Welcome to the CANS Training and Re-Certification User Guide for users who are recertifying after 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. REQUEST NEW COUPON CODE
   You can request your coupon code on the CYF Outcomes page on the RIHS website. You will receive an email with your code once your request has been received and validated.

2. CREATE ACCOUNT & REDEEM COUPON
   The CANS online course and exam must be accessed through the Praed Foundation platform using your coupon code.

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

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

We create experiences that transform the heart, mind and practice.
STEP 1: Request Coupon Code

Go to the CYF Outcomes page on the RIHS website by clicking [here].

Each field on the form is required.

If you do not see your Agency and/or Program, please email the RIHS at RIHS@sdsu.edu.

Please be sure to use your work email address.

Make sure your pop up blockers are OFF.

Click on the REQUEST COUPON CODE.

Complete the CANS COUPON REQUEST form that pops up.

Once you click SUBMIT, you will receive a confirmation message directing you to check your inbox for your coupon code.

If you previously requested a coupon within the last year and used the same email address, you will receive a pop-up message with your existing coupon code.

Didn’t get an email? Check your spam folder!

If someone with the same name, but a different email address has already requested a coupon, you will get a message asking you to contact the RIHS.
STEP 2a: Log in to Praed Account

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.

Go to the Praed Foundation website by clicking here, or the website address is: 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.

If you are unable to access your account please reach out to the Praed Foundation. support@TCOMTraining.com
STEP 2b: Redeem Coupon Code

Click on the course icon.

Enter the coupon code you received via email in Step 1 and click REDEEM:

Once you redeem your coupon, the course cost should switch to FREE. You are now ready to click ENROLL:

Your online course is now ready to launch! Click on San Diego CANS 1.0 to begin your training:
**STEP 3: Complete Online Course**

You can navigate through the course **Steps** in any order, by clicking on the icons on the left. There are videos, short quizzes and selections from the *Reference Manual* to teach you about the overall CANS and each individual Domain.

Be sure to download the **Supplemental Materials**, including the *San Diego Reference Manual*. These will help you throughout the course, especially on the practice tests and certification exams.

Once you open the **San Diego CANS 1.0** course, you will see the full course outline.

Access the **Supplemental Materials** or return to the course **Steps** via the navigation bar at the top of the course view.

Ready to put it all together? Take a practice exam at the end of the course.
STEP 4: Pass the Certification

Once you feel comfortable with the practice tests, it’s time to take the certification exam. Be sure to give yourself plenty of time and have your Reference Manual handy.

When you click on the certification exam icon, an important message will pop up about the Vignette Assumption. After reading carefully, click the Start Vignette button. You have two hours to complete the exam, so don’t rush.

When you have successfully completed your exam, you can print your certificate from the Top toolbar under ME → My Certificates → Course Certifications.

You can take the certification exam as many times as you need to pass. However, the Praed Foundation strongly recommends that you take your time and review the course materials before trying again. After three attempts, they will send you feedback to help you prepare to re-test.

You should complete all sections of the course AND pass the certification exam with a correlation of .7 or higher to be marked as complete.
CANS Training and Certification FAQs

RIHS CYF Outcomes Website

I don’t see my Agency or Program listed on the coupon code request form. Who do I contact?
Contact RIHS at RIHS@sdsu.edu.

I got an error message when I requested a coupon. What do I do?
Contact RIHS at RIHS@sdsu.edu.

I did not receive an email with my coupon code. What do I do?
Check your spam folder. If the email can’t be found in the spam folder, contact RIHS at RIHS@sdsu.edu.

Praed Foundation CANS Website

Where do I access the course and exam?

I don’t see my Agency in the Praed Foundation CANS website. What do I do?
Select California as the Regional Destination and type in the full name of your agency in the search box. If your agency can’t be found, contact the RIHS at RIHS@sdsu.edu.

I don’t see the course bundle. Where can I find it?
Locate the menu on top of the Praed page and click on Training and then search for the California, Behavior Health - San Diego County course bundle. Add the coupon code that you received via email and click Redeem.

It says “Invalid Coupon Code” when I type in my coupon code. What do I do?
Make sure to copy and paste the coupon code exactly as it was send via email. If the error message appears again, contact RIHS at RIHS@sdsu.edu.

I entered my coupon code and a message states that I have to pay $1 for the course bundle. What do I do?
Click Cancel Coupon and enter your coupon code again. This error is currently being fixed, but if you experience any trouble with this message contact RIHS at RIHS@sdsu.edu.
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.