



Public Authority Services
by Sourcewise

Training Class Schedule

February - May 2017

Welcome to the 2017 Spring Semester!

As mentioned in our last class schedule, several of our classes have new names! These updated names are meant to better describe the purposes and intentions of the classes. The content of the classes has remained the same. You do not need to retake these classes if you have previously completed the class under its old name. These new titles will have no effect on earning your certificate.

<u>New Name</u>	<u>Old Name</u>
Caregiver Stress Management	Caregiver Support
Emergency & Disaster Preparedness	Disaster Preparation
Personal Care	Personal Care Level 1
Safety and Infection Prevention	Preparamedical
Safe Lifting and Transferring	Tips for Transfers
The Skilled Care Provider	Caregiver Basics
Understanding Diabetes	Diabetes

All classes offered are free of charge and exclusively available to active IHSS care providers. For a full listing of the Certificate and Non-Certificate classes offered please turn to the next page.

For additional information and description of our classes, please refer to our website www.pascc.org and view the training tab.

**Pre-Registration and Confirmation is required. Please call after January 13th to register:
(408) 350-3220.**

Xin đăng ký lớp học hãy gọi (408) 350-3220

注册课程的电话是 (408) 350-3220

Para inscribirse en las clases llama al (408) 350-3220

Provider Certificate Classes

Public Authority Services offers a selection of nine certificate classes to help develop the skills necessary for providing quality in-home service and prevent injuries.

Classes offered:

- CPR
- First Aid
- Safe Lifting And Transferring
- Nutrition
- Understanding Diabetes
- Personal Care
- Mental Health
- Last Phase of Life
- Safety and Infection Prevention

You will receive a certificate after completing all nine classes, which you can complete at your own pace. If you do not finish them on this schedule, you can take the rest later.

Provider Non-Certificate Classes

These classes are not part of the certificate class program. They are offered to help you develop your knowledge and skills as a care provider.

Classes offered:

- Caregiver Stress Management
- Alzheimer's Basics
- Emergency & Disaster Preparedness
- The Skilled Care Provider
- Cancer Care Basics
- Falls Prevention

IHSS Training Class Student Guidelines

- Students are expected to show up for classes they have registered for. Failure to inform the Public Authority that you are unable to attend one of your classes may result in being banned from attending additional classes for a full year.
- Students are expected to arrive on time and stay for the entire class. If you arrive late you may not be allowed to sign in or stay for the class. If your signature is not on the sign out sheet you will not receive credit for the class.
- Students must behave professionally and respectfully. You should never bring guests to a class. This includes your children and your consumers.
- Personal, in-class, side conversations will not be tolerated. This is disruptive to the class and the instructor.
- Students need to be respectful of instructors and of each other.
- Students are there to learn. If you disrupt the learning of others you may be asked to step out of the classroom.
- You are not allowed to make recordings of any kind during these classes without express permission from the instructor.

Remember that we have a waiting list of workers who want get into the classes you are registered for. Call us at least 48 hours prior to any class you are not going to be able to attend. If we have too many people not showing up for classes we may no longer offer those classes. The Public Authority pays for the classes and we need to have people filling those seats. No shows may lead to no classes in the future.

Registration Instructions

Please note:

- This training is exclusively offered to IHSS Independent Providers—you must be currently working as a provider or be active on the Public Authority Registry to enroll in classes. All classes are voluntary and free of charge.
- Due to a large number of people wanting to register for classes no one will be permitted to register for more than 9 classes per semester. No classes can be taken more than once in a 3 year period except CPR and First Aid, which require recertification every 2 years.
- If you cannot attend your reserved classes you must call to cancel at least 2 business days before the class or you may be counted as a “No Show” and may not be permitted to attend future classes.

Call (408) 350-3220 after January 13, 2017 to register for classes.

****Pre-registration & confirmation is required****

To Register for Classes you must leave a voicemail with the following information:

Please speak slowly and clearly.

- Your name
- The last 4 digits of your Social Security Number
- Your contact phone number
- The date, location and name of each of the classes you want to register for

If you do not follow the instructions above your registration into the classes may be delayed. If the classes that you request are full at the time of your registration you will be placed on a waiting list.

You will receive a letter confirming your class schedule or informing you of your waitlist placement. You will not receive a confirmation phone call.

If you need help understanding this schedule, or any communications about IHSS classes, please call the Public Authority Training Department at (408) 350-3220.

For information on training opportunities for IHSS consumers, please contact the Public Authority Training Department at (408) 350-3220.

OR

Visit our website at www.pascc.org and view the training tab.

