CODESP 20422 Beach Blvd. Suite 400
Huntington Beach, CA 92648
714-374-8644 Fax: 714-374-8225
codesp@codesp.com
www.codesp.com

CODESP Registration Instructions for Public Agency Subscribers-Cities, Counties, Courts and Special Districts

To learn more about CODESP's products and services click on **Join CODESP/Frequently Asked Questions.** Prior to registering online for CODESP services contact us by phone at 714-374-8644 or by email at codesp@codesp.com Registration is open to California public agencies with 4,000 or less employees. Those agencies that are larger must join by department. Out-of-state agencies may be eligible for a "modified" subscriber program. Contact us for more details.

The registration process includes (1) **Registration** on www.codesp.com - click **Register.** During registration you will be asked to acknowledge a **Service Agreement** (also found under **Join CODESP**); (2) **Payment** by check or purchase order and; (3) a **Security Agreement** signed by the agency Human Resource Administrator (found under **Join CODESP**). The Security Agreement and Service Agreement can be sent to us by email or fax.

A **Fee Schedule** is found under **Join CODESP** / **Public Agencies** on the website. An invoice, customized for your agency, will be sent to you through email after you initiate the registration process on our website. If you need a custom invoice prior to registration, contact us. Fees are based on number of employees and whether your agency wants the optional service of online testing. If your agency would like to add the optional online testing, contact us so that we can modify your invoice to reflect these extra fees. There is a fee reduction for out-of-state "modified" subscriber services. Other out-of-state agencies can become a customer, on a case by case basis. Please contact us before registering. There are no refunds.

The number of employees that should be reported includes those employed for more than 20 hours/week, minus the sworn safety employees (police and fire), at your agency. You will be asked during the registration process to provide this number.

Test Materials
CODESP has over 33,000 multiple choice test questions in our online item bank, but there are subject areas where we have few or no items available at this time. Currently we do not have test materials for sworn fire or police officers (POST). For some technical positions, such as engineering and higher level informational technology, we will not be able to develop multiple choice test items as we prefer offering interviews or situational exercises. **Multiple-choice test questions will not** be developed for those positions requiring advanced degrees. Some positions require state or professional organization certifications and we will not duplicate these materials or create new items for them. Technical assistance from SMEs and sufficient development time is required to develop new test materials.

The job families listed at the end of in this document are currently available. We will expand the job families as needed and when resources are available and subject-matter experts are provided. Adding job families and items to the item bank is at the discretion of CODESP.

Access to Test and Training Materials After Registration and Payment
After completing the forms and submitting payment the **HR Administrator** (or other administration designee) will be provided access to the secure areas of our website by a login name and password.

This person can delegate this responsibility to the **CODESP Agency Contact**. The CODESP Agency Contact will receive billing notifications. They will also have the authority to **Add/Edit** the agency's **Website Users** after logging in. Website Users cannot Add/Edit profiles but have access to the test materials.

The **Add/Edit** function is located in the left frame of the website. Only employees in the agency's HR department involved in employee selection should be given login names and passwords. To keep your test materials secure, limit the numbers of Website Users. **Proctors** (for online testing only) can be added also and their last name must be included in their login. These individuals will only have access to online tests that are activated for use. Proctors will not be able to view the other areas of the website. Always change the status to **Inactive** when Website Users or Proctors leave the agency or department. The **Disabled** status is used to TEMPORARY restrict access to the site.

Multiple choice test materials are sent to customers through the secure CATS (CODESP Automated Test System) website and are ordered by completing a **CATS Request Form** found in the left frame of the website after login. A selection of job-related multiple choice test questions will be sent to your secure CATS site. HR staff and SME's review and select from the choice of items. The test is generated and printed directly from the workstation. This feature is not available to out-of-state "modified" subscribers.

Interviews can be created using the online **Interview Builder** found in the left margin of the website after login. A tutorial and guide are included.

Sample Supplemental Applications, Situational, Writing and Performance Exercises, etc., are found under **Test Materials** on the menu bar after login. If you don't find what you need, order custom test materials by completing a CATS Request Form. The final selection of test materials is the agency's responsibility.

After receiving your login name and password, go to **Resources** / **New CODESP Customer** for a brief overview on how to get started. To learn how to order materials, create a test or interview, use online testing, register for training or access the webinar registration, go to **Tutorials.** We will also be glad to walk you through any of our processes.

Multiple Choice Item Bank Job Families Available for Public Agency Customers

Accounting	Construction
Airport	Contracts
Animal Care	Custodial
Appliance Repair	Customer Service
Assessment	Data Management
Athletics	Drafting *(Auto Cad)*
Attendance	Drywall / Plaster
Auto Body	Electrical
Benefits	Electronics
Budget	Emergency Preparedness
Building Plans	Energy / Conservation
Career	English Usage
Carpentry	Facilities
Child Care / Preschool *(Afterschool)*	Fencing
Codes / Permits	Financial Aid
Collections	Fencing
College Services	Financial Aid
Community / Social Services	First Aid
Community Services	Floor Installation
Concrete / Asphalt	Food Service

Funding	Printing *(Reprographics)*
Glazing	Probation
Grants	Programs
Graphic Arts	Public Health
Grounds	Public Information
Guidance	Public Works
Hazardous Materials	Purchasing
Health *(Therapy-Non License)*	Radio / Television
Human Resources	Rail Transit
HVAC *(Refrigeration)*	Reading Comprehension
Information Technology	Reasoning
Instructional Aide *(Classroom Assistance)*	Recreation
Interpersonal Relations	Regulations
Laboratory	Reports
Legal	Research
Library	Risk Management
Library / Media	Roofing
Locksmith	Safety
Machining / Sheet Metal	Science
Mail	Security *(Guards & Non-POST)*
Maintenance *(General)*	Software
Management / Supervision	Spanish
Maps / GIS	Special Education
Masonry	Statistics
Math *(Variety of subjects)*	Student Assessment
Mechanic *(Bus & Truck)*	Student Records
Mechanical Ability	Student Relations
Multimedia / Video	Surveying
Music	Telecommunications
Office	Telephone
Painting	Theater
Paraprofessional *(Previously NCLB)*	Tile
Planning	Training
Plumbing	Transportation *(Vehicle Code & Schedules)*
Police *(Cadet, Traffic, Tech, Dispatch, Records, CSI)*	Warehouse / Inventory
Pool Maintenance	Water *(Waste, Sanitation)*
Power Plant	Welding

(italics: further information or additional content in item bank)