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|  | Department: N/A | SOP # | CPO1-13 |
| | | Revision # | 1.0 |
| | | Implementation Date | 12/2016 |
| SOP Name | Claim UR College Challenge | Last Reviewed/Update Date | 12/2016 |
| SOP Owner | Certification Point Team | Approval | BLG |

Standard Operating Procedure

1. Purpose

This SOP describes the use process for the CertificationPoint.org Claim UR Challenge.

2. Scope

The intended audience for this SOP are all site visitors.

3. Prerequisites

There are no prerequisites associated with participation in the Claim UR College Challenge at this time.

4. Responsibilities

The Claim UR College Challenge is a yearly contest which is aligned with the NCAA Basketball Tourney called March Madness. Students and Alumni and gain points for the college and advance to the next round. The Champion school and runner-up receive associated prizes. In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure


The Claim UR College Challenge will begin in March of each year.

Procedures are as follows:

1. Login to your CertificationPoint.org account and navigate to the link provided below.

Claim UR College Challenge Link:

http://www.certificationpoint.org/colleges_in_united_states.php

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PLEASE SELECT THE STATE IN WHICH YOUR COLLEGE RESIDES BEGIN

Current as of 2016/11/12

Are You An International Student?

Share This On Facebook:

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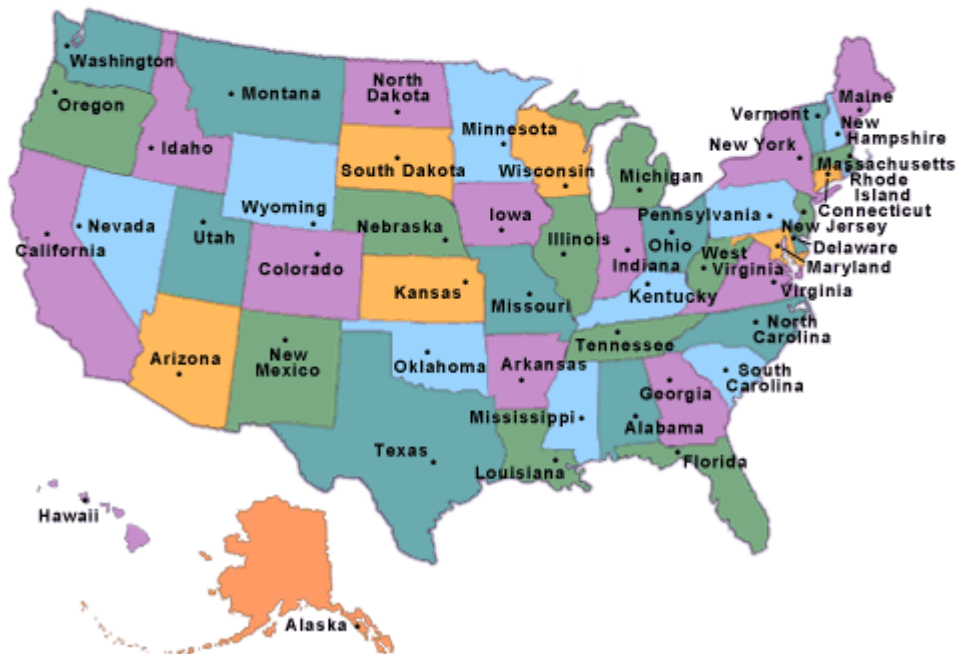



Figure 1: Claim UR College Registration
Figure 2: Design Challenge Home

6. References

None at this time

Documents: SOP short-form

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7. Definitions

None at this time