Provider Class Schedule

Location name: Sunnyvale Cupertino Adult Education Center (Location Code: SUN CUP, see map on page 6)				
Class	Date	Language	Time	Location Code, Room
CPR	Tuesday, February 14	English	5:30pm-8:30pm	SUN CUP PLC
CPR	Saturday, March 11	English	9:00am-12:00pm	SUN CUP PLC
CPR	Tuesday, March 21	Vietnamese	1:00pm-4:00pm	SUN CUP PLC
CPR	Tuesday, April 4	Mandarin	3:30pm-6:30pm	SUN CUP PLC
CPR	Saturday, April 22	English	9:00am-12:00pm	SUN CUP PLC
CPR	Wednesday, May 24	Spanish	12:00pm-3:00pm	SUN CUP PLC
First Aid	Tuesday, February 28	English	1:00pm-4:00pm	SUN CUP PLC
First Aid	Tuesday, March 7	English	1:00pm-4:00pm	SUN CUP PLC
First Aid	Tuesday, March 21	Vietnamese	5:00pm-8:00pm	SUN CUP PLC
First Aid	Tuesday, May 23	Mandarin	3:30pm-6:30pm	SUN CUP PLC
First Aid	Wednesday, May 24	Spanish	4:00pm-7:00pm	SUN CUP PLC
Last Phase of Life	Wednesday, March 15	Vietnamese	6:00pm-9:00pm	SUN CUP Room 8
Last Phase of Life	Wednesday, April 26	English	11:00am-2:00pm	SUN CUP Room 8
Last Phase of Life	Tuesday, May 9	Mandarin	3:00pm-6:00pm	SUN CUP Room 8
Mental Health	Thursday, March 2	English	11:00am-2:00pm	SUN CUP Room 8
Mental Health	Wednesday, March 29	Vietnamese	6:00pm-9:00pm	SUN CUP Room 8
Mental Health	Thursday, May 4	Mandarin	3:30pm-6:30pm	SUN CUP Room 8
Nutrition	Thursday, March 23	English	11:00am-2:00pm	SUN CUP Room 8
Nutrition	Thursday, March 30	Mandarin	1:00pm-4:00pm	SUN CUP Room 8
Nutrition	Wednesday, May 24	Vietnamese	6:00pm-9:00pm	SUN CUP Room 8
Personal Care	Thursday, February 9	English	11:00am-2:00pm	SUN CUP Room 8
Personal Care	Saturday, February 11	Vietnamese	9:00am-12:00pm	SUN CUP Room 8
Personal Care	Saturday, April 29	Mandarin	11:00am-2:00pm	SUN CUP Room 8
Safe Lifting & Transferring	Saturday, March 11	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Safe Lifting & Transferring	Tuesday, March 14	English	11:00am-2:00pm	SUN CUP Room 8
Safe Lifting & Transferring	Tuesday, March 28	English	11:00am-2:00pm	SUN CUP Room 8
Safe Lifting & Transferring	Saturday, May 6	Vietnamese	9:00am-12:00pm	SUN CUP Room 8
Safety & Infection Prevention	Saturday, March 4	Vietnamese	9:00am-12:00pm	SUN CUP Room 8
Safety & Infection Prevention	Tuesday, April 18	English	11:00am-2:00pm	SUN CUP Room 8
Safety & Infection Prevention	Saturday, April 22	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Safety & Infection Prevention	Saturday, May 13	Spanish	9:00am-12:00pm	SUN CUP Room 8
Understanding Diabetes	Wednesday, February 15	Vietnamese	6:00pm-9:00pm	SUN CUP Room 8
Understanding Diabetes	Tuesday, March 7	Spanish	1:00pm-4:00pm	SUN CUP Room 8
Understanding Diabetes	Thursday, March 16	Mandarin	1:00pm-4:00pm	SUN CUP Room 8
Understanding Diabetes	Tuesday, May 2	English	11:00am-2:00pm	SUN CUP Room 8

Location name: San Jose/Santa Clara
Check the Class Location Code & Maps on page 6 & 7 to match location codes & addresses

