	Department: N/A	SOP #	CPO1-10
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	College Business Service Buyers	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 becoming a College Business Service Buyer with CertificationPoint.org to include associated fees based on available accounted types.

### **2. Scope**

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The intended audience for this SOP are registered College Businesses and/or Individual Service Buyers.

### **3. Prerequisites**

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The prerequisites associated with becoming a vesting member consist of site registration as a Service Buyer.

### **4. Responsibilities**

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Registered businesses and individual service buyers are responsible for their account management. There are two registration types for registered Service Buyers. The first is a basic account and the second is a 'GOLD' account registration. Posting jobs and projects requires available account funds. Funds can be added to an account. Funds can be added via Paypal.com our primary online payment processor. The fee for posting jobs is \$99. The fee for posting a project is \$15, with an additional \$5 fee for featured projects.

NOTE: 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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Completion of Service Buyer registration must be completed using one of the processes specified below: (Screenshots and links are provided below)

Registration can be completed in two ways.

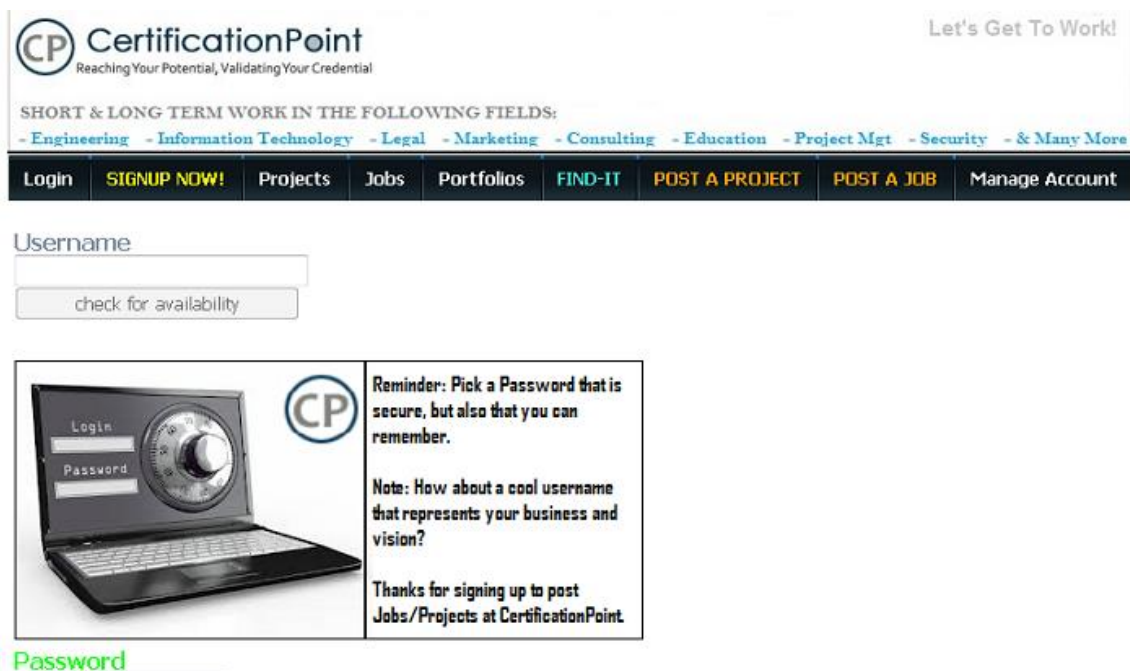
1. The primary registration process can be completed via the CertificationPoint.org Sign-up page. ([https://www.certificationpoint.org/member/index.php?command=signup\\_page](https://www.certificationpoint.org/member/index.php?command=signup_page))

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- **\$ 229.99** Services Buyer Basic Plan  
Business can submit 2 credentials for B2B/B2C, view up to 10% of credentialed candidate reports, post 1 job a quarter and 10 emarketplace projects per month. (Billed 20USD/yr following first year)
- **\$ 2,999.99** Services Buyer GOLD Plan  
Business can submit 10 credentials for B2B/B2C, view all providers credentials, can post unlimited full-time jobs and projects per month, 1 ad banner into rotation (per month), and access to SMART.

**Figure 1: Service Buyer Signup**

2. The secondary registration process can be completed via the eMarketplace on the CertificationPoint.org website using the link below to select the appropriate locale. Then select the 'For Employers' registration option. (<http://www.certificationpoint.org/student%20freelance.php>)




**CP CertificationPoint**  
Reaching Your Potential, Validating Your Credential

Let's Get To Work!

SHORT & LONG TERM WORK IN THE FOLLOWING FIELDS:  
- Engineering - Information Technology - Legal - Marketing - Consulting - Education - Project Mgt - Security - & Many More

Login SIGNUP NOW! Projects Jobs Portfolios FIND-IT POST A PROJECT POST A JOB Manage Account

Username  
  
check for availability




**Reminder:** Pick a Password that is secure, but also that you can remember.

**Note:** How about a cool username that represents your business and vision?

Thanks for signing up to post Jobs/Projects at CertificationPoint.

**Password**

**Figure 2: eMarketplace Service Buyer Signup**

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**6. References**

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None at this time

**7. Definitions**

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None at this time