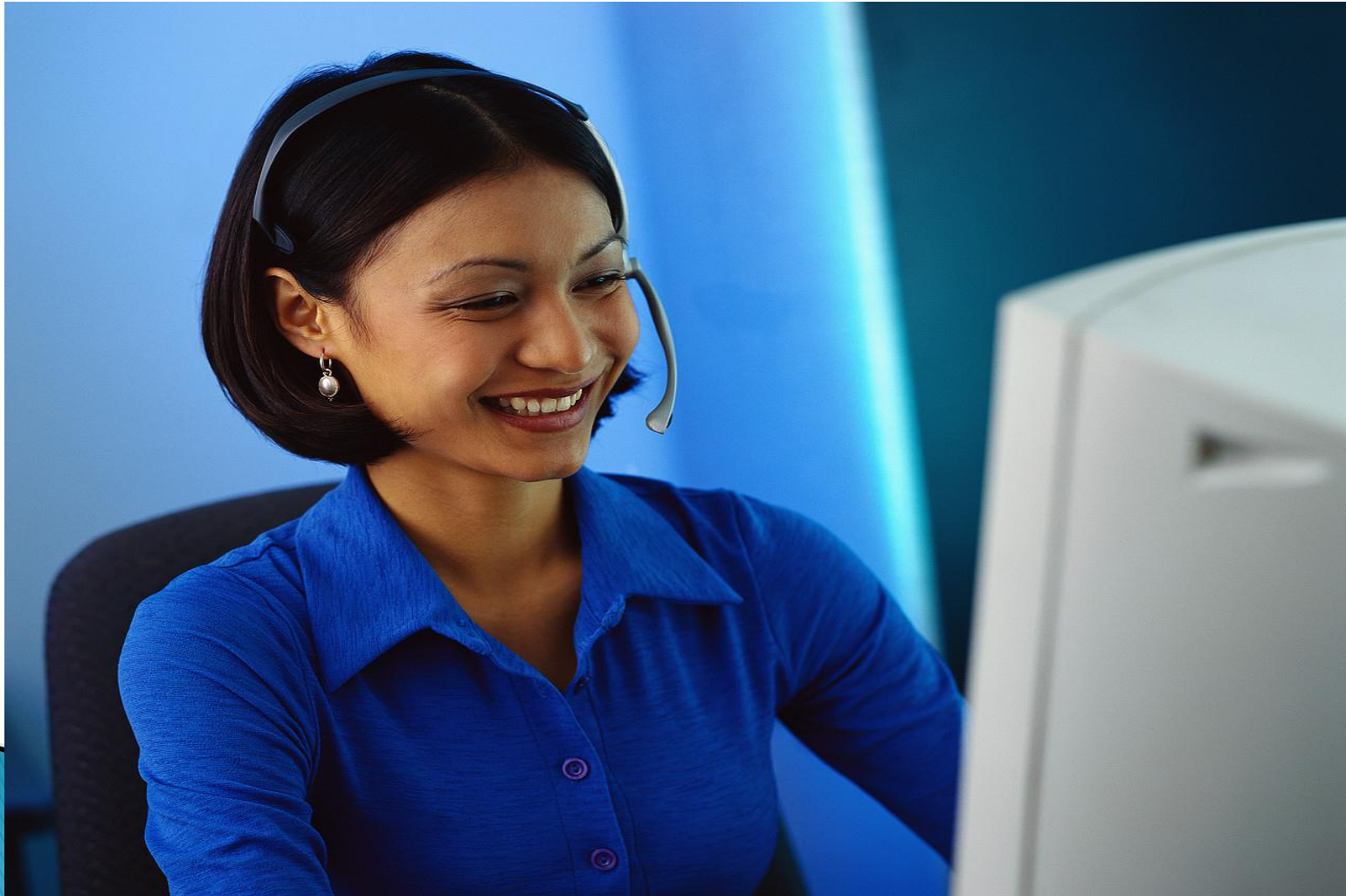**CODESP** Public HR

simplifying human resources

Regardless of your public agency's size, type or geographical location, CODESP has the ideal web-based talent assessment tools to fit your needs. Improve candidate quality, hire more efficiently, cut costs, and boost employee performance.
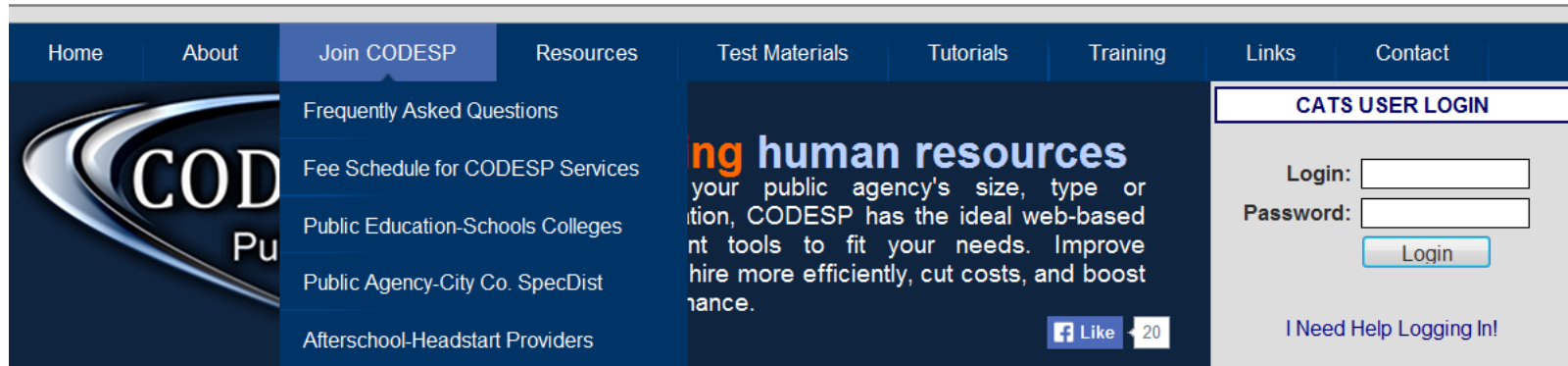
Registration Tutorial

