

CANS Training Website Sign-Up Guide

UPDATED January 31st, 2024

Obtaining CANS certification requires navigation to the training website administered by the Praed Foundation, our CANS certification vendor. Should any questions or concerns arise with the website passwords, or, if you accidentally chose the wrong Agency during sign-up, please contact Quality Management Services (QMS) at 714-834-5601, or e-mail at AQISSupportTeams@ochca.com for support.

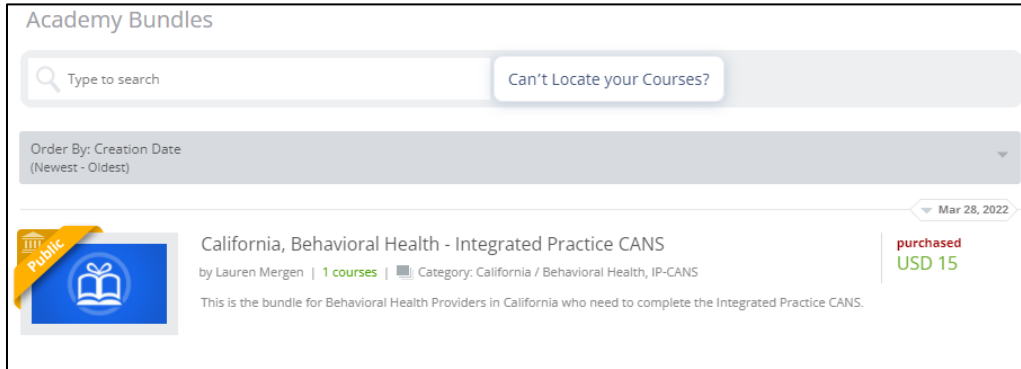
1. Navigate to <https://www.schoox.com/academy/cansacademy/register>
 - a. Be sure to use either **Google Chrome** or **Microsoft Edge** as your Internet browser. If you use *Internet Explorer*, there may be difficulties in using the website, particularly with the reCAPTCHA “I am not a robot” message.
 - b. If you do not have either of these Internet browsers, or are not sure, please contact the HCA Service Desk at 714-834-3128 or e-mail at servicedesk@ochca.com for help on getting these installed on your computer.
2. Fill in the required sections of the registration page.
 - a. Please take care to choose **Orange County Health Care Agency – Orange County** as show in the screenshot below.
 - i. You can find it quickly by typing “Orange County” in the little search bar when clicking the drop-down
 - b. Please only choose **Orange County Health Care Agency – Orange County** as the Agency, as the registration will not work correctly otherwise.



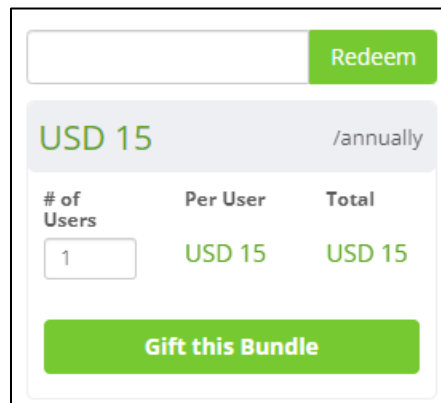
The screenshot shows a registration form with the following fields and options:

- Header: "If you don't have an account fill the form below"
- First Name: "Joe"
- Last Name: "Smith"
- Email: "jsmith@ochca.com"
- Password: "....."
- Country: "United States of America" (dropdown)
- State: "California" (dropdown)
- Agency: "Orange County Health Care Agency - Orange County" (dropdown, highlighted with a red box)

- Proceed with registration and choose **California Behavioral Health – Integrated Practice CANS**.



- Next, enter your coupon code given to you by your Service Chief or supervisor. If you have problems with your coupon code, contact your Service Chief, supervisor, or QMS for support. **Coupon codes have likely changed with the new version, so double-check if it does not work.** Contractors, reach out to Joy Dicus at Joy.Dicus@uky.edu for coupon code support, and support@tcomtraining.com if Joy is absent.



- Once the coupon code is accepted, choose **California Integrated Practice CANS** in the list, and proceed with your certification. You can take quizzes and practice tests before the final certification exam. You can re-take the certification exam if needed. **Score 70% or better to pass! 80% for Certified Trainers.**

