	Department: N/A	SOP #	CPO1-09
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Classifieds	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 use of the CertificationPoint.org Classifieds section.

### **2. Scope**

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The intended audience for this SOP is primarily for registered college student freelancers. All other registrant types posts will be vetted prior to posting.

### **3. Prerequisites**

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The prerequisites audience for this SOP is primarily for registered college student freelancers. All other registrant types posts will be vetted prior to posting.

### **4. Responsibilities**

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Registered college student freelancers are responsible for the management of their Classifieds Ads. In the event of an issue, registered members are required to contact CertificationPoint.org via email ([info@certificationpoint.org](mailto:info@certificationpoint.org)).

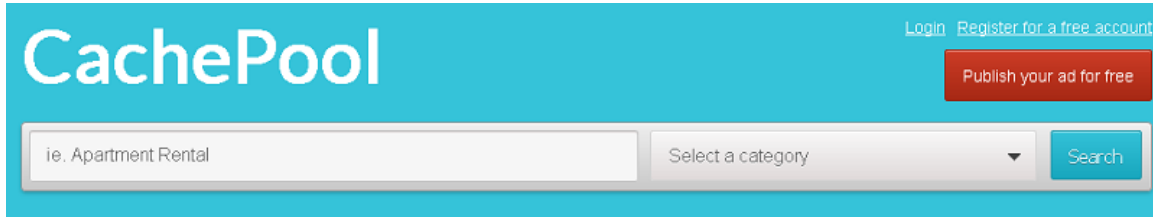
### **5. Procedure**

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Registered college student freelancers will be provided with a Classifieds account upon registration. Use the link provided below to begin posting an Ad. Please contact CertificationPoint.org via email ([info@certificationpoint.org](mailto:info@certificationpoint.org)) if you experience issues with posting Classified Ads. The Classified Ads section is also known as the 'CachePool' and/or 'The Daily Deal'.

Classified Ads Link: <http://certificationpoint.org/classifieds/>

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**Figure 1: Classifieds Ads for College Student Freelancers**

## **6. References**

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None at this time

## **7. Definitions**

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None at this time