

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

Complete ALL fields in the request form



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

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](#)

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

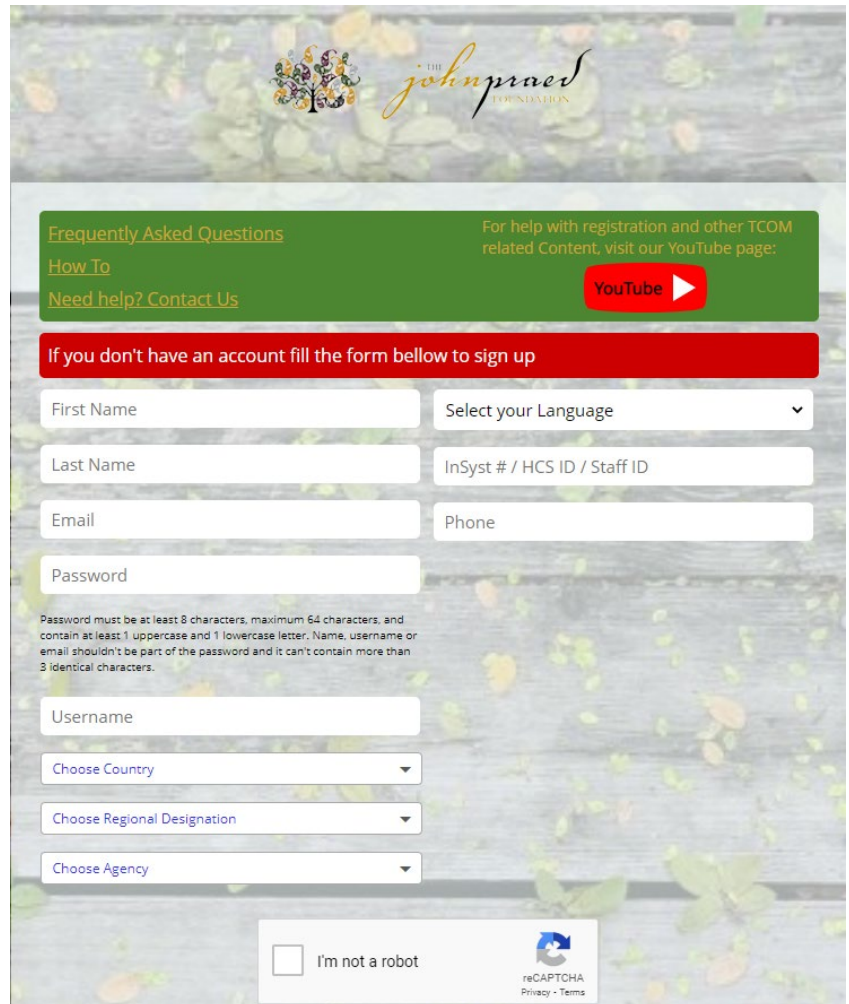
Complete the registration form using the same email address you used to request the coupon code from the CANS Request Form

After entering your information, choose USA

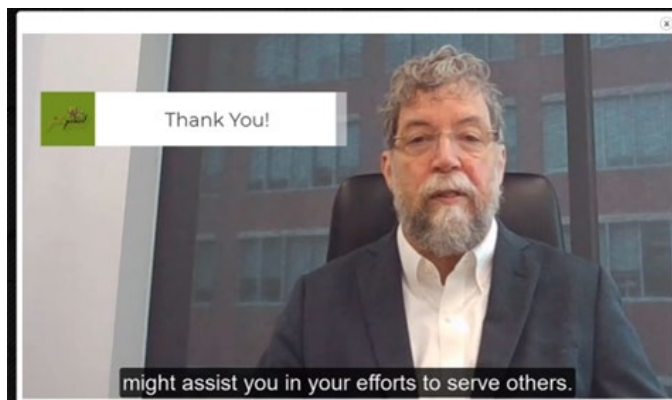
Then choose California

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

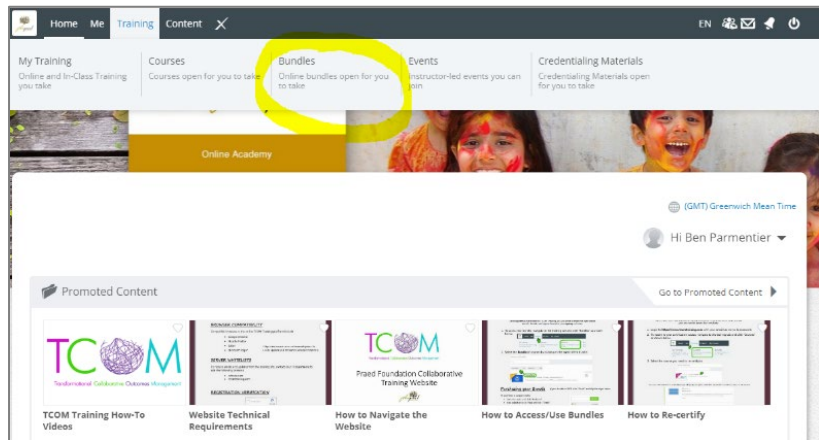


The screenshot shows the Praed Foundation registration page. At the top, there is a header with the Praed Foundation logo and the text "THE john praed FOUNDATION". Below the header, there is a green banner with "Frequently Asked Questions", "How To", and "Need help? Contact Us" links. To the right of the banner, there is a text box that says "For help with registration and other TCOM related Content, visit our YouTube page:" followed by a "YouTube" button with a play icon. Below the banner, there is a red box that says "If you don't have an account fill the form bellow to sign up". The form itself has 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 is a small text box that says "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 is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms".

