



Los Angeles Area Consortium Membership Agreement

Outline of Test Administration Process

1. Applicants will take the test with an Authorized Test Agent (i.e., Rio Hondo College, Mt. San Antonio College).
2. Scoring of test
 - a. CWH Research, Inc. (CWH) will score tests.
 - b. CWH will create Verification Cards for each test taker specifying that the individual took the test.
 - c. CWH will send Verification Cards to Authorized Test Agent.
 - d. Authorized Test Agent will mail Verification Cards to candidates.
3. Candidates will present the Verification Cards to departments when they apply for a position.
4. Departments will certify candidate scores with CWH.
 - a. Departments will provide CWH with an electronic file containing the Social Security Numbers (and, if possible, names) of all candidates for whom they want certified scores.
 - b. CWH will provide list of certified scores to Department.

Roles of Parties involved in Los Angeles Area Consortium Entry-Level Written Testing Process

AUTHORIZED TEST AGENT'S ROLE

1. Provide complete list of testing dates and locations to Los Angeles Area Consortium members and CWH.
2. Administer the CWH **Selection Solutions** test to candidates.
3. Mail completed answer sheets and test materials to CWH.
4. Mail Verification Cards to candidates.

CWH'S ROLE

1. Score tests administered by Authorized Testing Agents.
2. Create Verification Cards and mail to Authorized Testing Agents.
3. Maintain updated database of all candidate scores within the last 12 months.
4. Provide consulting services to Los Angeles Area Consortium members.
 - a. Consulting services available to individual departments with payment of membership fee include:
 - i. Provide sorted list of certified scores in either electronic or paper list form.
 - ii. This list can be customized to meet each department's individual needs.
 - iii. Consultation regarding best practices in use of scores.
 - iv. Consultation regarding setting of appropriate cutoff scores.
 - v. Conducting adverse impact analyses.
5. Certify candidate scores for departments.



LOS ANGELES AREA CONSORTIUM MEMBER'S ROLE

1. Keep CWH informed of hiring plans.
2. Complete Annual Membership Application Process.
 - a. Pay flat annual membership fee--\$215.
 - i. This fee covers:
 1. Administrative costs
 2. CWH consulting services
 3. Certification of first 10 candidate scores (only candidates who tested with Authorized Testing Agents)
 - b. Sign Membership Agreement.
3. Communicate process with Human Resource Department and/or other interested parties.
4. Certify candidate scores with CWH.
 - a. \$5 per candidate fee after first 10 candidates.
 - b. \$11 per candidate fee for candidates who tested with an agency other than Authorized Testing Agents.

	Fire Chief Information	Human Resource Director's Information	Main Contact Information
Name			
Signature			
Address 1			
Address 2			
Phone			
Fax			
E-Mail			

When do you anticipate that your next recruiting will be?: _____

Do you anticipate participating in the Consortium during your next recruiting?: _____