

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. Select **Optum** for Organization/Agency and Program.



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

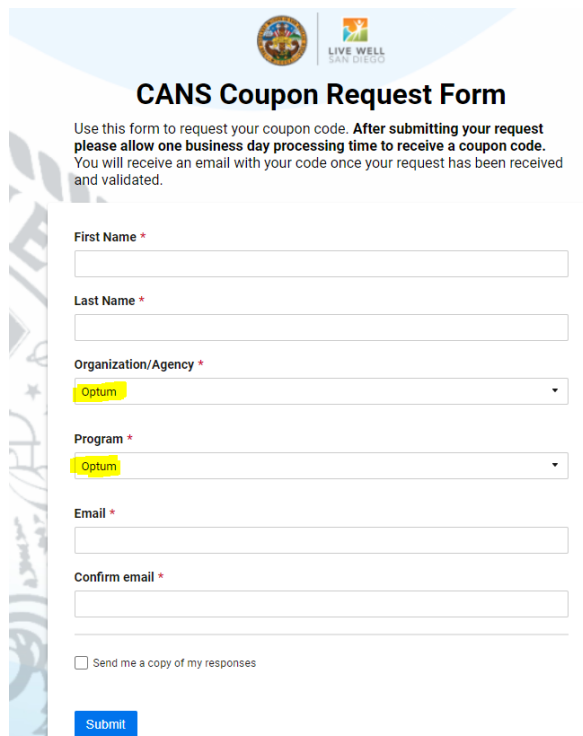
### User Guide

[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, there are logos for the County of San Diego and Live Well San Diego. The title 'CANS Coupon Request Form' is centered. Below the title, a message states: 'Use this form to request your coupon code. After submitting your request please allow one business day processing time to receive a coupon code. You will receive an email with your code once your request has been received and validated.' The form contains several fields: 'First Name \*', 'Last Name \*', 'Organization/Agency \*' (with 'Optum' selected), 'Program \*' (with 'Optum' selected), 'Email \*', and 'Confirm email \*'. At the bottom, there is a checkbox for 'Send me a copy of my responses' and a blue 'Submit' button.

## 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

Type **Optum** into the agency field and select: **Optum Health - San Diego County**

Watch the short welcome video which will open on your screen

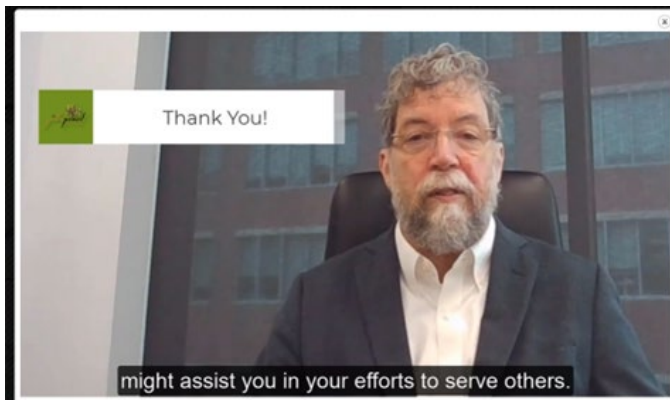
Frequently Asked Questions  
How To  
Need help? Contact Us

For help with registration and other TCOM related Content, visit our YouTube page:  
YouTube

If you don't have an account fill the form bellow to sign up

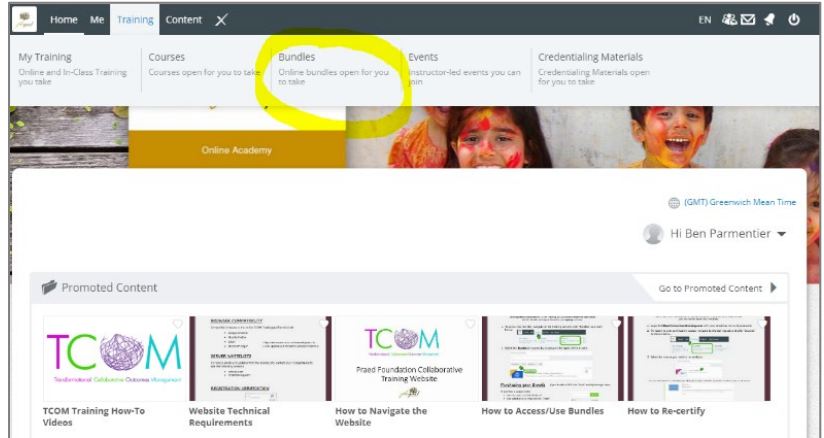
First Name  
Last Name  
Email  
Password  
Username  
Select your Language  
InSyst # / HCS ID / Staff ID  
Phone  
United States of America  
California  
Optum Health - San Diego County

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.

