

The CANS certification process involves four steps that are completed on two different websites: the [BHS Website](#) and the [Praed Foundation website](#). If you have questions after reading this guide, please contact BHSworkforce.HHSA@sdcounty.ca.gov.

If you have technical difficulty with the Praed Foundation website, we at BHS will do our best to resolve the problem for you. You can also contact the Praed Foundation team directly at support@TCOMtraining.com.

Step 1 Request Coupon

Request a coupon code to take the CANS eLearning and Certification Exam

Visit the [SOC Outcomes for Children, Youth and TAY webpage](#) on the BHS webpage and look for the link to the CANS Coupon Request Form

User Guide

[CANS Certification User Guide \(pdf\)](#)

Step 1: Request Coupon Code

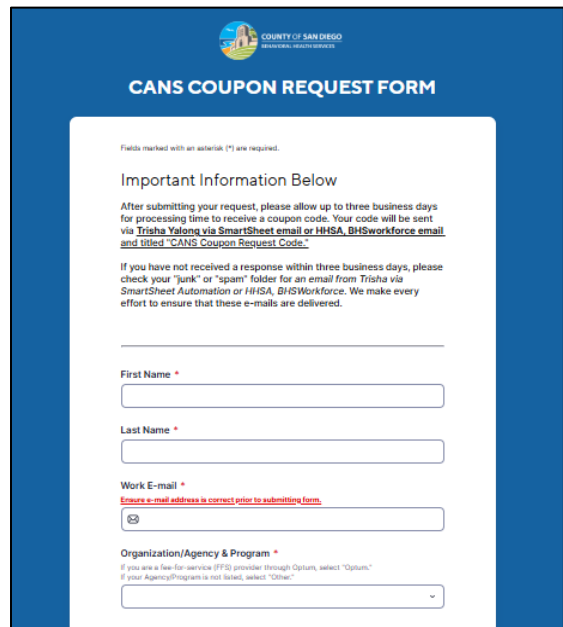
Request your coupon code via the online form by clicking the button below. You will receive an email with your code once your request has been received and validated.

[CANS Coupon Code Request Form](#)

Complete ALL fields in the request form



Use the **same email address** for ALL BHS and Praed Foundation registrations



The screenshot shows the 'CANS COUPON REQUEST FORM' with the County of San Diego Behavioral Health Services logo at the top. Below the title, it states 'Fields marked with an asterisk (*) are required.' and 'Important Information Below'. The form includes instructions about processing time and email delivery. It features input fields for 'First Name *', 'Last Name *', and 'Work E-mail *' (with a note to ensure the email address is correct). There is also a dropdown menu for 'Organization/Agency & Program *' with a note about selecting 'Options' for fee-for-service providers or 'Other' for non-listed agencies.

Step 2 Create Account

From the [SOC for Children, Youth and Tay Outcomes website](#), scroll down to Step 2 and click [Go to CANS Website](#)

On this website, you will create your Praed Foundation account

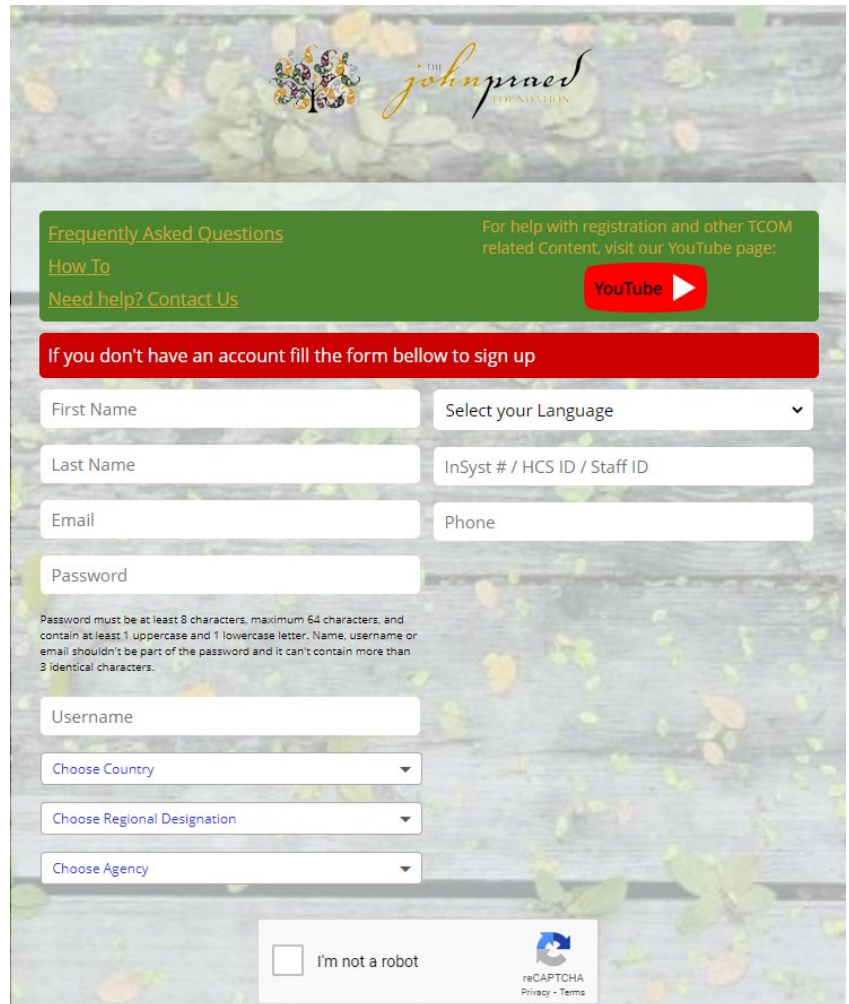
Complete the registration form using the same email address you used to request the coupon code from the CANS Request Form

