



CDR - CANS 2.0 Certification Instructions

The Child and Adolescent Needs and Strengths (CANS) is a decision-support tool to guide care planning, and to track changing strengths and needs over time.

Why Get Certified? Use of the CDR CANS 2.0 tool requires an active certification. The cost to become certified and have access to the CANS training website is \$15 and is the responsibility of the individual. Check with your agency to determine if the certification cost is reimbursable, or if a coupon code is available. For more information on coupon codes, contact support@communitydataroundtable.org.

Step-By-Step Instructions to Become Certified

1 OPEN BROWSER

Go to www.TCOMTraining.com.

2 SIGN UP

Click 'Sign Up.' Fill out the required fields. Click 'Sign Up Now.'



NOTE: Make sure to select your agency name that has " - CDR" after it.

3 SELECT BUNDLE

Once registered on the TCOM Training site, you will need to select the right course bundle. Bundles will appear based on your agency selection. Select the 'CDR, Pennsylvania' Bundle.

4 PURCHASE

Click 'Buy Now' to purchase your Bundle or enter a coupon code and click 'Redeem.' (See page 2 for instructions on how to unsubscribe from autopay.)

5 SELECT TEST

Once you have purchased your Bundle, click on 'My Training' located in the top menu bar. Select the course 'Community Data Roundtable CANS (CDR - CANS 2.0)'.

6 TAKE EXAM

After you have completed the course steps, click the 'Start Exam' box. You have two hours to complete the test. If you do not pass, you will be allowed to re-take the exam.

7

Download Your Certificate! After you pass your exam, click on 'Me' and then 'My Certificates.' Click on the image of your Certificate to View and Download.

Passing the Exam

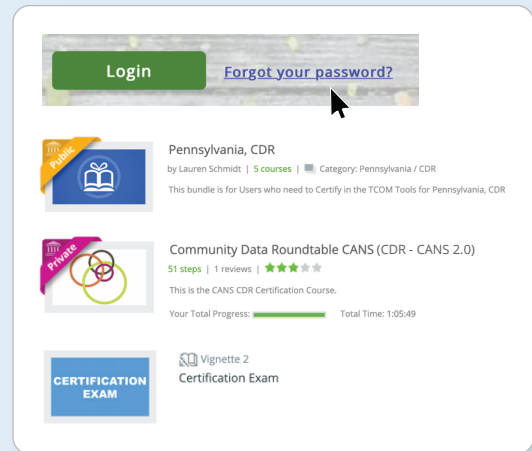
You must score at least a .70 to pass certification. If you are having trouble passing the final exam, please contact the Praed Foundation's support team at: support@TCOMTraining.com and let them know you would like coaching. Their team will connect you with a coach.



Congratulations on becoming certified on the CDR - CANS 2.0! Now that you are certified, you must register with the CDR DataPool™ (the online CANS software). Please email a copy of your CANS certificate to your supervisor and let them know you are ready for them to create your DataPool™ account!

How to Recertify in the CDR - CANS 2.0

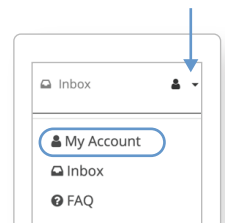
- 1 OPEN BROWSER**
Go to www.TCOMTraining.com. Click the 'Login' button. If you forget your login information, please click the 'Forget your Password?' link.
- 2 SELECT BUNDLES FROM MENU**
In top menu, go to 'Trainings' and then 'Bundles.'
- 3 SELECT 'PENNSYLVANIA, CDR' BUNDLE**
Select and Purchase the 'Pennsylvania, CDR' Bundle.
- 4 SELECT CDR-CANS**
Find and click on 'Community Data Roundtable CANS (CDR - CANS 2.0).'
- 5 CLICK 'CERTIFICATION EXAM'**
If you choose not to watch the training videos or take the practice vignette, you can skip to the bottom of the page and click the 'Certification Exam' box.
- 6 RETAKE EXAM**
Click on 'Retake Vignette.'
- 7 DOWNLOAD CERTIFICATE**
Download and save your new CANS Certificate! After you pass your exam, click on 'Me' and then 'My Certificates.' Click on the image of your Certificate to View and Download.



To update your CANS certification information in the DataPool, follow these steps:

1. Login to your DataPool account at pool.communitydataroundtable.org.
2. Click the grey person icon located at the top right side of the screen, and select 'My Account' from the menu options.
3. Scroll down to the CANS certification section and enter your new CANS certification date (month/day/year).

4. Upload your new CANS certificate.
5. Click on the 'Submit' button at the bottom of the screen. (Please note that we do verify this information).



How to Unsubscribe/ Cancel Præd Foundation Auto-Pay

1. Go to www.TCOMTraining.com
2. Click on 'My Settings.'
3. Click on 'Financials' on the left side menu.
4. Click on 'Your Purchases.'
5. Click on 'Cancel Subscription.'

