



# COURSE APPROVAL GUIDELINES

## Subject Tracks

Building Technology  
Business Management  
Computer Technology

Customer Service  
Design  
Diversification

Leadership  
Project Management  
Sales & Marketing

## Course Format

- 2-hour or 4-hour courses delivered as single instructor (co-instructors may be accepted on a case-by-case basis).
- Detailed student course materials, which NCBI will print or email, are **required** for all courses.
- Format should be based on the principles of adult learning and the presentation should reflect the goals of the learning objectives. Objectives should be attainable in the allotted time frame.
- See attached Course Approval Form for additional submission questions, format, etc.

## Selection Criteria

- Quality and originality of content
- Extent to which subject matter promotes professional growth
- Relevance of topic to the target audience
- Creativity of presentation format in stimulating audience interaction and enhancing learning
- Professional experience, regional diversity, and public speaking abilities of the Instructor(s)

**Note: Courses designed to promote products, services or instructors are strictly forbidden and will not be considered**

## Instructions for submitting courses

- Course Approval Forms are due by **Monday, December 16, 2019 by 5:00 p.m.**
- **Submit a neatly typed, original copy.** Handwritten proposals will **NOT** be accepted.
- Course Approval Forms may be submitted via mail, email or fax. See below for addresses

**Mail:** NC Builder Institute  
P. O. Box 99090  
Raleigh, NC 27624

**Fax:** (919) 676-0402

**Email:** [dalford@nchba.org](mailto:dalford@nchba.org)

## Important Information

- **You will be notified by mid-January 2020**, on whether or not your course(s) have been approved for inclusion in the *NCBI 2020 Course Catalog*. Date to receive NCLBGC approval TBD.
- **You will need to complete an Instructor Information Form each year** in order to be approved as an Instructor for the following year.
- Your course presentation schedule provides you with beneficial exposure to potential clients. We understand the value of this audience to you as an active housing industry consultant, and we point out that our course format provides many opportunities for networking. **PROMOTION OF PRODUCTS, SERVICES, YOUR BUSINESS OR YOURSELF IS STRICTLY FORBIDDEN DURING INSTRUCTIONAL CLASS TIME.**
- In the interest of overall curriculum balance, proposed course content is subject to modification.