falsifying documents may result in denial of renewal or disciplinary action per BDA policies.

10) Special Circumstances (Extensions & Status)

10.1 Grace Period (Late Renewal)

- You have 60 days after your expiration date to complete renewal at the €200 late fee.
- During the grace period, your credential is considered Lapsed – Pending Renewal.

10.2 Expired Status

- If you do not renew within the grace period, your credential status changes to Expired.
- To regain active status, you will need to retake and pass the certification exam according to current requirements.

10.3 Extensions for Hardship

- If you face exceptional circumstances (e.g., medical leave, force majeure), you may submit an Extension Request through the portal.
- Requests are reviewed by the BDA Certification Committee. Decisions and any temporary accommodations will be communicated in writing.



11) BDA Recertification Provider Program (PDP™)

BDA-PDP™ accredits organizations to deliver professional development activities that award BDA-recognized PDCs. Each approved PDP:

- Publishes programs aligned to BDA BoCK™ competencies.
- Provides learners with a Program ID and completion documentation.
- May be listed on BDA platforms for global visibility.

For Candidates:

- Choose programs from BDA-approved PDPs in your region or online.
- Record the Program Name, PDP Partner, Program ID in the BDA Certification Portal.
- Keep your completion certificate for verification.

For Institutions wanting to become a PDP:

Contact partnerships@bda-global.org to request the PDP Guidebook and application process.