

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 \(pdf\)](#)

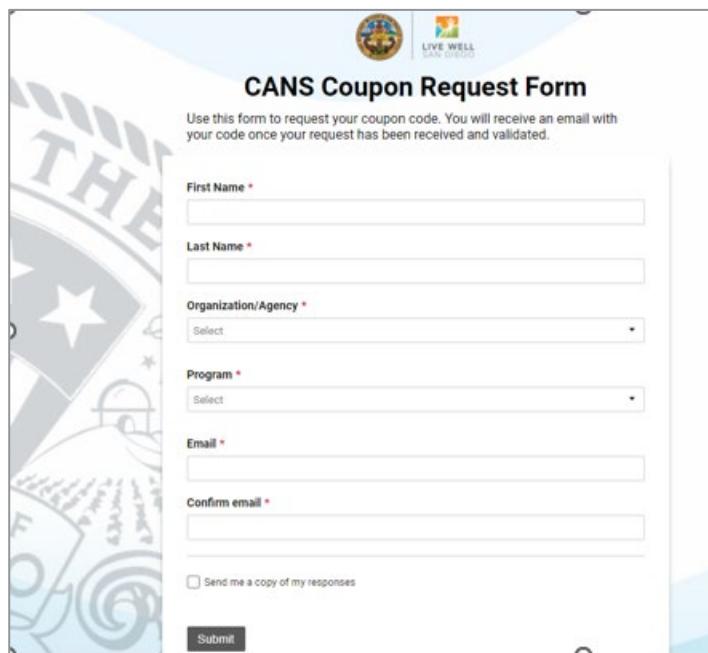
Step 1: Request Coupon Code

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' page. At the top right is the County of San Diego Health and Human Services Agency logo. Below it is the 'LIVE WELL SAN DIEGO' logo. The form title is 'CANS Coupon Request Form'. A sub-instruction says, 'Use this form to request your coupon code. You will receive an email with your code once your request has been received and validated.' The form contains the following fields: 'First Name *' (text input), 'Last Name *' (text input), 'Organization/Agency *' (dropdown menu with 'Select' option), 'Program *' (dropdown menu with 'Select' option), 'Email *' (text input), 'Confirm email *' (text input), and a checkbox for 'Send me a copy of my responses'. A 'Submit' button is at the bottom.

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

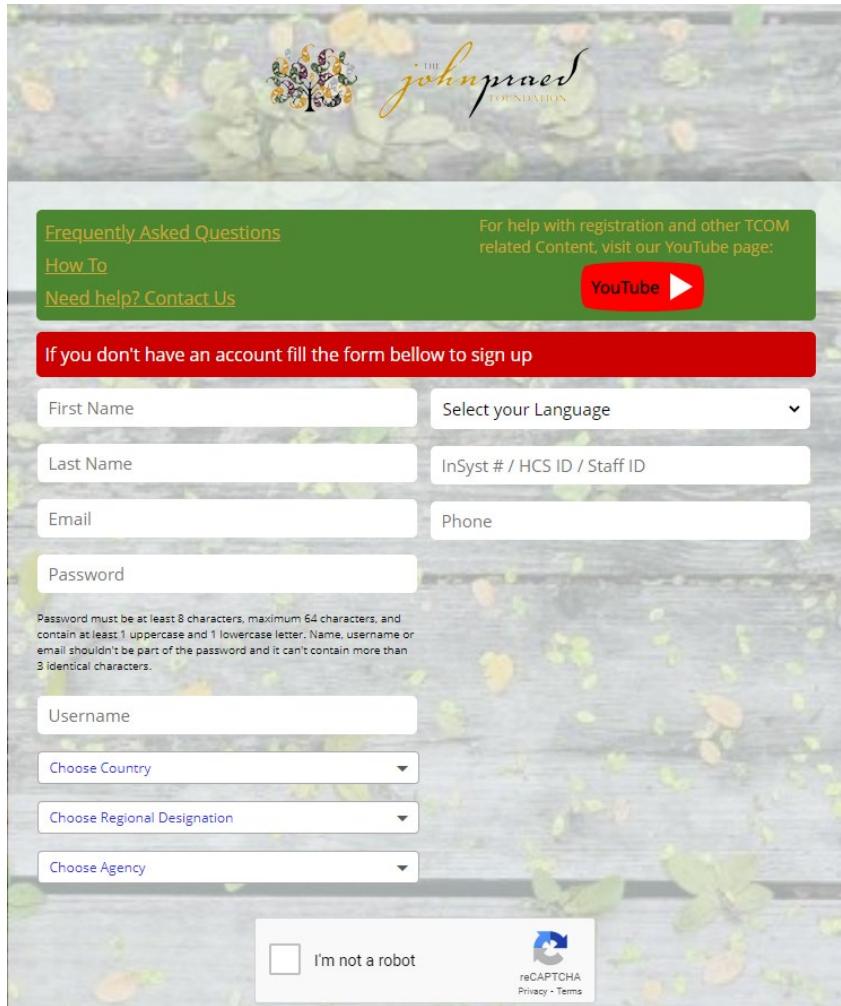
Complete the registration form using the same email address you used to request the coupon code from the CANS Request Form