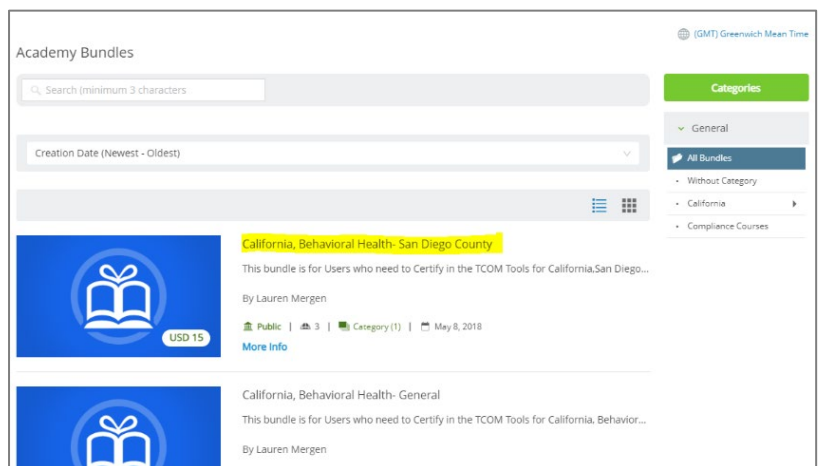


Step 3 Redeem Coupon and Navigate to Course

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

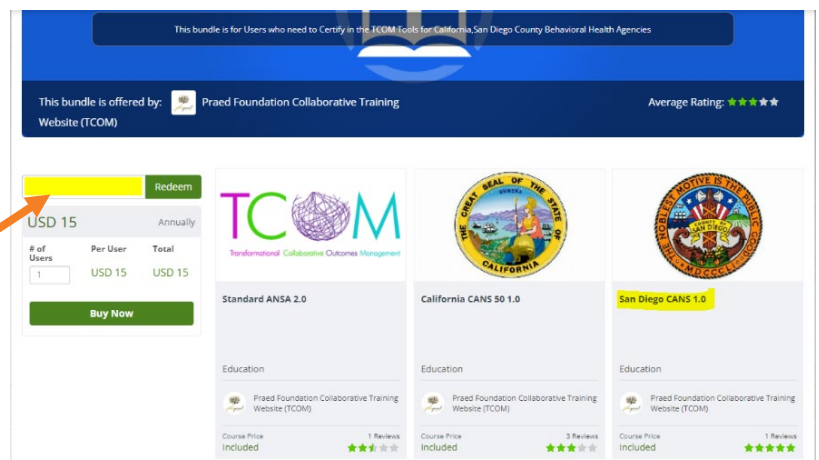


Click on California, Behavioral Health – San Diego County



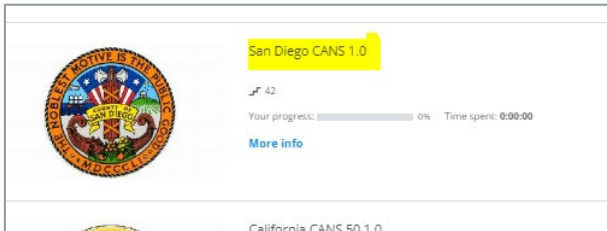
Enter the coupon code you were emailed from the BHS Workforce Email address (BHSworkforce.HHSA@sdcounnty.ca.gov) in the box on the left of the screen

Then hit "Redeem"



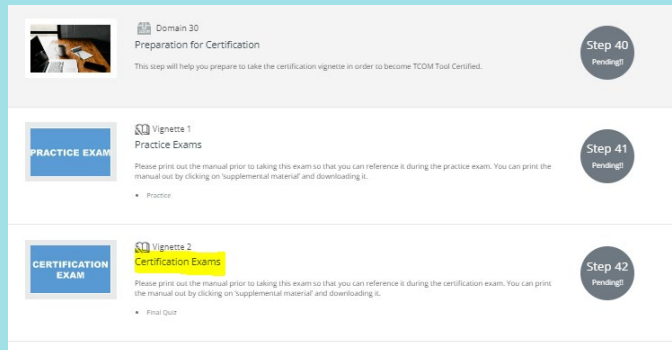
Step 4 Complete Online Course

Select the **San Diego CANS 1.0** course



Once you've enrolled in the San Diego CANS 1.0 you will have access to the eLearning and the certification exam

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

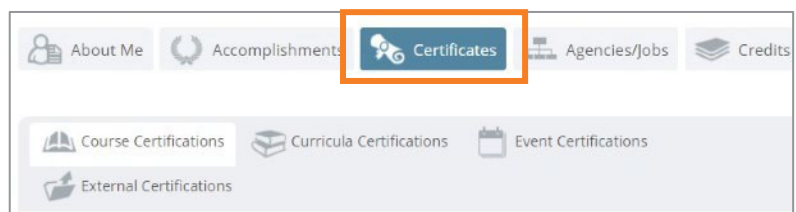


Step 5 Pass Certification Exam

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