Class	Date	Language	Time	Location Code, Room
Alzheimer's Basics	Friday, March 17	Mandarin	1:00pm-4:00pm	ALZ, Yosemite Room
Alzheimer's Basics	Wednesday, March 29	English	9:00am-12:00pm	ALZ, Yosemite Room
Alzheimer's Basics	Tuesday, April 11	Spanish	1:00pm-4:00pm	ALZ, Yosemite Room
Cancer Care Basics	Tuesday, May 9	English	9:00am-11:30am	CCP, Multi-Purpose Room
Caregiver Stress Management	Monday, April 24	English	1:00pm-4:00pm	SJ SBT, Room Cupertino A
CPR	Monday, February 13	English	3:30pm-6:30pm	SCAE, Room P3
CPR	Monday, May 1	English	3:30pm-6:30pm	SCAE, Room P3
Emergency & Disaster Preparedness	Wednesday, March 1	English	9:00am-12:00pm	SJ SBT, Room Cupertino B
Emergency & Disaster Preparedness	Friday, April 28	English	10:30am-1:30pm	SJ SBT, Room Cupertino A
Falls Prevention	Monday, February 27	English	1:00pm-4:00pm	SJ SBT, Room Cupertino A
Falls Prevention	Monday, May 22	Spanish	1:00pm-4:00pm	SJ SBT, Room Cupertino A
Personal Care	Wednesday, March 22	English	1:00pm-4:00pm	SCAE, Room P5
The Skilled Care Provider	Friday, March 10	English	1:00pm-4:00pm	SJ SBT, Room Cupertino B

Location name: Milpitas
Check the Class Location Code & Maps on page 7 to match location codes & addresses

Class	Date	Language	Time	Location Code, Room
CPR	Thursday, March 2	English	12:30pm-3:30pm	MLP SBT, Room 1
CPR	Thursday, March 30	English	10:30am-1:30pm	MLP SBT, Room 1
CPR	Tuesday, May 2	Vietnamese	10:30am-1:30pm	MLP SBT, Room 1
First Aid	Tuesday, February 14	Vietnamese	10:30am-1:30pm	MLP SBT, Room 1
First Aid	Tuesday, April 4	English	9:00am-12:00pm	MLP SBT, Room 1
Last Phase of Life	Tuesday, April 4	English	5:30pm-8:30pm	MAE, Room 603
Nutrition	Tuesday, March 21	English	5:30pm-8:30pm	MAE, Room 603
Mental Health	Tuesday, March 28	English	5:30pm-8:30pm	MAE, Room 603
Understanding Diabetes	Tuesday, March 14	English	5:30pm-8:30pm	MAE, Room 603

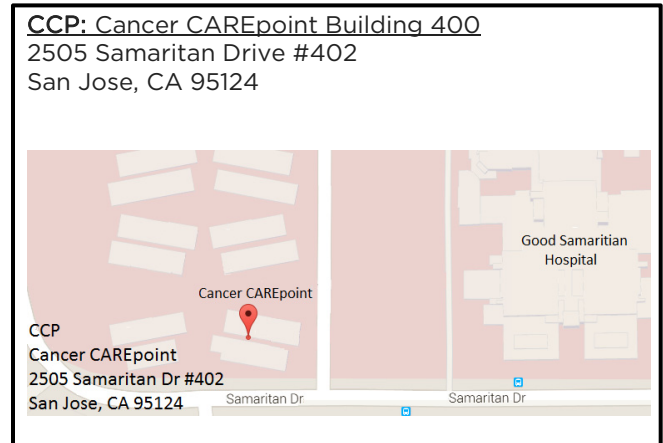
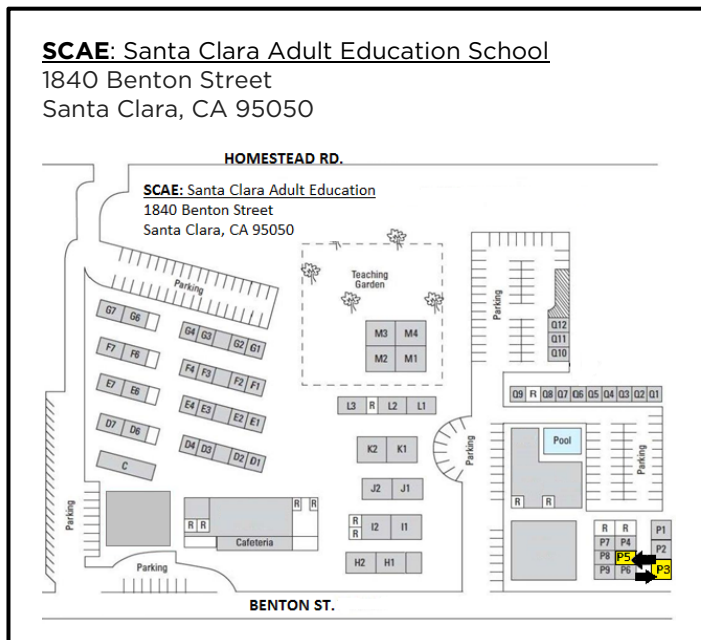
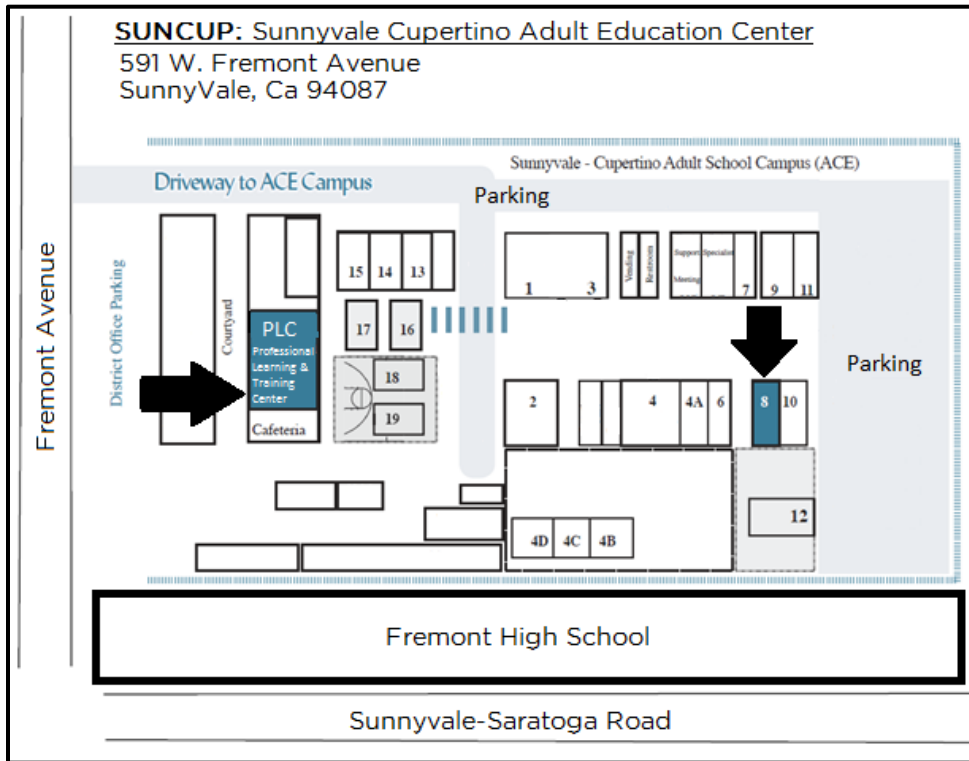
Location name: Morgan Hill
Check the Class Location Code & Maps on page 7 to match location codes & addresses