After entering your information, choose USA

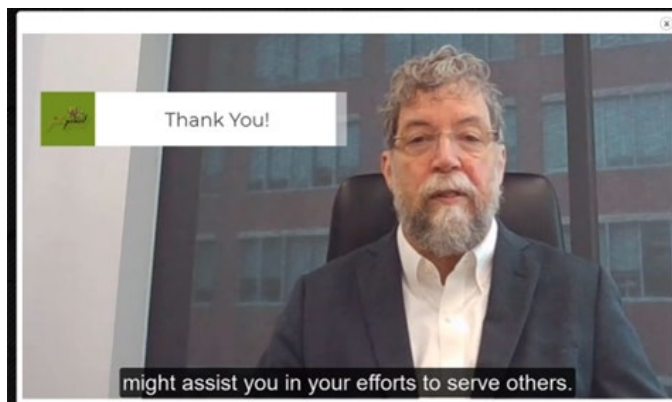
Then choose California

Then begin typing into the agency field to find: San Diego County, Health and Human Services - BHS- San Diego County, from the Agency field

Watch the short welcome video which will open on your screen

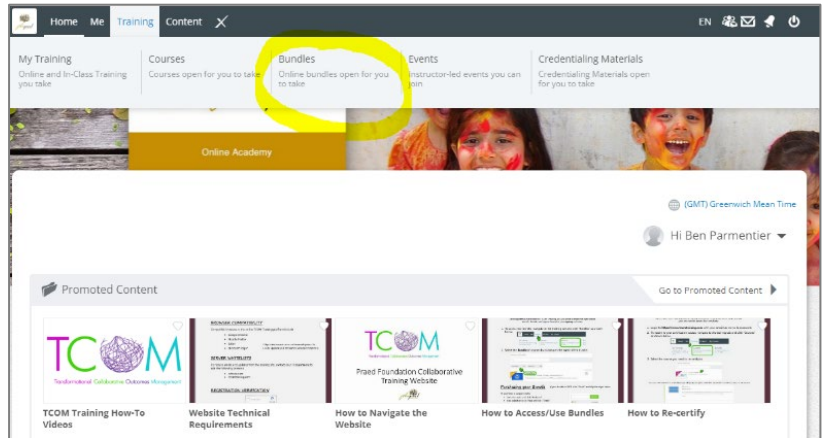


The screenshot shows the Praed Foundation registration page. At the top, there's a header with the Praed Foundation logo and a background image of a park. Below the header, there's a green banner with 'Frequently Asked Questions', 'How To', and 'Need help? Contact Us' links. To the right of the banner, there's a text prompt: 'For help with registration and other TCOM related Content, visit our YouTube page:' followed by a red YouTube play button icon. Below the banner, there's a red bar with the text: 'If you don't have an account fill the form bellow to sign up'. The form itself consists of several input fields: 'First Name', 'Last Name', 'Email', 'Password', 'Username', 'Select your Language' (a dropdown menu), 'InSyst # / HCS ID / Staff ID', 'Phone', 'Choose Country' (a dropdown menu), 'Choose Regional Designation' (a dropdown menu), and 'Choose Agency' (a dropdown menu). Below the 'Password' field, there's a small text box with password requirements: 'Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.' At the bottom of the form, there's a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'.

