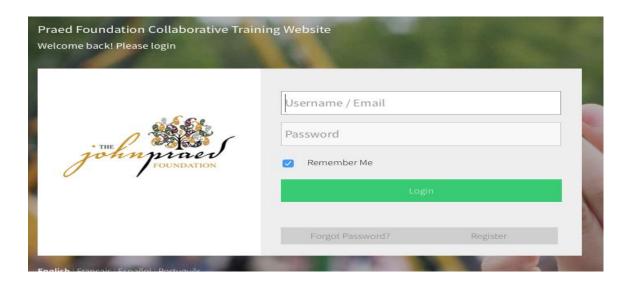# *TIP SHEET: Certification 101*

1. After completing a CANS 101 training, register with the Praed Foundation CANS Training site:

http://www.canstraining.com

TIP SHEET.TRAIN THE TRAINERS

2. Register:

- ➢ *Select Register – Bottom right*
- ➢ *Pick any username and password*
- ➢ *Under "Choose Jurisdiction", select California-Alameda County*
- ➢ *Under "Choose Agency", select your agency*

3. Open the CANS module you will most use:
Birth-5, 6-17, or ANSA T
Explore mini-trainings: video clips for items, and practice questions.

➢ Take time to explore Caregiver Needs section and Strengths sections. Both domains are common areas that new users cite as tricky certification areas.

➢ Remember that scoring Strengths is different than scoring Needs.

4. After exploring, take a practice exam. Give yourself time to take the exams. Know it is common to fail the practice exams as you get accustomed to taking them. Go back to item level trainings as needed.

5. Take a Final Exam and Certify!

What if I don't pass?

Rule of 3: Users have 3 opportunities to take the final exam and pass for certification. If you fail the two times for the final test, give yourself some time before jumping back in to take your third. If you do fail your third, you will have the opportunity to consult with Praed Foundation on your areas of need.

Common Pit Falls: Common test taking mistakes are not remembering how to score strengths, making assumptions (no evidence of a need=0, no evidence of a strength=3), and vignette bias (reading too much into the vignette without evidence).

Managing Certification Anxiety: Many test takers feel anxious about certification. Remember to give yourself time, space, and permission to focus on nothing else but the exam. Recommended time to take the exam is one hour.

Accommodations: Contact Praed Foundation directly for accommodations.