Class	Date	Language	Time	Location Code, Room
First Aid	Tuesday, February 28	English	10:00am-2:00pm	MHAE, North Building Room 2
Mental Health	Tuesday, March 14	English	10:00am-2:00pm	MHAE, North Building Room 2
Nutrition	Tuesday, April 18	English	10:00am-2:00pm	MHAE, North Building Room 2
Understanding Diabetes	Tuesday, April 25	English	10:00am-2:00pm	MHAE, North Building Room 2

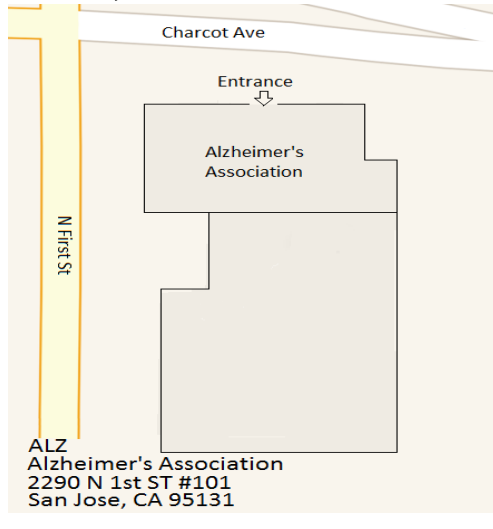
Class Location Codes & Maps

To find the address for each of your classes match the class LOCATION CODE listed on the class schedule with this list of locations.

Keep these maps for your reference if attending a class in a location that you are unfamiliar with.



