	Department: N/A	**SOP #**	CPO1-05
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	CertificationPoint Exams	**Last Reviewed/Update Date**	12/2016
SOP Owner	Certification Point Team	**Approval**	BLG

Standard Operating Procedure

1. Purpose

This SOP describes the process for registration and completion of CertificationPoint.org credentialing exams.

2. Scope

The intended audience for this SOP are registered or unregistered professional and student freelancers as well as registered or unregistered members of businesses.

3. Prerequisites

There are no current prerequisites associated with completing a CertificationPoint.org exam at this time. A login will be created for taking an exam based on the email provided at registration.

4. Responsibilities

Registered professional and student freelancers and registered businesses are responsible for maintaining their credentialing certificates. In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

To begin the credentialing process, a site visit should proceed to the site link listed below and select the available exam of their choice. Upon completion of the exam, the scores will be verified. Registered site members will be available to list the credential on their profile. Exams consist of 50 question. A passing score of 85% is required. All exams are $29.99 unless otherwise stated. This site uses PayPal as a preferred online payment processor of choice at this time. (Screenshots provided below)

Credentialing Exam Registration Link:
http://www.certificationpoint.org/member/exams/register.php

Documents: SOP short-form

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Figure 1: CertificationPoint Credentialing Exams

6. References

None at this time

7. Definitions

None at this time

Documents: SOP short-form