

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](mailto: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](mailto: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

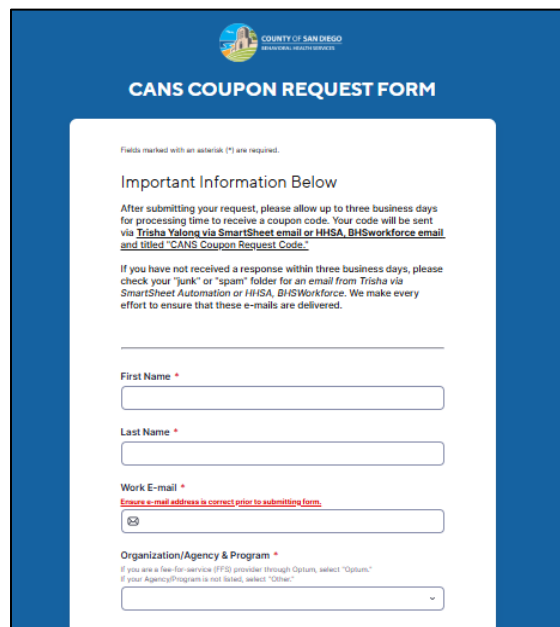
### User Guide

[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](#)



The screenshot shows the 'CANS COUPON REQUEST FORM' interface. At the top, it features the County of San Diego logo and the title 'CANS COUPON REQUEST FORM'. Below the title, a note states: 'Fields marked with an asterisk (\*) are required.' The form is divided into sections. The first section is 'Important Information Below', which contains instructions: 'After submitting your request, please allow up to three business days for processing time to receive a coupon code. Your code will be sent via Trisha Yafong via SmartSheet email or HHSA, BHSworkforce email and titled "CANS Coupon Request Code."' and 'If you have not received a response within three business days, please check your "junk" or "spam" folder for an email from Trisha via SmartSheet Automation or HHSA, BHSworkforce. We make every effort to ensure that these e-mails are delivered.' Below this information are four input fields, each with an asterisk indicating it is required: 'First Name \*', 'Last Name \*', 'Work E-mail \*' (with a red note below it: 'Ensure e-mail address is correct prior to submitting form.'), and 'Organization/Agency & Program \*' (with a note below it: 'If you are a fee-for-service (FFS) provider through Optum, select "Optum." If your Agency/Program is not listed, select "Other."'). Each field has a corresponding input box or dropdown menu.

## 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

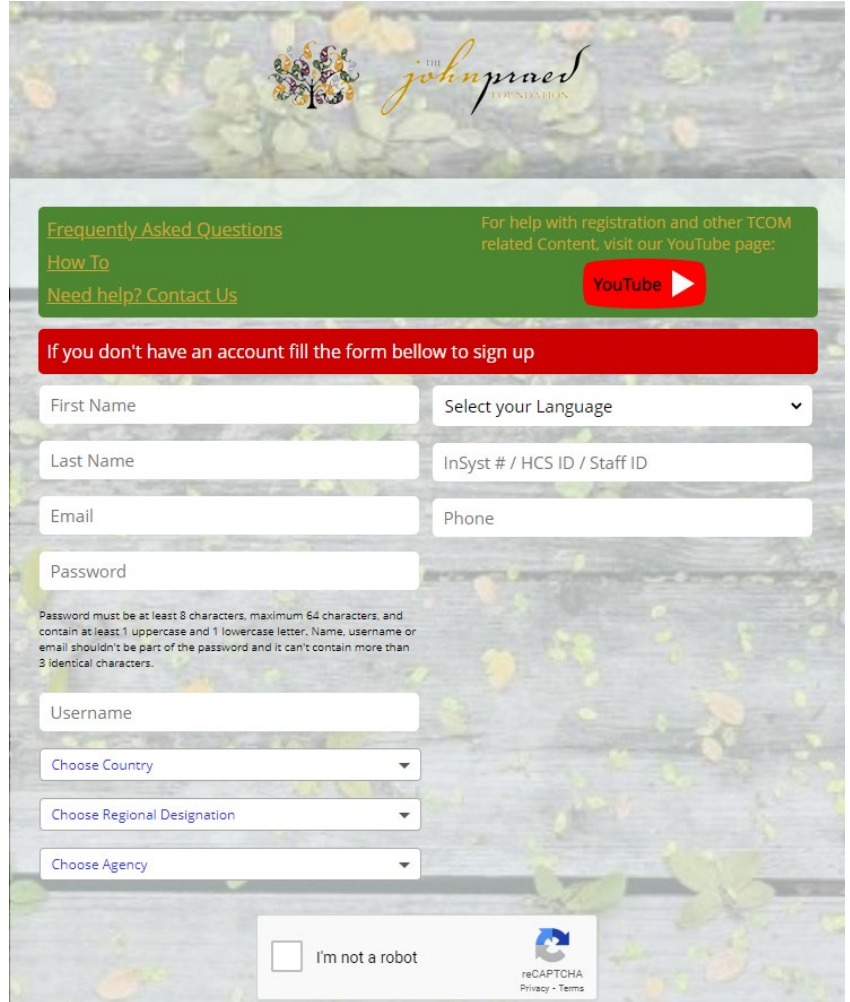
Complete the registration form using the same email address you used to request the coupon code from the CANS Request Form