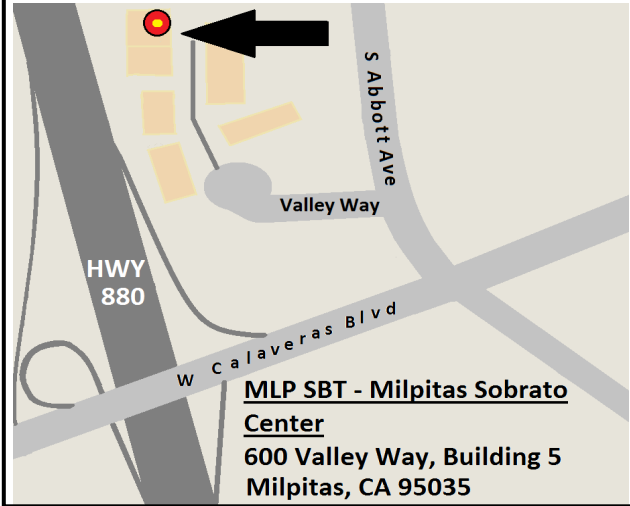
ALZ: Alzheimer's Association
 2290 N 1st Street #101
 San Jose, Ca 95131



ALZ
 Alzheimer's Association
 2290 N 1st ST #101
 San Jose, CA 95131

MLP SBT - Milpitas Sobrato Center

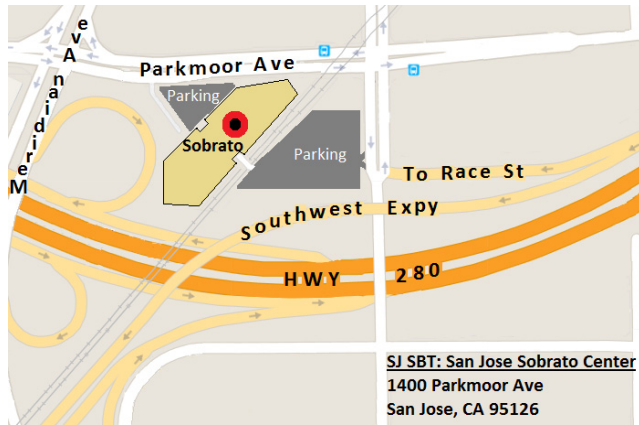
600 valley way
 Milpitas, CA 95035



MLP SBT - Milpitas Sobrato Center
 600 Valley Way, Building 5
 Milpitas, CA 95035

SJ SBT: San Jose Sobrato Center

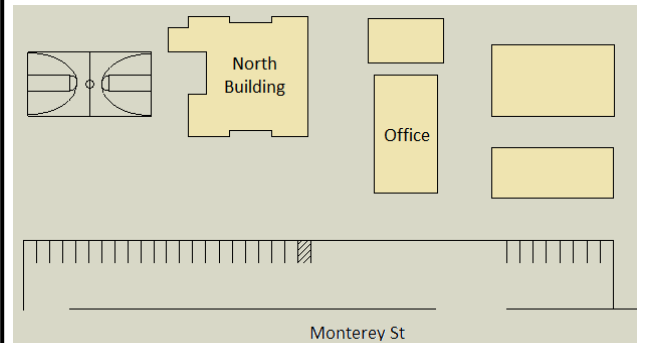
1400 Parkmoor Avenue
 San Jose, CA 95126



SJ SBT: San Jose Sobrato Center
 1400 Parkmoor Ave
 San Jose, CA 95126

MHAE: Morgan Hill Adult Education

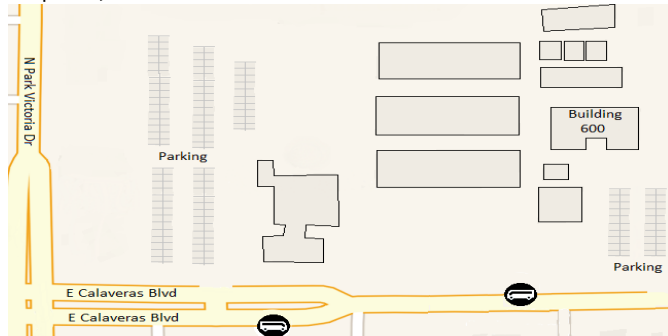
17960 Monterey St.
 Morgan Hill, CA 95037



MHAE
 Morgan Hill Adult Educator
 17960 Monterey St
 Morgan Hill, Ca 95037

MAE: Milpitas Adult Education School

1331 East Calaveras Blvd.
 Milpitas, CA 950



MAE
 Milpitas Adult Education
 1331 East Calaveras Blvd
 Milpitas, CA 95035



Public Authority Services



2115 The Alameda
San Jose, Ca. 95126

Attention IHSS Care Providers

Lịch trình lớp IHSS hiện tại

当前IHSS课程表

El horario actual del clases de IHSS

If you are interested in registering for classes
please see the enclosed class schedule.

Classes begin February 9, 2017

Call to save your seat!

Public Authority Services by Sourcewise

2115 The Alameda, San Jose, CA 95126

Phone: (408) 350-3220 Fax: (408) 296-8340 E-mail: info@pascc.org www.pascc.org