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|  | Department: N/A | SOP # | CPO1-11 |
| | | Revision # | 1.0 |
| | | Implementation Date | 12/2016 |
| SOP Name | College Student Service Providers | Last Reviewed/Update Date | 12/2016 |
| SOP Owner | Certification Point Team | Approval | BLG |

Standard Operating Procedure

1. Purpose

This SOP describes the process for becoming a College Student Service Provider with CertificationPoint.org to include associated fees based on available accounted types.

2. Scope

The intended audience for this SOP are registered College Student Service Providers.

3. Prerequisites

The prerequisites associated with becoming a vesting member consist of site registration as a College Student Service Provider.

4. Responsibilities


Registered college student service providers are responsible for their account management. There are two registration types for registered Service Buyers. Funds can be added to an account. Funds can be added via Paypal.com our primary online payment processor. The fee for bidding on projects is \$2. Depending on your registration package your bids may be limited.

NOTE: In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

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

NOTE: Students must first select the state in which their college resides.

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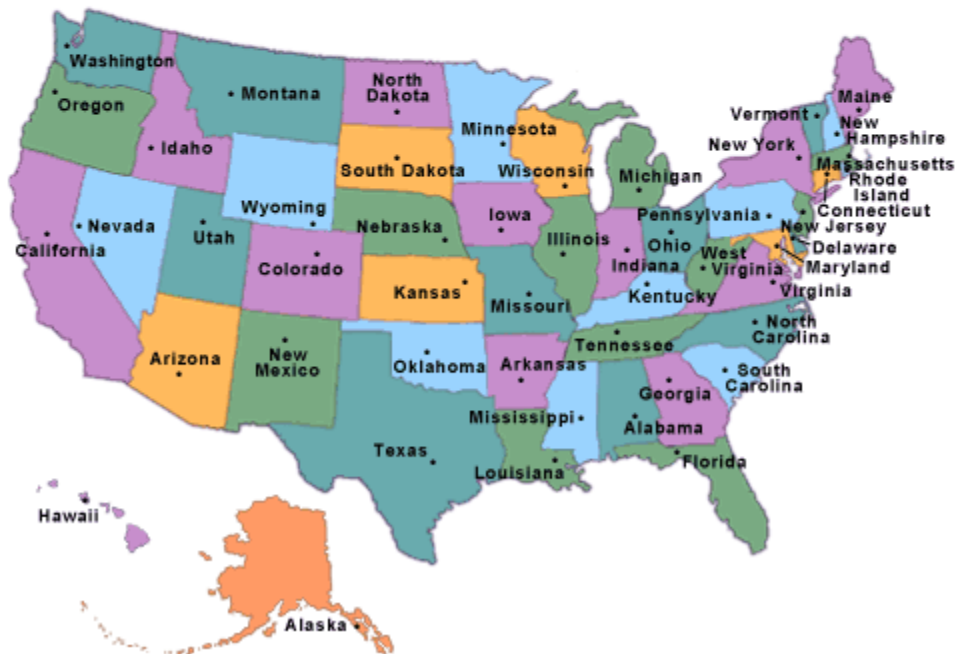
PLEASE SELECT THE STATE IN WHICH YOUR COLLEGE RESIDES BEGIN

Current as of 2016/11/12

Are You An International Student?


Share This On Facebook:

Follow [@CertPointOrg](#)



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)

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● **\$ 10.99** Services Provider (College Student)

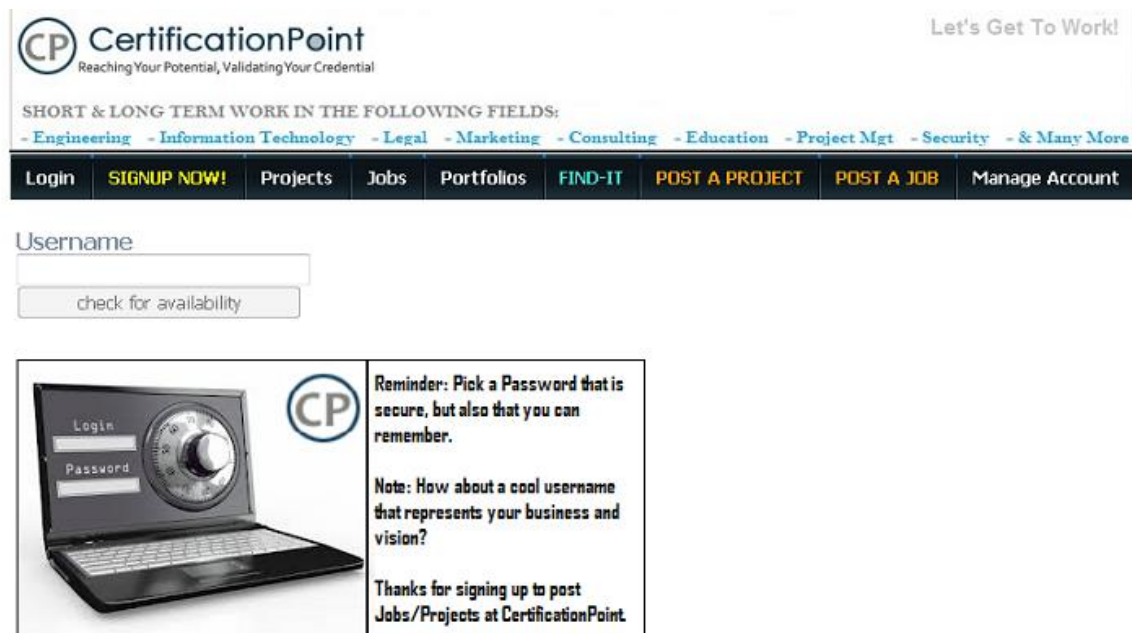
College Students can submit 2 credential, receive job offers, upload 1 resume, bid on up to 7 projects per month. Only pay setup fee.

● **\$ 20.99** Services Provider (Military Veteran)

Military members can submit 2 credential, receive job offers, upload 2 resume, bid on up to 12 projects per month.

Figure 1: Service Provider Signup

- 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

CP

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 Provider Signup

6. References

None at this time

Documents: SOP short-form

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7. Definitions

None at this time