After entering your information, choose USA

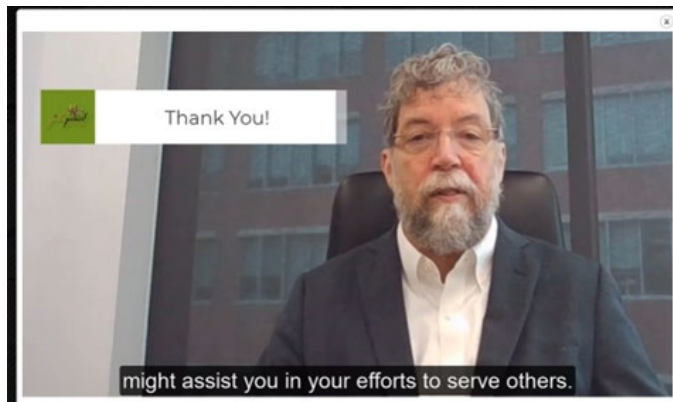
Then choose California

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

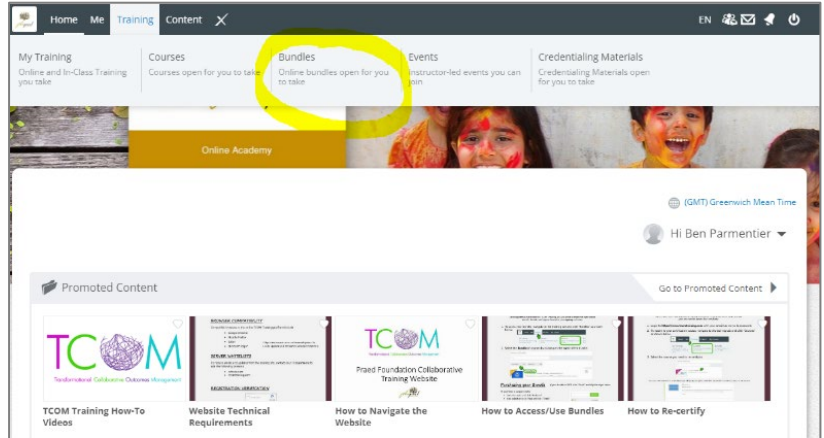


The screenshot shows the registration page for The John Praed Foundation. At the top, there is a logo for 'THE john praed FOUNDATION' and a green banner with 'Frequently Asked Questions', 'How To', and 'Need help? Contact Us' links. A red banner below reads 'If you don't have an account fill the form bellow to sign up'. The form includes fields for First Name, Last Name, Email, Password, Username, and a dropdown for 'Select your Language'. There are also dropdowns for 'Choose Country', 'Choose Regional Designation', and 'Choose Agency'. A reCAPTCHA 'I'm not a robot' checkbox is at the bottom.