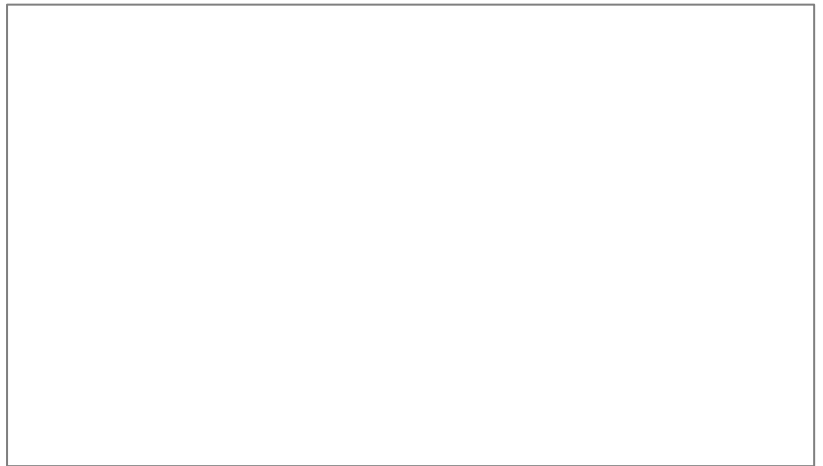


## Step 3 Redeem Coupon and Navigate to Course

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

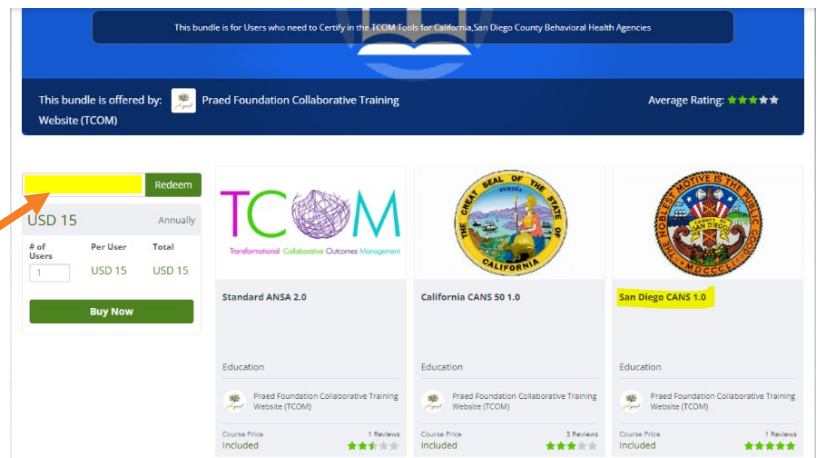


Click on California, Behavioral Health – San Diego County



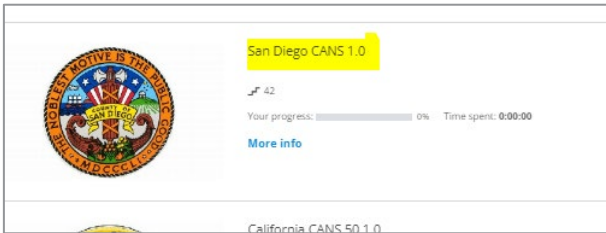
Enter the coupon code you were emailed from the BHS Workforce Email address (BHSworkforce.HHSA@sdcounity.ca.gov) in the box on the left of the screen

Then hit "Redeem"



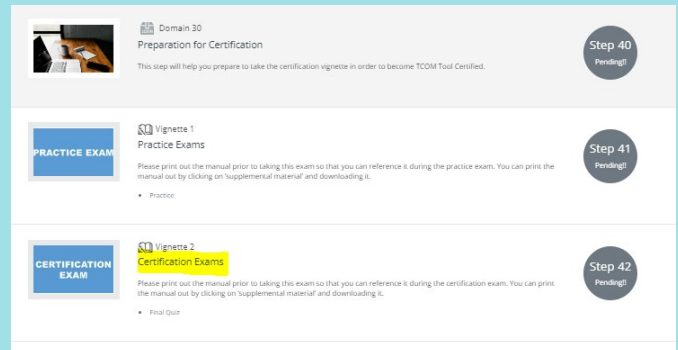
## Step 4 Complete Online Course

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

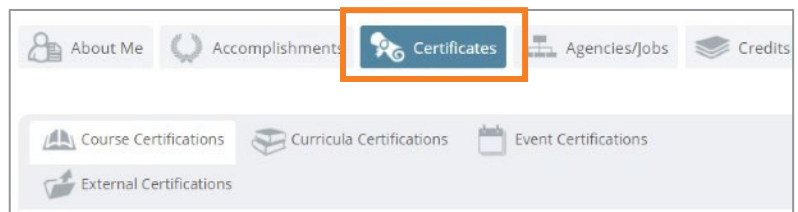


## Step 5 Pass Certification Exam

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