



20422 Beach Blvd. Suite 400, Huntington Beach, CA 92648

## **CODESP AFTERSCHOOL-HEAD START REGISTRATION INSTRUCTIONS**

### **Eligibility Requirements**

To receive CODESP services, including Instructional Aide test materials, the agency (subscriber) must be a not-for profit or nonprofit afterschool or Head Start program that provides services to public educational agencies. Test materials obtained through CODESP by Afterschool/Head Start subscribers must be used for the official purposes of the Subscriber Agency in testing candidates to be **employed by the Afterschool/Head Start provider** that serves CODESP Member districts at the school sites and districts specified below. If the Member school district wishes to pay the afterschool or Head Start provider fees and administer the tests, consult the Fee Schedule.

### **Afterschool/Head Start Provider Requirements for Registration**

To register for CODESP services the following materials must be submitted by email, fax or U.S. mail:

#### **Step 1:**

- Complete, Sign and Submit the following: (posted under **Join CODESP/Afterschool-Head Start Providers**):
  1. CODESP Security Agreement
  2. Registration Form and Service Agreement
  3. Afterschool/Head Start Site List

**After submission CODESP will email a custom invoice to the Primary Contact.**

#### **Step 2:**

- **Payment** by check or PO (with check to follow in 45 days).
  - See Fee Schedule posted under **Join CODESP-Afterschool/Head Start Providers**

#### **Terms:**

- All schools served by the Afterschool/Headstart provider must be in CODESP Member districts specified in the registration request letter.
- Selection and use of test materials is the Afterschool/Headstart Provider's responsibility
- Login and passwords are available for a maximum of two afterschool administrators
- Administration of tests containing CODESP test materials ceases when the Afterschool/Headstart provider is no longer a paying customer.
- Multiple-Choice templates are provided to the customer for their review. It will contain approximately 125 test questions to choose from. The customer uses the template to make the final selection of materials included in the multiple-choice test.
- Interview templates contain approximately 15 interview questions.
- Examples of subject areas provided in the templates: Instructional Aide; Bilingual Spanish; Office Technician

**Afterschool providers will have:**

- The ability to order multiple-choice test and interview templates to review and select questions that will be used to develop final test content
- Multiple-choice tests and interview questions sent from CODESP through password-protected email to customer contacts who have signed a CODESP Security Agreement
- The ability to administer the multiple-choice tests in proctored established (list must be sent to CODESP) secure locations
- The ability to use the interview questions in agency hiring interviews in established secure locations
- Ability to attend CODESP webinars (no login is necessary)
- No access to the secure areas of the CODESP website
- No access to CODESP online multiple-choice testing services
- No more than 10 multiple-choice test templates provided each year based on fee option
- No more than 10 interview question templates provided each year based on fee option