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



Step 3

Redeem Coupon and Navigate to Course

Using the top menu bar, locate "training" and select "bundles" from the dropdown menu

The screenshot shows the 'Training' section of a web application. The 'Bundles' option is highlighted with a yellow circle. Below the menu, there is a section titled 'Promoted Content' featuring several course cards, including 'TCOM Training How-To Videos', 'Website Technical Requirements', 'How to Navigate the Website', 'How to Access/Use Bundles', and 'How to Re-certify'.

Click on California, Behavioral Health – San Diego County

The screenshot shows the 'Academy Bundles' page. A specific bundle, 'California, Behavioral Health- San Diego County', is highlighted with a yellow box. The bundle details are as follows: 'USD 15', 'By Lauren Mergen', 'Public', '3', 'Category (1)', and 'May 8, 2018'. The sidebar on the right shows categories like 'General', 'All Bundles', 'Without Category', 'California', and 'Compliance Courses'.

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

Then hit "Redeem"

The screenshot shows the 'Buy Subscriptions' page. The 'Redeem' button is highlighted with an orange arrow. Below it is the 'Buy now' button. To the right, there are two course offerings: 'California Integrated Practice CANS' and 'Standard ANSA Comprehensive 3.0'. Each course has a brief description, a star rating, and a 'Reviews' section.

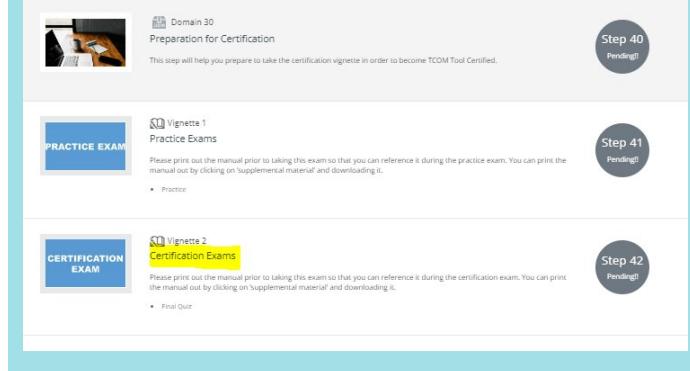
Step 4 Complete Online Course

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



Domain 30 Preparation for Certification
This step will help you prepare to take the certification vignette in order to become TCOM Tool Certified.

PRACTICE EXAM
Vignette 1 Practice Exams
Please print out the manual prior to taking this exam so that you can reference it during the practice exam. You can print the manual out by clicking on 'Supplemental material' and downloading it.

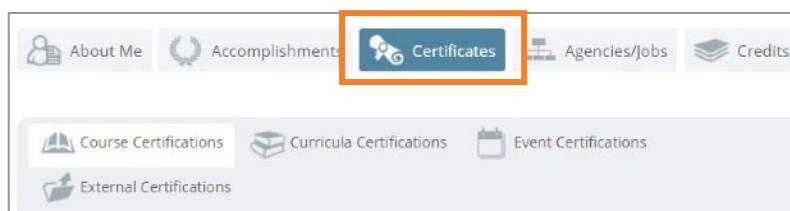
CERTIFICATION EXAM
Vignette 2 Certification Exams
Please print out the manual prior to taking this exam so that you can reference it during the certification exam. You can print the manual out by clicking on 'Supplemental material' and downloading it.

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