

# Training Class Schedule

## February – May 2018

CALL  
NOW!

SPACE IS  
LIMITED!

Welcome to the 2018 Semester! Here is a list of the classes offered:

- CPR • RCP • Lớp về Hồi sức tim phổi • 心肺复苏
- First Aid • Primeros Auxilios • Lớp về Sơ cứu • 急救
- Last Phase of Life • Lớp về giai đoạn cuối cùng của cuộc sống • 生命的最后阶段
- Mental Health • Salud Mental • Lớp về Sức khỏe tâm thần • 心理健康
- Nutrition • Lớp về dinh dưỡng • 营养
- Personal Care • Lớp về vệ sinh • 個人護理服務
- Safety & Infection Prevention • Seguridad y Prevención de Infecciones • 感染预防与控制  
Lớp về phòng ngừa và kiểm soát nhiễm khuẩn
- Safe Lifting & Transferring • Levantar y Transferir de Manera Segura • 如何搬动患者的建议  
Lớp học cách nâng an toàn và chuyển giao người
- Understanding Diabetes • Entendiendo la Diabetes • Lớp học hiểu biết về bệnh tiểu đường  
认识糖尿病
- Alzheimer's & Dementia Basics • Fundamentos de Alzheimer's • 阿滋海默症和失智症
- Caregiver Stress Management
- The Skilled Care Provider
- Cancer Care Basics
- Emergency & Disaster Preparedness
- Falls Prevention

Valuable Training  
provided to you  
at no cost!

For additional information and description of our classes, please refer to our website  
[www.pascc.org](http://www.pascc.org) and view the training tab.

**Pre-Registration and Confirmation is required.**      **Go to page 3 for instructions.**

Xin đăng ký lớp học hãy gọi (408) 350-3220    Để lại tin nhắn bằng tiếng Việt

注册课程的电话是 (408) 350-3220 用普通话留言

Para inscribirse en las clases llama al (408) 350-3220    Deja un mensaje en español

## **Provider Certificate Classes-Series 1**

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 Certificate Classes-Series 2**

### Classes offered:

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

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

## **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. Participation and practice are required in the Personal Care, Safe Lifting and Transferring, CPR, and First Aid classes. Failure to do so may result in no credit received for attending the class.
- 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 Care Providers—you must be currently working as a care 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 not be permitted to attend future classes.

Call (408) 350-3220 after January 12, 2018 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 name, date & location 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](http://www.pascc.org) and view the training tab.

