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|---|--------------------------|---------------------------|---------|
|  | Department: N/A          | SOP #                     | CPO1-19 |
|   |                          | Revision #                | 1.0     |
|   |                          | Implementation Date       | 12/2016 |
| SOP Name  | Mentors                  | 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 process for becoming a mentor with CertificationPoint.org.

### **2. Scope**

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

### **3. Prerequisites**

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The prerequisites associated with becoming a mentor includes:

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

### **4. Responsibilities**

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Registered mentors 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](mailto:info@certificationpoint.org)).

### **5. Procedure**

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There are two options to initiate the process of using the CertificationPoint.org website as a platform to mentor prospective students. For in-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 mentor registration and submit associated fee of \$10.99. ([https://www.certificationpoint.org/member/index.php?command=signup\\_page](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](mailto:info@certificationpoint.org)).

**6. References**

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None at this time

**7. Definitions**

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None at this time