	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**

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

### **2. Scope**

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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**

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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**

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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**

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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>

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**CertificationPoint Examination System - Industry Certifications v2.50 RC6** | Current User: ???

INDEX USERCP REGISTER ? QUESTIONS  
 CertificationPoint Examination Registration System

**CertificationPoint Examination System - Industry Certifications - How It Works!**

- Complete Examinations To Be Awarded "Certified" Status
- Be Awarded Higher Rating In Specific Categories Where Exams Are Completed
- Add The "Certified" Badge To Global Profile
- Get Your Certificate In The Mail

Username:

>3 and <20

Password:

>6 and <20

Retype Password:

E-mail Address:

<50

Student Learning (or Learner) Certifications is an excellent way for students to obtain professional certifications that they may not be able to otherwise due to experience. Learner certification can be obtained for a college course you've taken to validate you learning as it applies to real-world on the job training or to justify your level of hands-on knowledge in a particular area of expertise. You have the opportunity to complete video/audio/text CBT (Computer Based Training) modules to assist you as to strive for advancement. As you complete the exams, you have the opportunity to earn badges to verify the knowledge gained. The badges will be added to your profile for employers as they determine the right fit for their particular project. The perfect solution for busy college student professionals who need to balance work, family, and career building. Getting a certificate proves your commitment to upgrade your skills, gives you the credibility needed for more responsibilities, larger projects, and a higher salary. In addition, documented knowledge is often the key factor when hiring new personnel. Your certificate might advance your career or help you to start a new one. Also, have in mind that employees with certifications increase their company's chances of retaining old and getting new customers. You will do your company a favor getting certified. Expect your company and/or college to support you in this. The best thing about our exams is they are a challenging but inexpensive way to validate your progressive experience. Begin obtain your student learning certifications

**Figure 1: CertificationPoint Credentialing Exams**

## **6. *References***

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None at this time

## **7. *Definitions***

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None at this time