Registration Process:

Go to www.codesp.com

Go to Join CODESP

- ▸ Click on the Fee Schedule for pricing
- ▸ Click on the type of agency and Registration Instructions

Registration

Step 1: Registration

Agencies that wish to take advantage of CODESP's services must complete the following requirements:

- **CODESP Registration Form**
- **CODESP Service Agreement**
- **CODESP Security Agreement**
- **Purchase order or check for the full amount of the fee** [1]

If paying by purchase order, a check should follow within 45 days of start of service.

Districts with an ADA of 1,000 or less

Click Here to Register For Full Year

Service begins on July 1 and expires on June 30 each year and can be renewed annually. $1,850.00

If you have any questions, **give us a call or send us an email**.

[1] *Districts with an ADA less than 1,000 do not need submit payment as long as their County Office is registered with CODESP.*

Always check with us to determine if your agency is already in our system. If you are, you can skip this process and complete the forms on Join CODESP.
You must provide the documents listed above.

CODESP Registration

The CODESP Agency Contact will have the authorization to add and edit users for the agency.
The Human Resource Administrator may delegate this responsibility. A login name and password will be automatically emailed to the CODESP Agency Contact after registration is completed.

Agency Information

Agency Name		*	Address	
Agency Type	-- Select a type -- ▼	*	City	
Agency Website			State	
Population			Zip Code	
	For K-12 & ROP - use ADA For Colleges - count all classified employees For all others - count all employees (minus sworn police & fire)		Phone	

Human Resource Administrator

Title	▼
Contact Name	* Do not enter titles before names in Name field.
Email	*
Verify Email	*
Phone	* Ext:
Fax	

CODESP Agency Contact

Title	▼
Contact Name	 Do not enter titles before names in Name field.
Email	
Verify Email	
Phone	Ext:
Fax	

Step 2: Service Agreement

You will be asked to agree to the Service Agreement

CODESP
Public HR

CODESP SERVICE AGREEMENT

Please read, acknowledge and agree to the following service agreement terms.

Services Provided: CODESP provides employment selection materials through our website and our online CATS system. Once the registration process is completed and payment is received your agency will gain access to the secure areas of our website and the CATS (CODESP Automated Test System) Request form to order test materials. Customers select from the test materials provided. Other services include webinars (including archived recordings) and live training, online interview and job description builders, job analysis questionnaires and online Links and Resources related to public HR.

Payment for Services:
Payment is due each July 1, unless you are paying for midyear services. The midyear payment option requires a 1.5 year commitment. A midyear payment is for services from January 1 – June 30. To qualify for the midyear payment option your agency must agree, by signing below, that an additional payment will be submitted by July 1 of the following year. A full-year's subscription includes July 1 – June 30. A Purchase Order can be submitted to begin services, but a check must be received within 45 days after the PO is received. Online testing services and scoring services require additional payment. Notify us if you are interested in these optional services.

Access to the Secure Areas of the Website:
To access the secure areas of the website, login names and passwords are required. Initially the HR Administrator, or designee, is allowed access. This individual will have the authority to add additional individuals who can access the secure area by clicking on Add/Edit Profiles after login in their agency's CATS (CODESP Automated Test System) system. Only employees of agency's HR departments who are involved in test administration should be provided with login names and passwords. Access will allow them to view your agency's test materials. The agency's HR Administrator/CATS Agency Contact, or designee, is responsible for keeping their agency's CATS Website Users and Test Proctors status up-to-date in the CATS system.

Step 3: Security Agreement

The first time you log in you will be asked to sign a security agreement

CODESP Registration Wizard

Security Agreement

SELECTION PROCEDURE SECURITY AGREEMENT

The parties to this agreement are the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) and , hereinafter known as the District. In order to protect the mutual interests of all CODESP members, each member is required to execute this agreement and fulfill its terms.

a. Test materials obtained through CODESP will be used only for the official purposes of the District in testing candidates for employment and promotion. Under no circumstances will materials so obtained be made available for the purposes of study or publication.

b. Test materials obtained through CODESP shall be reviewed by examiners, subject matter experts,

I agree with the terms and conditions as stated above

I do not agree with the terms and conditions

Back   Next

Step 4: Information Verification

Agency Information

County	Orange	Service Agreement	◉ Yes ◯ No
Agency	Codesp Test	Security Agreement	◉ Yes ◯ No
Address	20422 Beach Blvd.	Signatures On File	◉ Yes ◯ No
	Huntington Beach	Paid In Full	◉ Yes ◯ No
	CA		
	92648		
Director/Asst Supt	Marianne Tonjes		
Email			
Website	www.codesp.com		

Human Resources Administrator

Title	[dropdown]
Name	codesp
Phone	714 374 8644 Ext.
Fax	
Email	tests@codesp.com

CODESP Agency Contact

Title	[dropdown]
Name	codesp
Phone	714 374 8644 Ext.
Fax	
Email	tests@codesp.com

Completing the Process:

- You will be returned to the registration process if you did not complete the registration process.

  - If you have not completed the Service Agreement or Security Agreement page by clicking on Yes, a message will appear. Click OK and you can continue your registration process.

- Contact us at codesp@codesp.com for questions.

- All registration information, **Frequently Asked Questions** and the fee schedule and documents are under **Join CODESP**