

Seneca Staff - Taking the CANS Certification Exam

1. Your CANS Certification lasts a year before it expires. To recertify, go to www.canstraining.com and log on to your account.

*If you cannot remember your password, please click on **“Forgot Password?”** and follow the prompts to reset your password.

***If you get a notification that your account has been deleted**, please contact Lauren Schmidt lschmidt@chapinhall.org at the Praed Foundation to reactivate your account.

*If this is the first time you are registering for an account please see the **How to Set-Up and Access your CANS Account** document.

2. After you are logged on to your account go to the **My Courses** tab.
3. Look for and **select 1 of the following courses** on your **My Courses** tab (you will have many available courses and may have to go past the 1st page of courses) based on what you need to take.

Option 1: If you work in ALAMEDA COUNTY (only Alameda County Staff):



Alameda CANS 6-17

Option 2: If you need to take the Child and Adolescent Needs and Strengths (CANS) for working with youth:



CANS: Comprehensive

Option 3: If you need to take the ANSA-T for working with Transition Aged Youth take:



4. **If your account is expired and you are asked to pay a \$25 fee** to access the certification exam, ask your Supervisor to use an agency credit card to pay the fee. This charge should be allocated to the general training cost center (1138).
5. Once you select the course, scroll down to the bottom of the course to ***Practice Test*** and ***Final Exams***.
 - *Praed Training Module: You should *NOT* need to complete the Praed Foundation training modules before being able to take the Practice Test or Final Exam. Seneca offers CANS training internally in our Collaborative Assessment and Planning (CAP) training. If you are not able to bypass the training modules to access the Final Exam please contact training@senecacenter.org so we can contact the Praed Foundation to disable this on your account.
 - *Practice Tests: If you would like to take a practice test prior to your final exam, you are able to do so. The results of the practice exam will show you what you rated each item and what the most correct answer is.
6. Click on ***Final Exam*** and select to begin the Final Exam. You are allowed to use your CANS Manual during the certification exam.
7. ***If you pass***: Download your certificate and save it to your computer. Email your certificate as an attachment to CANSCertificates@senecacenter.org . You must submit your certificate to receive credit for your certification. Your certification will be added to your training plan and your certification will expire a year from the date you pass.
If you do not pass: Don't worry! You have 3 attempts to take the exam. If you do not pass after your third attempt, the Praed Foundation will send you an email with support before you are able to take the exam again.