**Location name:**  
**Sunnyvale Cupertino Adult Education Center (Location Code: SUN CUP, see map on page 6)**

Class	Date	Language	Time	Location Code, Room
CPR	Saturday, March 10	English	9:00am-12:00pm	SUN CUP PLC
CPR	Tuesday, March 13	English	5:30pm-8:30pm	SUN CUP PLC
CPR	Tuesday, March 20	Vietnamese	5:30pm-8:30pm	SUN CUP PLC
CPR	Saturday, March 31	English	9:00am-12:00pm	SUN CUP PLC
CPR	Saturday, April 7	Spanish	9:00am-12:00pm	SUN CUP PLC
CPR	Tuesday, April 24	Mandarin	3:30pm-6:30pm	SUN CUP PLC
First Aid	Saturday, February 10	English	9:00am-12:00pm	SUN CUP PLC
First Aid	Wednesday, April 4	Vietnamese	5:30pm-8:30pm	SUN CUP PLC
First Aid	Tuesday, April 10	English	4:30pm-7:30pm	SUN CUP PLC
First Aid	Tuesday, May 1	Mandarin	3:30pm-6:30pm	SUN CUP PLC
First Aid	Wednesday, May 2	Spanish	4:00pm-7:00pm	SUN CUP PLC
Last Phase of Life	Tuesday, March 20	English	9:30am-12:30pm	SUN CUP Room 8
Last Phase of Life	Saturday, March 31	Vietnamese	9:00am-12:00pm	SUN CUP Room 9
Last Phase of Life	Friday, May 18	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Mental Health	Tuesday, February 27	English	9:30am-12:30pm	SUN CUP Room 8
Mental Health	Saturday, March 3	Spanish	9:00am-12:00pm	SUN CUP Room 9
Mental Health	Monday, March 12	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Mental Health	Wednesday, March 14	Vietnamese	5:30pm-8:30pm	SUN CUP Room 8
Nutrition	Tuesday, March 6	English	9:30am-12:30pm	SUN CUP Room 8
Nutrition	Tuesday, March 27	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Nutrition	Wednesday, May 23	Vietnamese	6:00pm-9:00pm	SUN CUP Room 5B
Personal Care	Saturday, February 10	Vietnamese	9:00am-12:00pm	SUN CUP Room 8
Personal Care	Thursday, February 15	Mandarin	1:30pm-4:30pm	SUN CUP Room 8
Personal Care	Tuesday, March 13	English	9:30am-12:30pm	SUN CUP Room 8
Safe Lifting & Transferring	Saturday, March 10	Vietnamese	8:00am-11:00am	SUN CUP Room 8
Safe Lifting & Transferring	Saturday, March 10	Spanish	11:30am-2:30pm	SUN CUP Room 8
Safe Lifting & Transferring	Tuesday, April 24	English	9:30am-12:30pm	SUN CUP Room 8
Safe Lifting & Transferring	Saturday, April 28	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Safe Lifting & Transferring	Tuesday, May 1	English	9:30am-12:30pm	SUN CUP Room 8
Safe Lifting & Transferring	Saturday, May 5	Vietnamese	9:00am-12:00pm	SUN CUP Room 8
Safe Lifting & Transferring	Tuesday, May 22	English	9:30am-12:30pm	SUN CUP Room 8
Safety & Infection Prevention	Saturday, March 3	Vietnamese	9:00am-12:00pm	SUN CUP Room 8
Safety & Infection Prevention	Saturday, March 31	Spanish	9:00am-12:00pm	SUN CUP Room 8
Safety & Infection Prevention	Saturday, April 7	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Safety & Infection Prevention	Tuesday, May 8	English	9:30am-12:30pm	SUN CUP Room 8
Understanding Diabetes	Saturday, February 10	Spanish	9:00am-12:00pm	SUN CUP Room 9
Understanding Diabetes	Tuesday, February 13	English	9:30am-12:30pm	SUN CUP Room 8
Understanding Diabetes	Monday, March 5	Mandarin	9:00am-12:00pm	SUN CUP Room 8
Understanding Diabetes	Wednesday, March 7	Vietnamese	5:30pm-8:30pm	SUN CUP Room 8

**Location name: San Jose**  
**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	Tuesday, April 3	English	1:00pm-4:00pm	ALZ, Yosemite Room
Alzheimer's Basics	Thursday, April 12	Mandarin	9:00am-12:00pm	ALZ, Yosemite Room
Alzheimer's Basics	Thursday, May 17	Spanish	9:00am-12:00pm	ALZ, Yosemite Room
Cancer Care Basics	Tuesday, March 20	English	9:00am-12:00pm	CCP, Multi-Purpose Room
Caregiver Stress Management	Tuesday, April 17	English	1:00pm-4:00pm	SJ SBT, Room Cupertino B
Emergency & Disaster Preparedness	Tuesday, March 27	English	1:00pm-4:00pm	SJ SBT, Room Cupertino B
Emergency & Disaster Preparedness	Tuesday, April 10	English	1:00pm-4:00pm	SJ SBT, Room Cupertino B
The Skilled Care Provider	Monday, April 23	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**