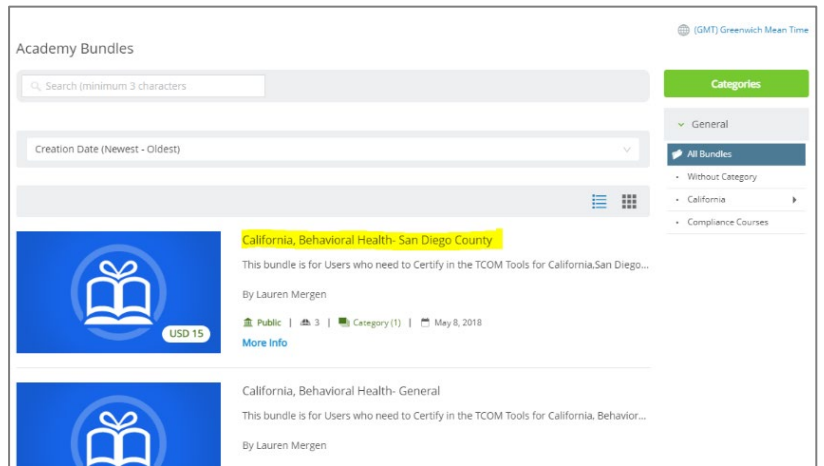


## Step 3 Redeem Coupon and Navigate to Course

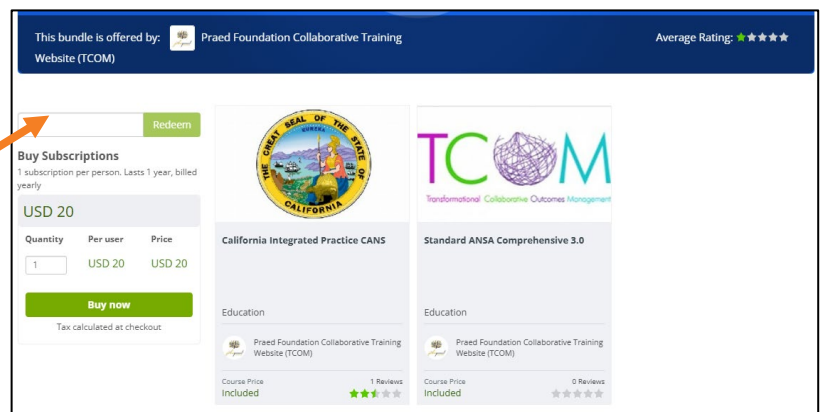
Using the top menu bar, locate "training" and select "bundles" from the drop-down menu



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"

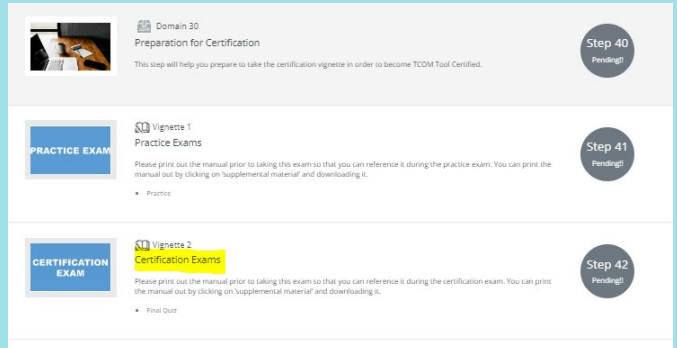
## Step 4 Complete Online Course

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

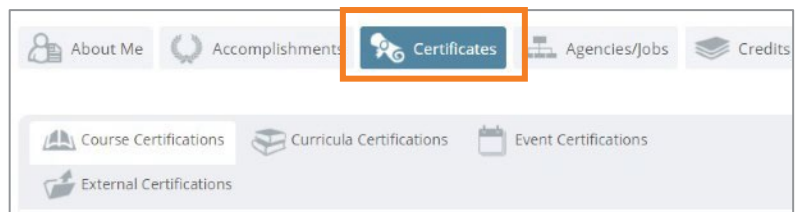


## Step 5 Pass Certification Exam

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