	Department: N/A	SOP #	CPO1-13
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Design Challenge	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 use process for the CertificationPoint.org Design Challenge.

### **2. Scope**

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The intended audience for this SOP are registered professional and student freelancers and registered businesses.

### **3. Prerequisites**

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There are no prerequisites associated with the use of the Design Challenge at this time.

### **4. Responsibilities**

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Registered professional and student freelancers and registered businesses are responsible for the review of their design submissions. CertificationPoint.org will review all submissions prior to inclusion into the Design Challenge. In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

### **5. Procedure**

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The Design Challenge will begin in February of each year.

Procedures are as follows:

1. Login to your CertificationPoint.org account and navigate to the Design Challenge to submit your concept.

Design Challenge Link:

<http://www.certificationpoint.org/designchallenge/>

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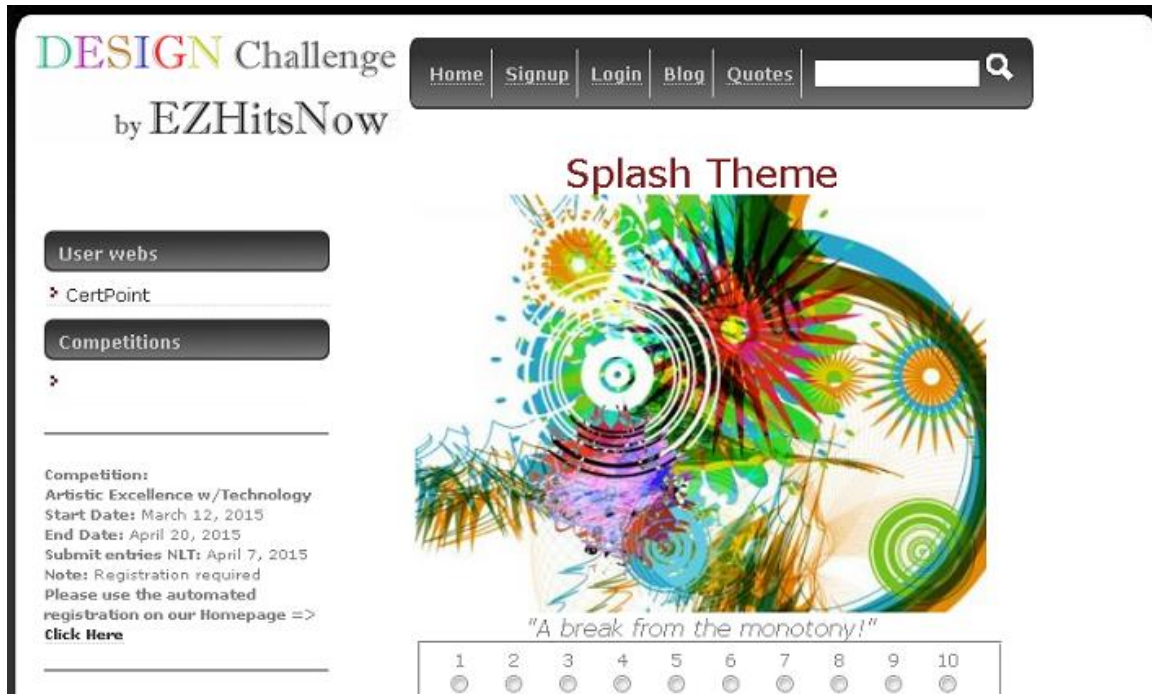


Figure 1: Design Challenge Home

## 6. References

None at this time

## 7. Definitions

None at this time