Welcome to the CANS Training and Re-Certification User Guide for users who are recertifying prior to their certification expiration date. Please review each page for instructions on this document. If you have questions after reading this guide, please email RIHS at RIHS@sdsu.edu or visit us at our website https://theacademy.sdsu.edu/programs/rihs/

1. Re-Certification Must Occur Yearly

2. Re-Certification Exam
   The CANS online course and re-certification exam must be accessed through the Praed Foundation platform.

3. COMPLETE ONLINE COURSE
   You should complete the San Diego CANS 1.0 course for a review.

4. PASS THE RE-CERTIFICATION EXAM
   You will need to successfully complete the certification exam once each year, with a correlation score of .7 or higher.

Important note:
Prior to using CANS one must be certified and you must recertify annually.
Go to the Praed Foundation website by clicking [here](https://www.tcomtraining.com).

or the website address is: [https://www.tcomtraining.com](https://www.tcomtraining.com)

Make sure your pop up blockers are OFF.

Log In to Site with your email/username and your password.

If you have forgotten your password click on [Forgot Password](https://www.tcomtraining.com).

If you are unable to access your account please reach out to the Praed Foundation. [support@TCOMTraining.com](mailto:support@TCOMTraining.com)
The web-based CANS course and certification exam are written and managed by the Praed Foundation. You must create an account on their online platform in order to redeem your coupon and access the materials.

When you are logged in return to your certification course (CANS San Diego 1.0) by navigating to the training tab and clicking “Courses” as shown below.

Select the course you need to re-certify in CANS San Diego 1.0

You can now review the materials/steps and take the final exam which is the last step in the course to re-certify.
Tips and Hints

• All Manuals and course materials are under the 'Supplemental Materials' on the course toolbar.

• Reference the "TCOM Training Tips" and "Needs and Strengths" handout for support also located in 'Supplemental Materials.'

• Take Practice Test before certification!

CANS Training and Certification FAQs

There are two courses shown when I log into the Praed site. Which one do I take? Take the San Diego CANS 1.0 course. You do not need to take the California CANS course; it is just there as an extra resource. Complete the certification exam at the end of the San Diego CANS 1.0 course.

I took the California CANS 50 1.0 course instead of the San Diego CANS 1.0 course and passed the exam. Am I certified? Yes; however, we strongly suggest you click on the San Diego CANS 1.0 course and search for the red modules. The red modules are specific to San Diego County. This information is not part of the exam, but it is an extra resource.

How do I know if I passed? You passed if your exam if it is marked as COMPLETE in the course outline. To view your certification you must have completed the full course AND passed the exam.

I completed the full course and passed the exam, but it still shows as incomplete. What can I do? Click on the course and check that all of the videos and quizzes have been completed. Once everything is completed, the course outline will show COMPLETE.

I forgot my password to the Praed Foundation website. What do I do? Select the Forgot Password Link and enter the email you used to create your account. A link to reset your password will be sent to the email associated with your account.

I’m having difficulty with the Praed site itself. Who do I ask for help? At RIHS we’ll always do our best to solve the problem for you. You can also ask the Praed Foundation team directly at support@TCOMTraining.com.