

PBI Course Development Checklist

- Finalized Title - 6 months before course**
The course title must be finalized for the accreditation process, and so PBI can market the course and take registrations.
- Finalized Program Schedule - 4 months before course**
The detailed course agenda should be finalized, including a breakout of each 60-minute segment. There can be no integrated ethics credits.
- Course Description - 4 months before course**
A full course description that outlines learning objectives and a comprehensive summary of course content is required for accreditation.
- Session Descriptions - 3 months before course**
For courses longer than 1 hour, each 1-hour session within the course should have its own 1-2 sentence session description.
- Faculty Bios - 2 months before course**
Please prepare concise, up-to-date bios for each presenting member of the course faculty.
- Course Materials - 45 days before course**
Course materials must be prepared for each 1-hour session of every course. Please see our [Course Materials FAQs for Faculty](#) resource for more details.
- Faculty Forms - 30 days before course**
We need all faculty to complete both a lobbying disclosure and a media release form ahead of presenting.