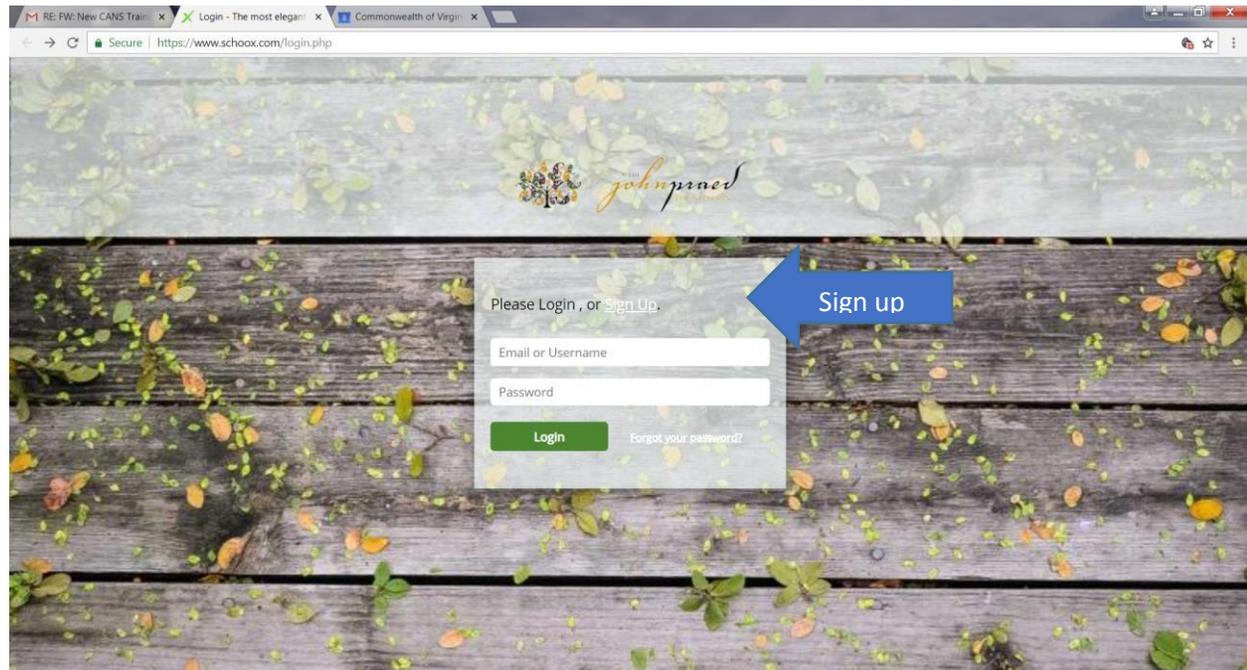***Instructions for <mark>New Users</mark> (who were NOT previously certified on CANS)***

to Access the CANS Training and Certification Site and Virginia-Public Courses

Effective July 1, 2018-Revised February 5, 2019

Go to https://www.schoox.com/academy/CANSAcademy/home/

You should see this page:

Click on "Sign Up" (in white lettering next to "Please Login"-blue arrow)

Provide the following information as seen in the screenshot below. Create a password and select United States of America as "Country", Virginia as "Regional Designation" and your locality under "Choose Agency".   Choose your **locality** as your "**agency**". If you work in multiple localities, select the one where you most often work. CSB staff, please do NOT select "Community Service Board-Private." This pertains to a CSB with a separate private contract for CANS and ANSA. You should log into the Virginia-Public domain.

Please leave the "License #..." field blank.