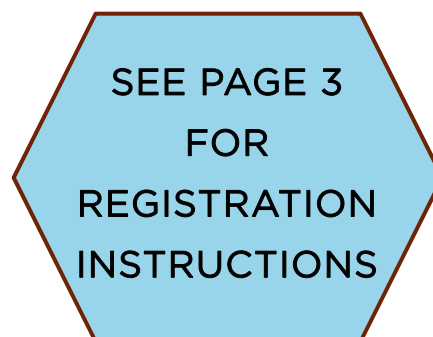
Class	Date	Language	Time	Location Code, Room
CPR	Thursday, March 15	English	10:00am-1:00pm	MLP SBT, Room 1
CPR	Tuesday, March 27	Vietnamese	10:00am-1:00pm	MLP SBT, Room 1
CPR	Thursday, April 12	English	9:30am-12:30pm	MLP SBT, Room 1
Falls Prevention	Monday, March 12	English	9:00am-12:00pm	MLP SBT, Room 1
First Aid	Thursday, March 22	English	9:30am-12:30pm	MLP SBT, Room 1
First Aid	Tuesday, May 22	Vietnamese	10:00am-1:00pm	MLP SBT, Room 1
Last Phase of Life	Thursday, March 22	English	5:30pm-8:30pm	MAE, Room 703
Mental Health	Thursday, March 15	English	5:30pm-8:30pm	MAE, Room 703
Nutrition	Thursday, March 8	English	5:30pm-8:30pm	MAE, Room 703
Understanding Diabetes	Thursday, March 1	English	5:30pm-8:30pm	MAE, Room 703

**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, April 24	English	10:00am-1:00pm	MHAE, North Building Room 2
Mental Health	Tuesday, April 17	English	10:00am-1:00pm	MHAE, North Building Room 2
Nutrition	Tuesday, May 1	English	10:00am-1:00pm	MHAE, North Building Room 2
Safety & Infection Prevention	Tuesday, May 15	English	10:00am-1:00pm	MHAE, North Building Room 2
Understanding Diabetes	Tuesday, April 10	English	10:00am-1:00pm	MHAE, North Building Room 2



