	Department: N/A	SOP #	CPO1-12
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Colleges	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 directory member with CertificationPoint.org.

2. Scope

The intended audience for this SOP are registered college which collaborate with CertificationPoint.org for the benefit of college students.

3. Prerequisites

The prerequisites associated with becoming a college directory member consist primarily of site registration.

4. Responsibilities

Registered businesses are responsible for maintaining their registration information. In the event of an issue, registered businesses are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

To be entered into the CertificationPoint.org college directory members should proceed to the link referenced below and select the locale in which the college resides. Select the 'Submit a College' button to register with your college in the directory. This registration process also provides college member with a college student service provider account.

U.S. College Registration Link:
http://www.certificationpoint.org/colleges_in_united_states.php

International College Registration Link:
http://www.certificationpoint.org/colleges_international.php

Documents: SOP short-form

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SOP Owner	Certification Point Team	**Approval**	BLG

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

Figure 1: U.S. College Student Registration

Documents: SOP short-form

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SOP Owner	Certification Point Team	**Approval**	BLG

PLEASE SELECT THE COUNTRY IN WHICH YOUR COLLEGE RESIDES BEGIN

Current as of 2016/11/12

Share This On Facebook:

Follow @CertPointOrg

We've recently added an International section for the Claim UR College initiative! It works exactly the same as the US-based initiative. If you do not see your country please use the EuropeOther or AsiaOther links for submision purposes.

Figure 2: International College Registration

6.   References

None at this time

7.   Definitions

None at this time

Documents: SOP short-form