	Department: N/A	SOP #	CPO1-15
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Discussion Board	Last Reviewed/Update Date	12/2016
SOP Owner	Certification Point Team	Approval	BLG

Standard Operating Procedure

1. Purpose

This SOP describes the use process for the CertificationPoint.org Discussion Board.

2. Scope

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

3. Prerequisites

There are no prerequisites associated with the use of the Discussion Board at this time.


4. Responsibilities

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

5. Procedure

Procedures are as follows:

1. As a registered user, if there is a need for assistance that another member can assist with a post can be added to the Discussion Board. Experienced members are available to assist
2. Submissions will be vetted by CertificationPoint.org Team members prior to appearing in the Knowledge Base

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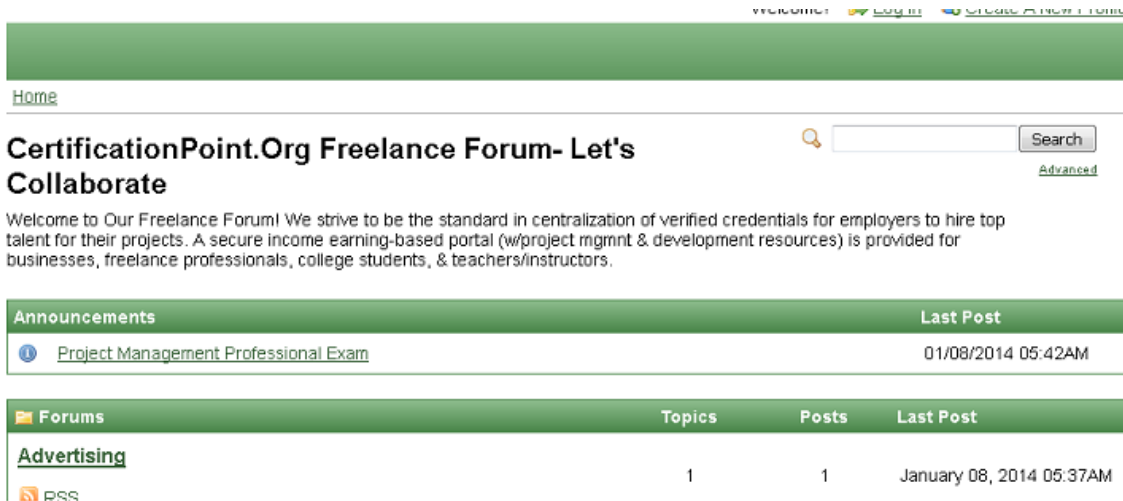


Figure 1: Discussion Board

Discussion Board Link: <http://www.certificationpoint.org/certforum/>

6. References

None at this time

7. Definitions

None at this time