**Do not delay--  
call today to  
register for classes!**

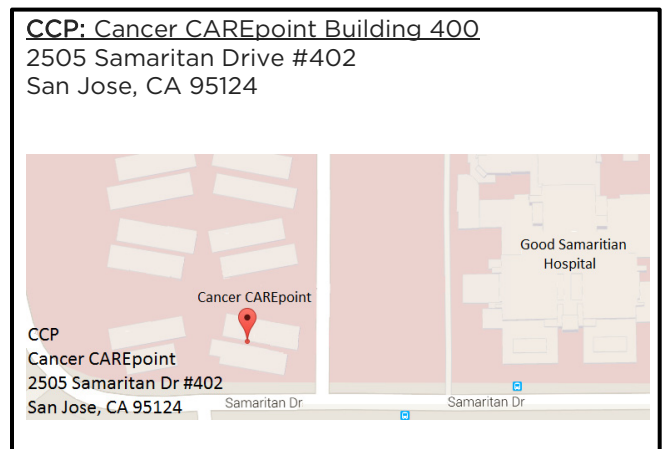
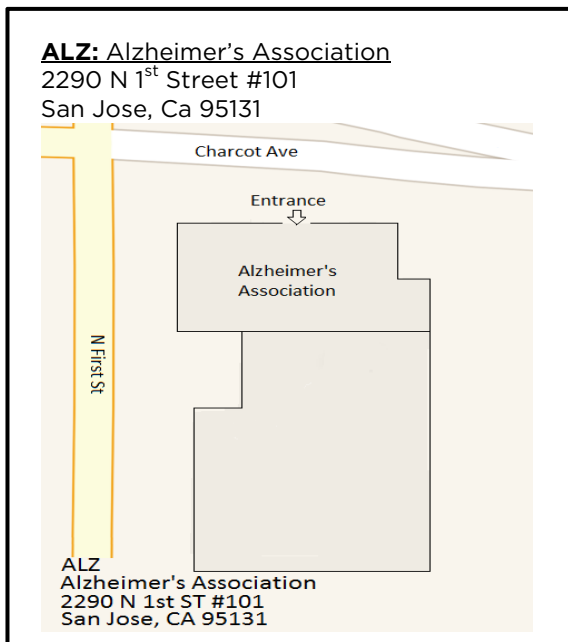
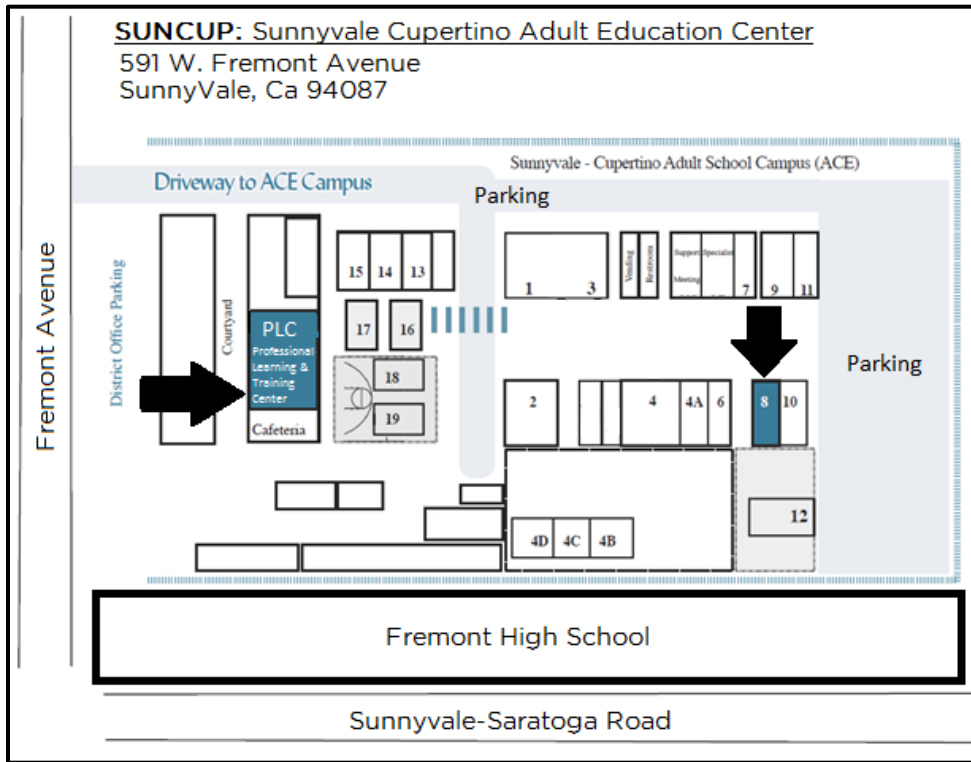


**SEE PAGE 3  
FOR  
REGISTRATION  
INSTRUCTIONS**

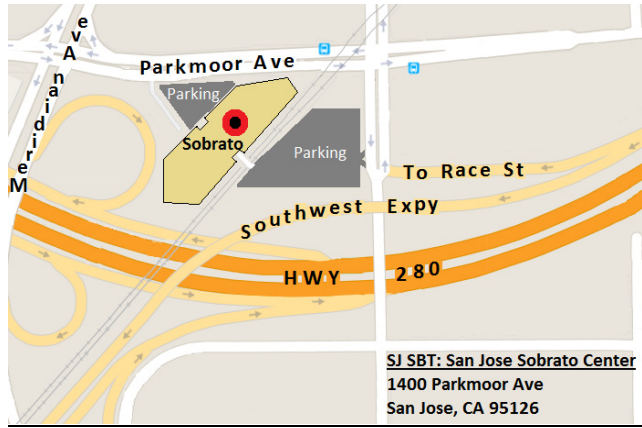
# Class Location Codes & Maps

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.