The screen shot below shows the locality drop down box location (orange arrow).
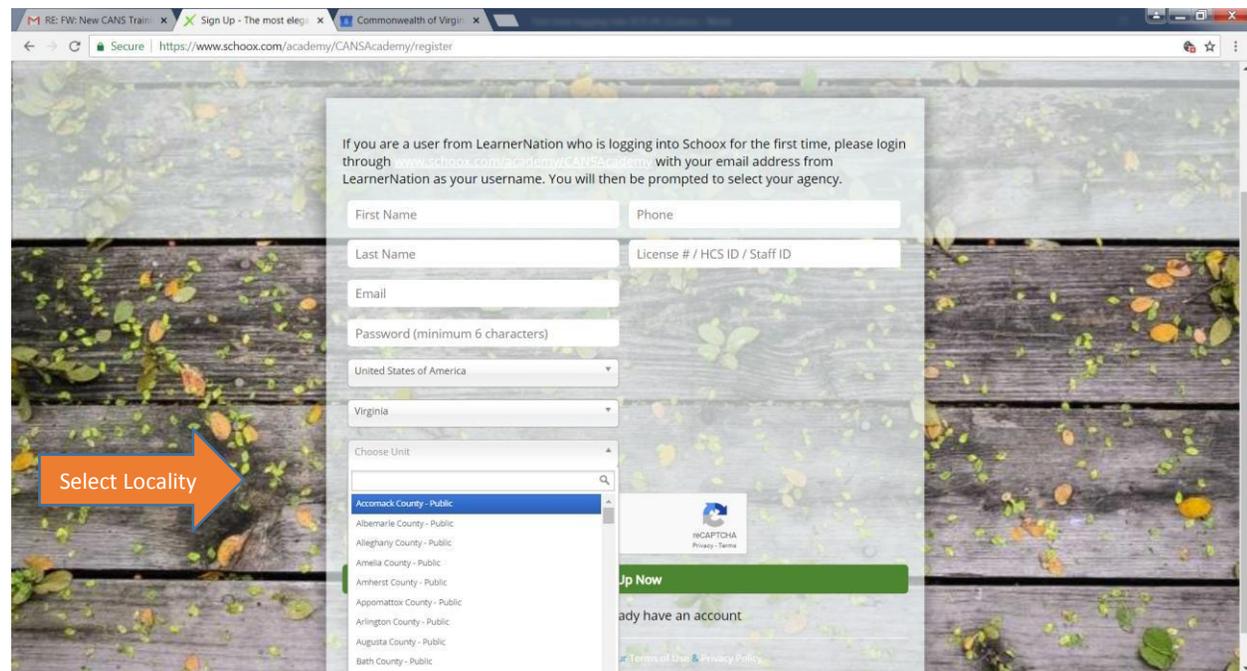
Follow steps 1-3 in screenshot below i.e., once logged in, click on "Training" (1) then "Bundles" (2) then "Virginia Public" icon or wording (3).
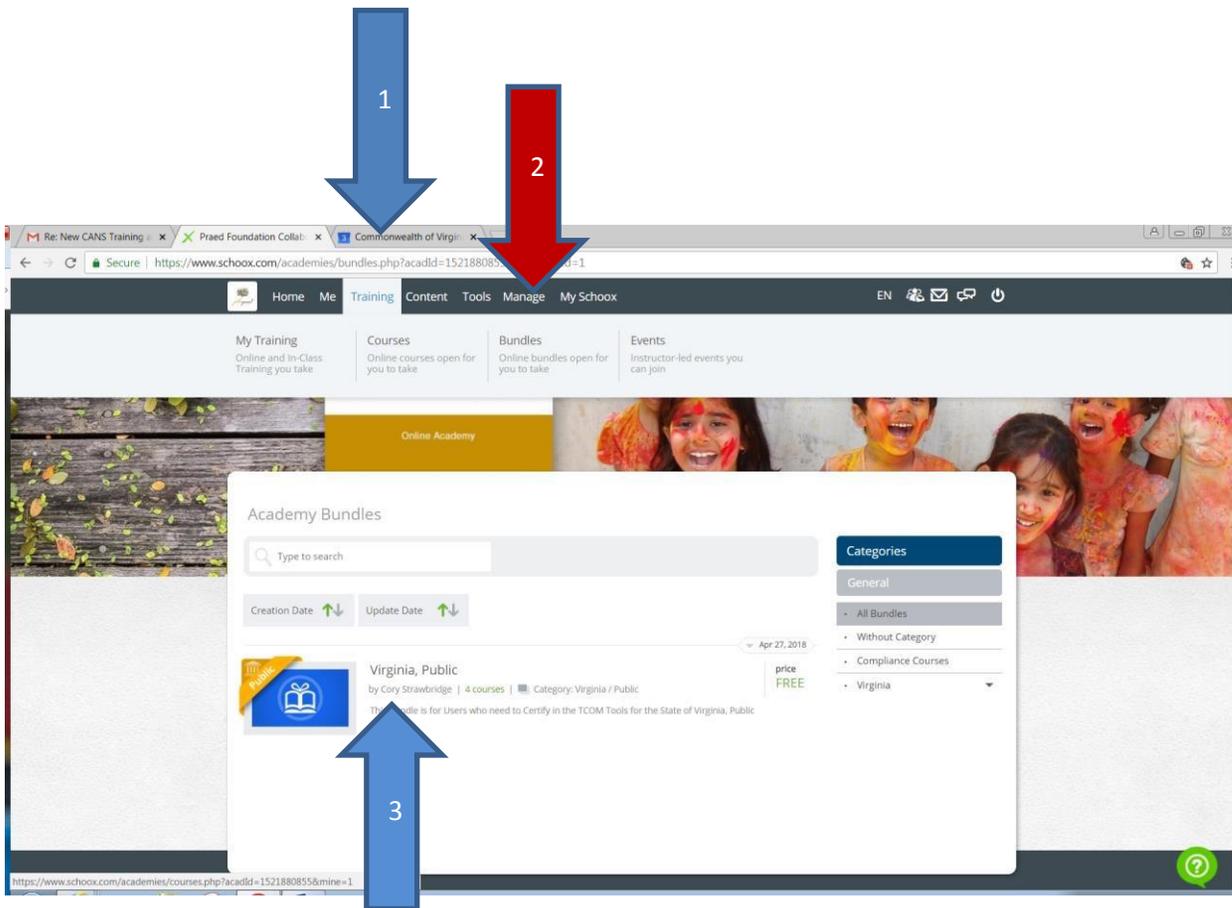
You will next see a page listing all four Virginia Courses (Birth to Four Standard, Birth to Four Ages 5+, DSS Birth to Four and DSS Ages 5+). (screenshot on following page) Select whichever course you want to take. DSS staff should certify on one of the DSS versions. Staff of the Court Services Unit, Community Services Board and schools should certify on the Standard version.

