	Department: N/A	SOP #	CPO1-21
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SOP Owner	Certification Point Team	Approval	BLG

Standard Operating Procedure

1. Purpose

This SOP describes the process for becoming a Military Service Provider with CertificationPoint.org to include associated fees based on available accounted types.

2. Scope

The intended audience for this SOP are registered military Service Providers.

3. Prerequisites

The prerequisites associated with becoming a member consist of site registration as a Military Service Buyer.

4. Responsibilities

Registered military members service providers are responsible for their account management. There is one registration type for registered military Service Providers. The fee for posting jobs is \$99.


NOTE: In the event of an issue, registered members are required to contact CertificationPoint.org via email (info@certificationpoint.org).

5. Procedure

Completion of Service Provider registration must be completed using one of the processes specified below: (Screenshots and links are provided below)

Registration can be completed in two ways.

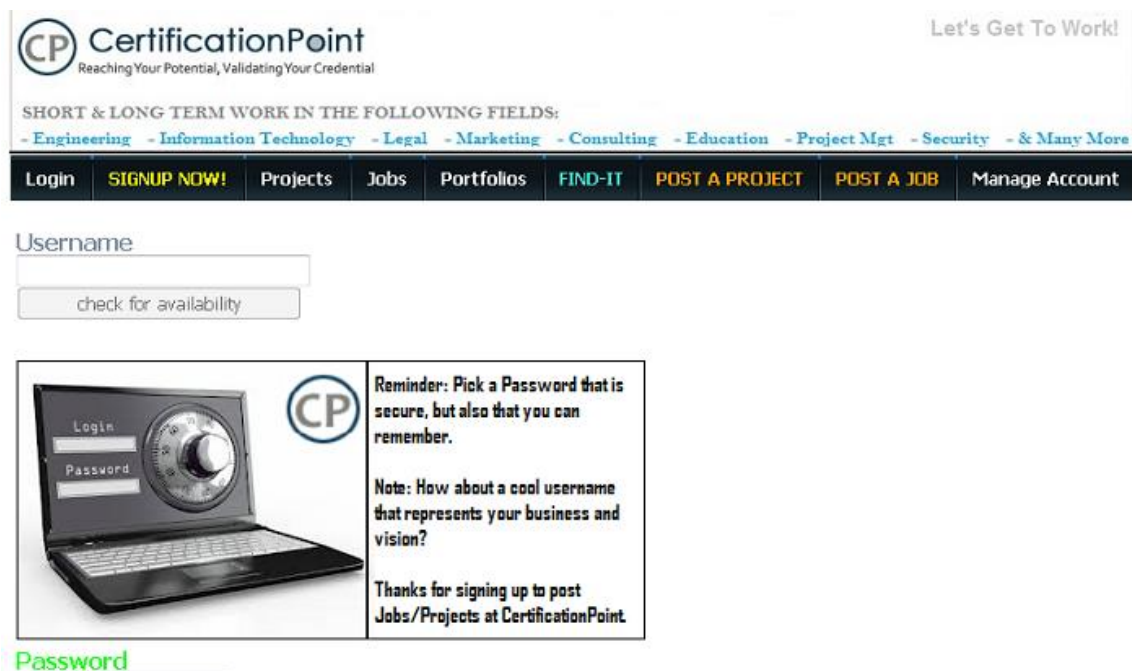
1. The primary registration process can be completed via the CertificationPoint.org Sign-up page. (https://www.certificationpoint.org/member/index.php?command=signup_page)

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- **\$ 20.99** Services Provider (Military Veteran)
 Military members can submit 2 credential, receive job offers, upload 2 resume, bid on up to 12 projects per month.
- **\$ 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


Figure 1: Service Buyer Signup

2. The secondary registration process can be completed via the eMarketplace on the CertificationPoint.org website.
 (<https://www.certificationpoint.org/member/blcr/signup.php?type=buyer>)



The screenshot shows the CertificationPoint website header with the logo and tagline "Reaching Your Potential, Validating Your Credential". Below the header, there are navigation links for "Login", "SIGNUP NOW!", "Projects", "Jobs", "Portfolios", "FIND-IT", "POST A PROJECT", "POST A JOB", and "Manage Account". A "check for availability" button is visible below the "SIGNUP NOW!" link. On the right side, there is a "Let's Get To Work!" button. Below the navigation bar, there is a section with a laptop image and a "CP" logo. The text in this section reads: "Reminder: Pick a Password that is secure, but also that you can remember." followed by "Note: How about a cool username that represents your business and vision?" and "Thanks for signing up to post Jobs/Projects at CertificationPoint."

Figure 2: eMarketplace Service Buyer Signup

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6. *References*

None at this time

7. *Definitions*

None at this time