CANS Certification/Recertification Instructions
https://www.schoox.com/academy/cansacademy
Outline

• **Page 4:** Signing Up/Logging In (*Everyone*)

• **Page 5:** Signing Up for an In-person Training (*For those who have never taken a CANS training before*)

• **Pages 6-11:** Taking Your Certification Test for the First Time (*For those who have never been certified in CANS*)

• **Pages 12-15:** Retaking Your Certification Test (*For those who have already been certified in the CANS through Contra Costa County*)
Signing Up/Logging In

1st Time User – How to Register
• Log in through https://www.schoox.com/academy/CANSAcademy/register
• To Register: Enter your information, Choose a Country (United States of America), Region (California), then Agency (you can start typing in your agency name, and the drop down list should populate with your agency followed by ‘- Contra Costa County’. E.g., Fred Finch Youth Center - Contra Costa County or for County staff, Contra Costa Behavioral Health – Contra Costa County.
• After entering your information, check the I’m not a robot box
• Click Sign Up Now

Returning User
• If you already have an account you can go straight to the login site at: https://www.schoox.com/login.php
• Enter your User Name and Password
• Select Login
• See instructions for 1st Time User above for how to register.

Forgot Password
• If you have forgotten your password select the Forgot Password link and enter the email you used to register.
• A link to reset your password will be sent to the email associated with the account.
• Follow emailed instructions.

*Schoox.com works best on Firefox or Chrome. Use on Internet Explorer is not recommended.
Signing Up for an In-person Training

- Go to Home page and there will be a calendar; choose Location (Martinez) and scheduled trainings will appear starting on the July 2018 calendar.
- Select training and a pop-up box will tell you the Title, Description, Location, and Duration. Click Details for more information.
- You will see a list of trainings to choose from.
- Click Register for your preferred date.

-- OR --

- Click on or hover over Training tab on the top of the webpage.
- Click on Events.
- Choose from one of the Contra Costa County Trainings (note that trainings will ideally be scheduled monthly but may not be posted yet).
- Click Register for your preferred date.

Before Your Training

- Remember your login information, including your password, as you will need it to take the certification test the day of your training.
- DO NOT purchase any online courses. During your training, you will be given a promo code to access the Contra Costa County CANS courses, which include supplemental training materials, practice quizzes and the certification test.
Taking Your Certification Test for the First Time

- Hover over “Training” at the top of the page, and then click on “Bundles”
Taking Your Certification Test for the First Time

- Click on “California, Behavioral Health- Contra Costa County”
Taking Your Certification Test for the First Time

- Enter promo code in the box.
- Select Redeem
- Once a valid promo code has been entered, the price will change to Free and you can select Enroll
- Click on the course
Taking Your Certification Test for the First Time

- Select “Contra Costa CANS 1.0”
Taking Your Certification Test for the First Time

- Make sure to download the **CANS Manual** and other helpful guides in the “Supplemental materials” section if you don’t have them already.
- You will need to reference your **CANS Manual** when doing the test.
Taking Your Certification Test for the First Time

- You can review the videos, materials, and practice quizzes in the “Steps” section
- Simply click on a domain title, e.g., “Introduction” to review that domain.
- You do not have to complete the domains in order
- If you just want to take the certification test, **scroll all the way down** to the “Certification Exam”
Retaking Your Certification Test

- Hover your mouse over “Training” and the following row of options should appear
- Click on “Courses”
Retaking Your Certification Test

- Select “Contra Costa CANS 1.0”
- **If this course does not show up, it means your promo code has expired**
  - You will need to re-purchase the course with the promo code.

Follow the instructions starting on page 6.
Retaking Your Certification Test

- Make sure to download the **CANS Manual** and other helpful guides in the “Supplemental materials” section if you don’t have them already
- You will need to reference your **CANS Manual** when doing the test
Retaking Your Certification Test

• You can review the videos, materials, and practice quizzes in the “Steps” section
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Contact

• For additional information including promo codes:
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