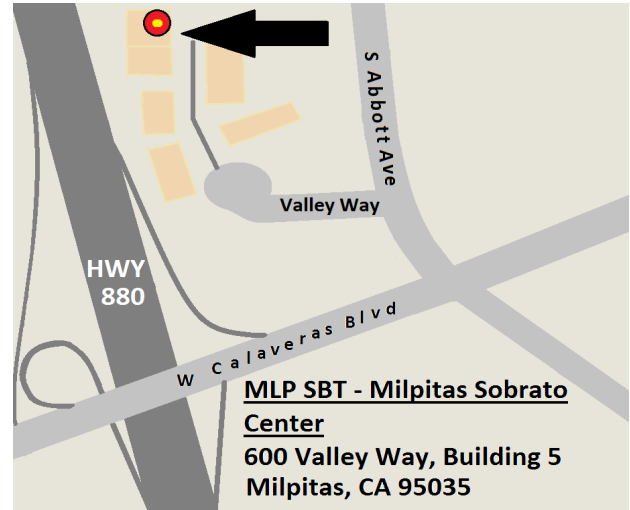


**SJ SBT: San Jose Sobrato Center**  
 1400 Parkmoor Avenue  
 San Jose, CA 95126



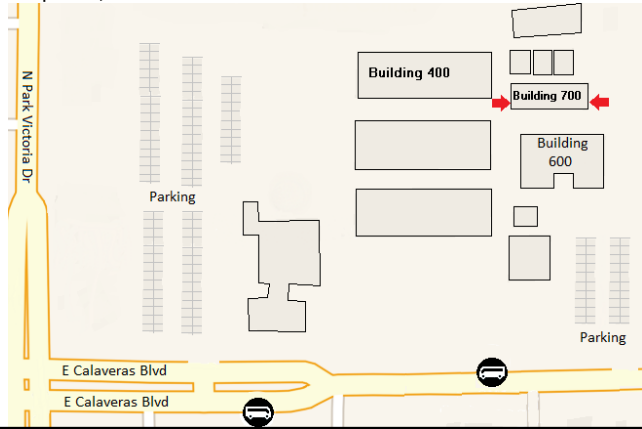
**SJ SBT: San Jose Sobrato Center**  
 1400 Parkmoor Ave  
 San Jose, CA 95126

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

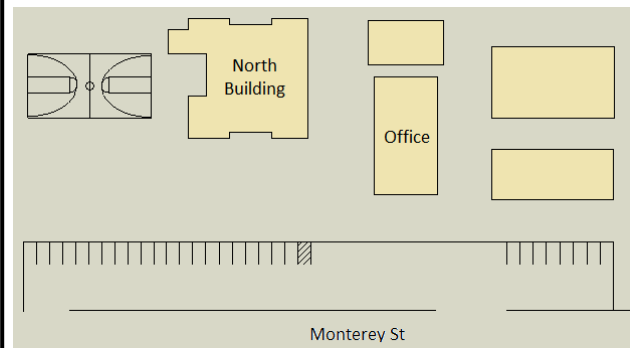


**MLP SBT - Milpitas Sobrato Center**  
 600 Valley Way, Building 5  
 Milpitas, CA 95035

**MAE: Milpitas Adult Education School**  
 1331 East Calaveras Blvd.  
 Milpitas, CA 950



**MHAE: Morgan Hill Adult Education**  
 17960 Monterey St.  
 Morgan Hill, CA 95037



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



## Public Authority Services

by Sourcewise

2115 The Alameda  
San Jose, Ca. 95126



## ATTENTION IHSS CARE PROVIDERS

One of your benefits as an IHSS  
Care Provider  
is **FREE** training classes!

Completing these series of classes could normally cost between  
\$800 - \$2,900!

**The cost for YOU is \$0!**

**Classes fill quickly! CALL NOW to save your seat!**

**Las clases se llenan rápidamente! LLAME AHORA para reservar su lugar!**

**Các lớp học đầy chỗ rất nhanh! Gọi NGAY BÂY GIỜ để đặt chỗ cho bạn!**

**课程报名很快会报满! 现在打电话预约座位!**

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](mailto:info@pascc.org) [www.pascc.org](http://www.pascc.org)