Click on the box of the course you wish to take. (Note: The fourth course is not visible in the screenshot.)
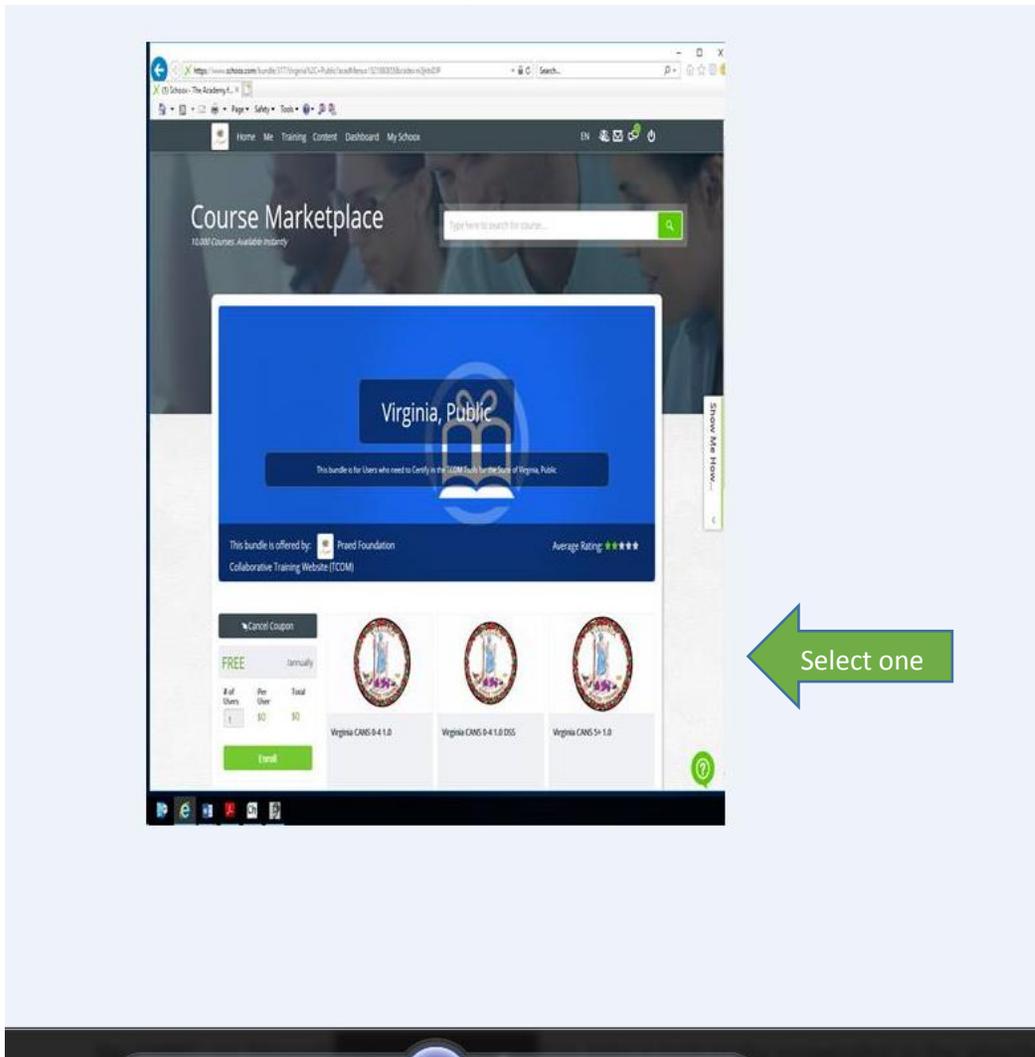
You will see either a list of the courses or the specific course you have chosen (see screenshot below)
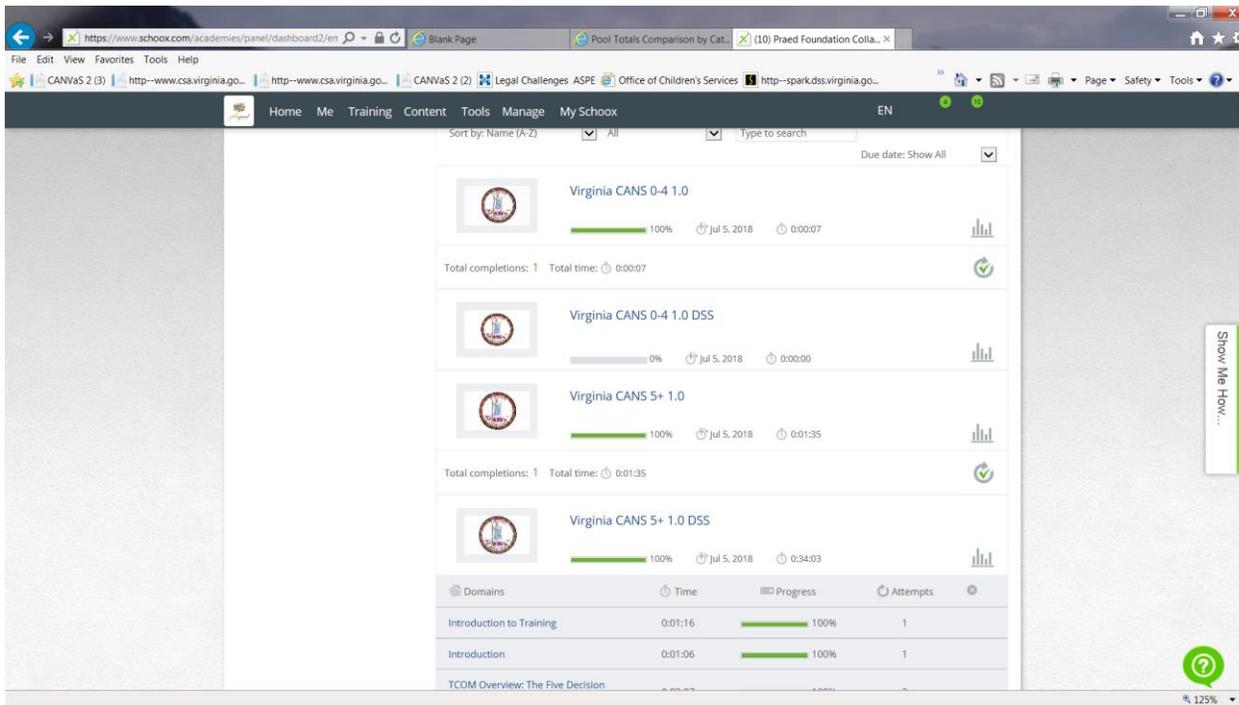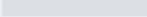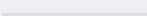

