	Department: N/A	SOP #	CPO1-04
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Businesses	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

## Standard Operating Procedure

### **1. Purpose**

---

This SOP describes the process for becoming a business directory member with CertificationPoint.org.

### **2. Scope**

---

The intended audience for this SOP are registered businesses which collaborate with CertificationPoint.org for the benefit of college students.

### **3. Prerequisites**

---

The prerequisites associated with becoming a directory member consist primarily of site registration.

### **4. Responsibilities**

---

Registered businesses are responsible for maintaining their registration information. In the event of an issue, registered businesses are required to contact CertificationPoint.org via email (info@certificationpoint.org).

### **5. Procedure**

---


To be entered into the CertificationPoint.org business directory members should proceed to the link referenced below and select the locale in which the business resides. Select the 'Submit a Business' button to register your business in the directory. This registration process also provides businesses with a business service buyer account.

U.S. Business Registration Link:

[http://www.certificationpoint.org/businesses\\_in\\_united\\_states.php](http://www.certificationpoint.org/businesses_in_united_states.php)

International Business Registration Link:

[http://www.certificationpoint.org/businesses\\_international.php](http://www.certificationpoint.org/businesses_international.php)

	Department: N/A	SOP #	CPO1-04
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Businesses	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

PLEASE SELECT THE STATE IN WHICH YOUR BUSINESS RESIDES BEGIN

*Current as of 2016/11/12*

*Are You An International Business?*

Share This On Facebook:

Share This On Twitter:

[Tweet](#)

[Follow @CertPointOrg](#)

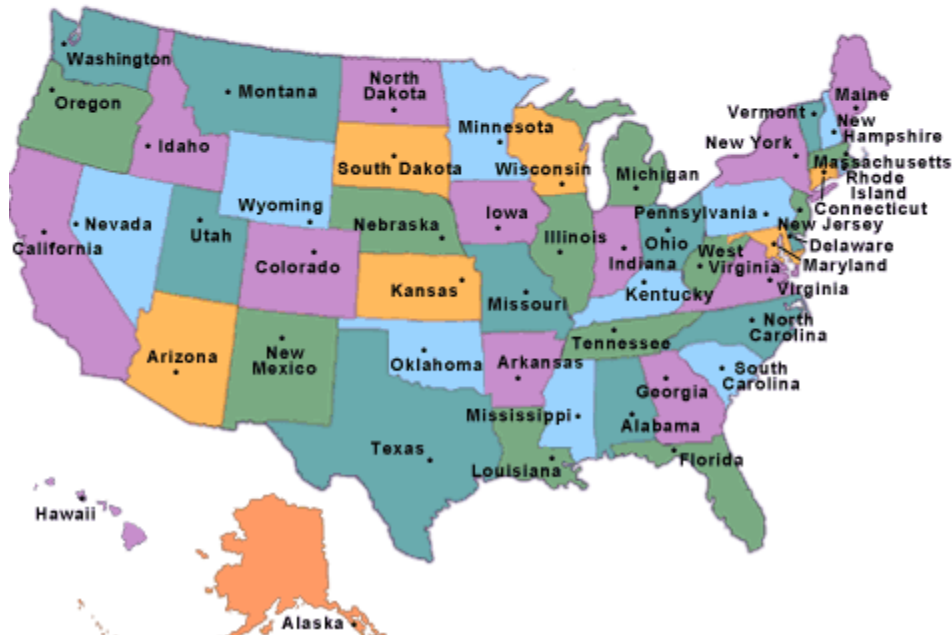



Figure 1: U.S. Business Registration

	Department: N/A	SOP #	CPO1-04
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Businesses	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

PLEASE SELECT THE COUNTRY IN WHICH YOUR BUSINESS RESIDES BEGIN

*Current as of 2016/11/12*

Share This On Facebook:

Share This On Twitter:

[Tweet](#)

[Follow @CertPointOrg](#)

We've recently added an International section for the businesses working with colleges initiative! It works exactly the same as the US-based initiative. If you do not see your country please use the EuropeOther or AsiaOther links for submission purposes.



Figure 2: International Business Registration

## **6. References**

---

None at this time

## **7. Definitions**

---

None at this time