



CODESP Registration for Public Education Agencies Instructions **(Including Schools, Charters, ROPs and College Districts)**

To learn more about CODESP's products and services click on **Join CODESP / Frequently Asked Questions** from the blue toolbar. A fee schedule is posted in this area also. **Prior to registering online for CODESP services contact us at codesp@codesp.com** so that we can assist you in the process and determine if your district was a prior member. Your district may have been a member prior to your employment so it is always best to call us and check. Prior members can be re-activated to shorten the registration process. **Invoices will be sent upon registration.** Call or email us if you require a custom invoice prior to registration.

Prior CODESP members: If your district was a previous CODESP website registered member, **do not re-register online** (if you aren't sure contact us). We will reactivate your district instead when the necessary forms and payment are submitted. For previous members the **Membership** and **Security Agreements** will need to be re-signed and re-submitted. They can be found under **Join CODESP / Public Education – School/College Districts**. We will send you a custom invoice upon request to rejoin.

New CODESP members: The registration process includes (1) **Registration** on **www.codesp.com** - click **Register** under Register for Services. During registration you will be asked to acknowledge a Service Agreement and the Security and Membership Agreements; (2) **Payment** by check or purchase order (Invoices will be sent to you once you initiate membership) and; (3) Submission of a **Security Agreement** signed by your agency's Human Resource Administrator; (4) Submission of the **Membership Agreement** signed by your agency's Human Resource Administrator. Agreements can be downloaded from the **Join CODESP** area of the website. Remember **Do NOT register until you have contacted us at codesp@codesp.com**

Check the Fee Schedule for Details:

- **Charter Schools:** Fees are listed on the Fee Schedule and contact us regarding registration.
- **Afterschool Providers:** Employees of the district who provide afterschool care are covered under the regular membership. If these employees are employed by an afterschool provider agency, not the district, the agency must become a separate customer. See additional information under **Join CODESP / Afterschool Providers**.
- **County Office of Education:** COEs who are members can only provide testing services to districts in their county who are paying CODESP customers or districts with an ADA of 1,000 or less.
- **ADA less than 1,000 and County Office of Education is a member:** There is no fee to join and you can register at any time of the year (contact us first). This offer does not include Charter schools.
- **ADA less than 1,000 and County Office of Education is NOT a member:** Fee reduced
- **Mid-Year membership:** Available January 1 of each year through June 30 and the fee reflects a half-year membership. Mid-Year membership requires that the agency **commit to a full-year membership the following year**. Contact us and we will send you the appropriate Invoice.

Access after Registration and Payment: To access the secure areas of the website, login names and passwords are required and will be sent by email to the person identified as the **CODESP Agency Contact**. This should be a HR Administrator. This individual will have the authority to **Add/Edit** the agency's **Website Users** after logging in. Website Users cannot Add/Edit profiles. Select only HR staff members involved in the test development process. Test materials are ordered by submitting a CATS Request Form found in the left margin of the website after login. An **Interview Builder** is available after login in the left column of the website. **Tutorials** to assist you are available on the website from the toolbar. **Webinars Archives** are under **Links**.

No Refunds.

The Membership and Security Agreements can be sent to us by email or fax.
codesp@codesp.com QUESTIONS??? – EMAIL: codesp@codesp.com
Phone: 714-374-8644 Fax: 714-374-8225 Ask for Eliana or Jess

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