Scroll down to see the training "steps". Each step provides instruction on the topic listed. When certifying for the first time, or re-taking the training, click on each step to access and complete that module. In the screenshot below, the user has completed most of the steps as indicated by the green line.

Virginia CANS 5+ 1.0

■■■■■■■ 100% ◷ Jul 5, 2018 ◷ 0:01:35 📊

Total completions: **1** Total time: ◷ 0:01:35 ✓

Virginia CANS 5+ 1.0 DSS

■■■■■■■ 100% ◷ Jul 5, 2018 ◷ 0:34:03 📊

📄 Domains	◷ Time	▭ Progress	↻ Attempts	✕
Introduction to Training	0:01:16	■■■■ 100%	1	
Introduction	0:01:06	■■■■ 100%	1	
TCOM Overview: The Five Decision Points of Care	0:03:07	■■■■ 100%	2	
TCOM Framework for Care Planning: Overview	0:01:06	■■■■ 100%	1	
Six Key Characteristics of TCOM Tools	0:02:44	■■■■ 100%	1	
Action Levels for Needs Items	0:06:25	■■■■ 100%	1	
Action Levels for Strengths Items	0:07:49	■■■■ 100%	1	
Life Functioning Domain Overview Video	0:01:51	■■■■ 100%	1	

If steps are not completed, the screen looks like the following screenshot:

School Domain Overview Video	0:00:00	0%	0
School Domain	0:00:00	0%	0
Child Behavioral/Emotional Needs Domain Overview Video	0:00:00	0%	0
Child Behavioral/Emotional Needs Domain	0:00:00	0%	0
Child Risk Behaviors Domain Overview Video	0:00:00	0%	0
Child Risk Behaviors Domain	0:00:00	0%	0
Parent/Guardian/Caregiver Needs & Strengths Domain Overview Video	0:00:00	0%	0
Parent/Guardian/Caregiver Needs & Strengths Domain	0:00:00	0%	0

Once you have completed all the steps (if certifying for the first time or re-taking the training), scroll all the way done to "Practice Exam" and "Certification Exam." Taking a practice exam is recommended if you have not been certified on the CANS before. To do so, click on "Practice Exam". The Practice Exam will allow you to receive feedback on your ratings.

When you are ready to take the test, click on "Certification Exam." (yellow arrow below) Be sure to read the "Vignette Assumption" and any other tips provided.
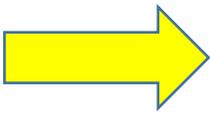
Quiz		No attempts		
Placement Module Summary Practice Quiz		No attempts		
Child Welfare Module Summary Practice Quiz		No attempts		

Vignettes	Attempts	Best Attempt	Score	Status
Certification Exam	3	August 24, 2017	0.79	Passed
Practice Exam		No attempts		

Site support may be reached at any time by clicking on the "Need help? Contact Us" on the log-in page or by clicking on the green question mark in the lower right hand corner of the screen on any page of the website. See screenshot (green arrow) on next page.

Office of Children's Services
2nd Revision February 5, 2019