	Department: N/A	SOP #	CPO1-17
		Revision #	1.0
		Implementation Date	12/2016
SOP Name	Instructors	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 an instructor with CertificationPoint.org.

2. Scope

The intended audience for this SOP are registered experienced site members who are interested in becoming qualified instructor.

3. Prerequisites

The prerequisites associated with becoming an instructor includes:

1. Professional resume submission
2. Application & Registration completion
3. Instructor survey


4. Responsibilities

Registered instructors are responsible for completing required prerequisites and maintaining credentials. In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

There are two options to initiate the process of using the CertificationPoint.org website as a platform to teach prospective students. For class real-world training projects please contact CertificationPoint.org. (This site uses PayPal as a preferred online payment processor of choice at this time.):

1. Complete instructor registration and submit associated fee of \$10.99. (https://www.certificationpoint.org/member/index.php?command=signup_page)

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● **\$ 39.99** Services Provider (CGPP College Student Group)

College-centric groups enrolled in the 4 week Career Gateway Path Program will receive mentoring to hone skills. At least 3 practice projects and 2 real-world projects will be completed. Student Freelance Certification Recv

● **\$ 3,599.00** CGPP Web/Graphic Design School (1Yr Course)

The amounts shown above include costs for the entire program, assuming normal time to completion. (Incl. Books, Software, Digital Camera, Laptop, Person Website, Business Cards & Stationary)

● **\$ 10.99** CGPP Web/Graphic Design School Instructor

Become a CertificationPoint Instructor and earn \$\$\$ while helping students learn. Only pay setup fee.

Figure 1: CertificationPoint instructor registration

2. Contact CertificationPoint.org via email (info@certificationpoint.org).

6. References

None at this time

7. Definitions

None at this time