



2023 – 2024 CODESP SUBSCRIBER FEE STRUCTURE

Subscribers include all non-educational public agencies such as cities, counties, rail-transit, courts, utilities, health, airport, and special districts. Fees are based on the number of eligible positions.

Current Fiscal Year: July 1, 2023 through June 30, 2024

Prorated: Prorated amount for any time after August 1, 2023 through June 30, 2024 *with an obligation for a full-year subscription for the following full fiscal year (July 1, 2024 - June 30, 2025)[#]*

CODESP has two subscriber options. Option 1 provides full services to our customers as described below. Option 1 customers may also choose to add on online testing at an additional fee. Option 2 provides customers with “modified” services at a discount. This option does not include multiple-choice item bank questions or the ability to request new or customized test materials. Registration instructions and forms are available online under **Join CODESP**. If you have questions or need an invoice, email codesp@codesp.com or call 714-374-8644.

CODESP will not duplicate, or develop new versions of, state or private certification/licensing tests such as those for CPA, Occupational Therapy, Ultrasound/Radiology, RN/LVN, POST, Microsoft, Water, Bus Driver, Mechanic, Telecommunications, Engineering, etc. CODESP will not develop higher level management multiple-choice questions.

OPTION 1 - Products and Services:

Includes:

- Multiple-choice test materials:
 - Customer requests test materials by sending position information/job description
 - Customer is sent test materials online selected by CODESP staff from our multiple-choice item bank.
 - Customer reviews and selects items/test materials online with their job experts
 - Customer selects questions and generates a test online from items sent by CODESP
 - Two multiple choice test format options: Online (extra fee) and paper
 - Scoring and item analysis – Immediate reports available for online tests
 - No per candidate or test rental fees
- Interview Bank and Builder – Accessible online by the customer
- Test materials such as writing exercises, performance tests and supplemental applications – Samples accessible online by the customer. Customer can request materials not found online
- Job Description Builder (not all job families available) – Accessible online by the customer
- Resources, such as the CODESP Employee Selection Handbook and HR Job Postings
- Free HR “hot topics” training: Live training and Webinars (recorded and archived for on-demand viewing)
- Access for up to 10 active Human Resource (must work in employee testing) staff members (additional users may be authorized for agencies with an employee count of over 3,000)

OPTION 1 - FEE SCHEDULE

| Number of Budgeted FTEs (Full-Time Equivalent Positions)* | Annual Fee | Prorated Fee^ |
|---|------------|----------------|
| 100 or less | \$1,400 | \$116.67/month |
| 101 - 1,000 | \$2,800 | \$233.33/month |
| 1,001 – 1,500 | \$3,350 | \$279.17/month |
| 1,501 – 2,000 | \$3,900 | \$325.00/month |
| 2,001 – 2,500 | \$4,450 | \$370.83/month |
| 2,501 – 3,000 | \$5,000 | \$416.67/month |
| Each additional 500 after 3,000 | +\$550 | +\$45.83/month |

*Police and fire sworn positions are not factored into the number of budgeted positions. Additionally, elected officials should not be included in the position count. No sworn police or fire test products will be provided. No discount available to subscribers with less than 100 budgeted FTEs.

Option 1 - Fee Calculation Example:

| | |
|--|--------|
| Number of total budgeted positions | 7,500 |
| Minus sworn police and fire positions* | -600 |
| Minus excluded independent departments** | -2,500 |
| Total Number of Positions Included in Fee: | 4,400 |

Total Annual Fee: \$6,650

Departments that have their own HR staff, and conduct employee assessment for their department, must become customers as a separate subscriber. Their fee is based on the **Subscriber Fee Schedule. For example: LA Department of Water and Power, SF Department of Public Health, etc., are considered separate subscribers and their fees are based on the **Fee Schedule** above. Online testing is optional and includes a separate fee.

Optional Extra Service – Online Testing (available only with Option 1)

- Available Monday – Friday (excluding holidays) from 8:00 – 4:30 pm.
- Fees will be added to the basic service fee listed on the subscriber fee schedule

ONLINE TESTING OPTION - FEE SCHEDULE

| Number of Budgeted FTEs (Full-Time Equivalent Positions)* | Annual Fee | Prorated Fee^ |
|---|------------|----------------|
| 100 or less | \$200 | \$16.67/month |
| 101 - 500 | \$500 | \$41.67/month |
| 501 – 1,000 | \$1,000 | \$83.33/month |
| 1,001 – 1,500 | \$1,500 | \$125.00/month |
| 1,501 – 2,000 | \$2,000 | \$166.67/month |
| 2,001 – 2,500 | \$2,500 | \$208.33/month |
| 2,501 – 3,000 | \$3,000 | \$250.00/month |
| Each additional 500 after 3,000 | +\$500 | +\$41.67/month |

OPTION 2 - “MODIFIED” SERVICES

Includes:

- Interview Bank and Builder
- Miscellaneous Test materials –posted supplemental applications, writing, situational, and performance exercises
- Job Description Builder (not all job families available)
- Resources, such as the CODESP Employee Selection Handbook
- Free HR training: Live training and Webinars (recorded and archived for on-demand viewing)
- Access for up to 10 Human Resources (must work in employee testing) staff members (additional users may be authorized for agencies with an employee count of over 3,000)
- NO access to multiple-choice test questions, online testing, or the ability to request new or customized test materials

OPTION 2 - MODIFIED SERVICES FEE SCHEDULE

| Number of Budgeted FTEs (Full-Time Equivalent Positions)* | Annual Fee | Prorated Fee^ |
|--|-------------------|----------------------|
| 1,000 or less | \$1,400 | \$116.67/month |
| 1,001 – 1,500 | \$1,675 | \$139.58/month |
| 1,501 – 2,000 | \$1,950 | \$162.50/month |
| 2,001 – 2,500 | \$2,225 | \$185.42/month |
| 2,501 – 3,000 | \$2,500 | \$208.33/month |
| Each additional 500 after 3,000 | +\$275 | +\$22.92/month |

*No sworn police or fire test products will be provided. No discount available to subscribers with less than 100 budgeted positions.

Option 2 - Fee Calculation Example:

| | |
|--|----------------|
| Number of total positions | 7,500 |
| Minus sworn police and fire positions* | -600 |
| Minus excluded departments** | -2,500 |
| Total Number of Positions Included in Fee: | 4,400 |
| Total Annual Fee: | \$3,325 |

Departments that have their own HR staff, and conduct employee assessment for their department, must become customers as separate subscribers. Their fee is based on the **Subscriber Fee Schedule.

PAYPAL PAYMENT OPTION: Customers have the option to pay with a credit card through PayPal. Payments through PayPal will be subject to an additional 3.5% service fee.

^Prorated fee is based on a prorated annual fee. This fee will be 1/12th of the annual fee for each month remaining in the current fiscal year (July – June) and must be paid in full at the time an agency becomes a subscriber.

#Fees are adopted each fiscal year by the CODESP Board of Directors and may differ from the fees in the current fiscal year

The final selection of test materials is the customer’s responsibility.