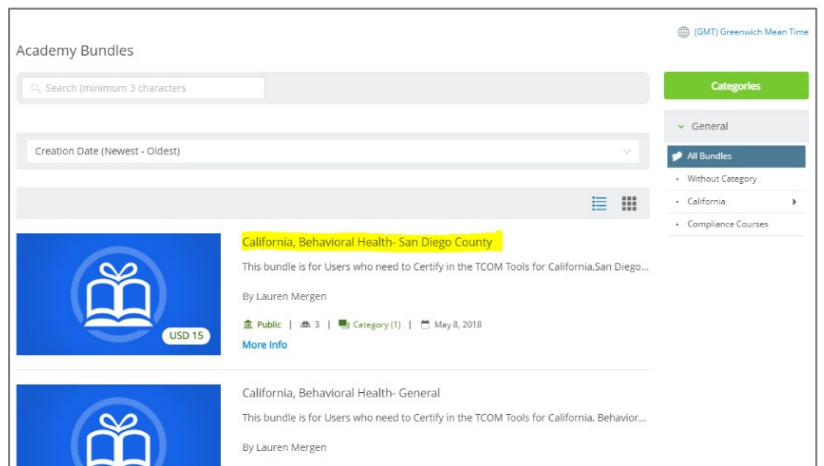


Step 3 Redeem Coupon and Navigate to Course

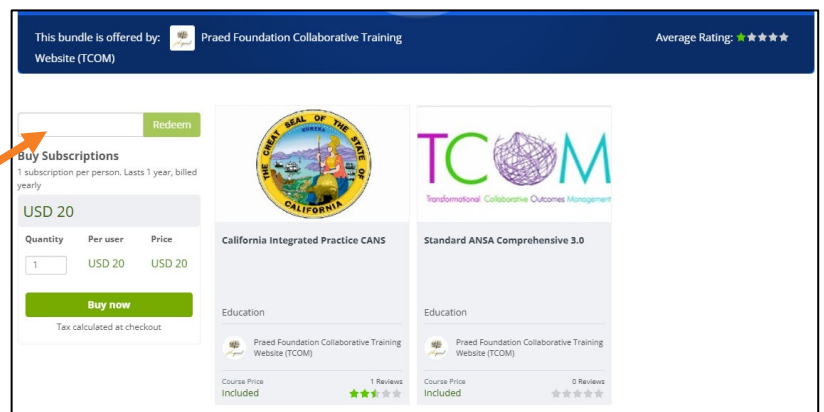
Using the top menu bar, locate "training" and select "bundles" from the drop-down menu



Click on California, Behavioral Health – San Diego County



Copy and paste the code received from Trisha Yalong via SmartSheet (automation@app.smartsheet.com) or BHS Workforce Email address (BHSworkforce.HHSA@sdcounty.ca.gov) in the box on the left of the screen



Then hit "Redeem"

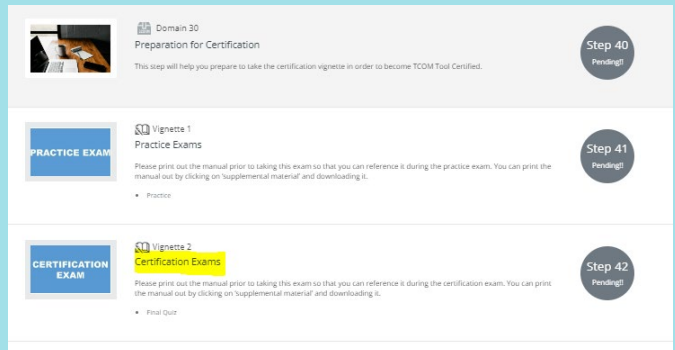
Step 4 Complete Online Course

Select the **California Integrated Practice CANS** course



Once you've enrolled in the California Integrated Practice CANS you will have access to the eLearning and the certification exam

It's recommended you complete the eLearning prior to attempting the certification exam

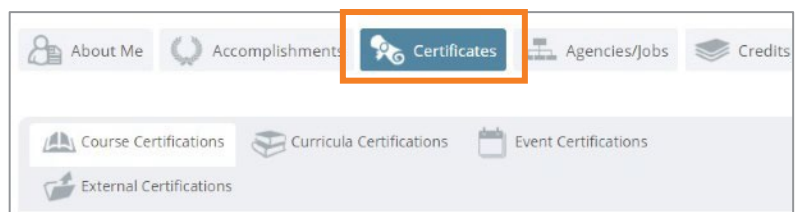


Step 5 Pass Certification Exam

You'll need a score of 0.7 to pass the CANS Certification Exam

You can download a certificate from the Praed website at any time

Your certificate includes your passing score and the date of your certification



Remember: Annual recertification is required!

Make note of your certification date and set a calendar reminder to recertify in one year