

Training Class Schedule

Free classes offered February– May 2022 for IHSS care providers

Classes are offered in the following languages:

English	Español	Việt	中文
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	No disponible	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	No disponible	Lớp về dinh dưỡng	营养
Personal Care	No disponible	Lớp về vệ sinh cá nhân	個人護理
Safety & Infection Prevention	Seguridad y Prevención De Infecciones	Lớp về phòng ngừa và kiểm soát nhiễm khuẩn	安全和感染預防
Safe Lifting & Transferring	Levantar y Transferir de Manera Segura	Lớp học cách nâng an toàn và chuyển giao người	安全扶抱及位置轉移
Understanding Diabetes	Entendiendo la Diabetes	Lớp học hiểu biết về bệnh tiểu đường	认识糖尿病
Caregiver Stress Management	No disponible	Không có sẵn	不可用
The Skilled Care Provider	No disponible	Không có sẵn	不可用
Cancer Care Basics	Cuidados Básicos para Pacientes con Cáncer	Không có sẵn	不可用
Emergency & Disaster Preparedness	No disponible	Không có sẵn	不可用

[Find class information at www.pascc.org. Click on the Training tab.](http://www.pascc.org)

Pre-registration and confirmation are required. Go to page 3 for instructions.

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

Deja un mensaje en español

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

Student Guidelines for IHSS Provider Training Classes

- Students must follow all instructions given—spoken or posted—by the administrators of the classes they attend.
- Students must pre-register and receive confirmation that they are registered in order to attend classes. If your name is not on the sign-in sheet you cannot attend the class.
- Students are expected to show up for classes they have registered for. Failure to inform Public Authority Services that you are unable to attend one of your classes may result in being banned from attending additional classes for one 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 nor stay for the class. If your signature is not on the sign-in and sign-out sheets, or you are not present when online attendance is taken, you will not receive credit for the class.
- Students must behave professionally and respectfully. Your attention and participation are required to receive credit for completing the classes you have registered for.
- Guests are not allowed, including your children and consumers.
- Personal, in-class, side conversations will not be tolerated. This is disruptive to the class and the instructor.
- Students need to be respectful to the instructors, fellow students, staff, and locations in which our classes are held.
- Students are there to learn. If you disrupt the learning of others you may be asked to step out of the classroom.
- Recordings of any kind during classes, without permission from the instructor, are not allowed.

Call us at least 48 hours prior to any class you are not going to be able to attend or as soon as reasonably possible. Not calling ahead will count as a “No-Show.” No-Shows may lead to no classes available in the future.

We have a waiting list of providers who want to get into the class you are registered for. You need to let the Public Authority Training department know if you cannot go to your class so others will be able to fill your seat.

To drop a class, call the Training Department at (408) 350-3220.

Series 1 Certificate Classes—Complete all 9 to earn this certificate

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

Series 2 Certificate Classes—Complete all 6 to earn this certificate

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

*Some subjects may not be available this semester due to continuing COVID-19 precautions.

Registration Instructions

Important:

- Training is exclusively offered to IHSS care providers in Santa Clara County—you must be currently completing timesheets or be active on the Public Authority Services Registry to enroll in classes. All classes are optional and free of charge.
- Care providers may register for up to a total of 9 classes per semester.
- Care providers may retake classes every 3 years, or every 2 years for CPR and First Aid.
- You will be sent a letter confirming your class schedule or waitlist placement. Due to the volume of registrations we are unable to provide confirmation phone calls.
- If you cannot attend your reserved classes you must call the Public Authority Services Training department to drop the class at least 48 hours—or as soon as reasonably possible—before the class or you may be counted as a “No-Show.” Too many No-Shows will cause you to be restricted from registering for classes for a full year.
- Classes with fewer than 10 providers registered will be cancelled.
- Students must follow all guidelines listed on page #2.

**Pre-registration & confirmation are required to attend classes.
All providers can register for classes on or after**

January 10, 2022

Register for classes online at: www.pascc.org/services/training.html

If this is your first time using the online class registration portal, view the tutorial video on the training website (link above) to learn how to access the account that has already been created for you.

If necessary, you can register for classes over the phone by leaving a voicemail with the following information at (408) 350-3220:

Please speak slowly and clearly

- Your first and last name
- Your 9 digit provider ID number or the last 4 digits of your Social Security Number
- Your contact phone number
- The name, date, and location name (Cupertino, Milpitas, Morgan Hill, San Jose) of each class you want to register for.

Follow the instructions above carefully to avoid delay in class registration. Registration is first come, first served, so the earlier you try to register **after the date listed above**, the more likely you are to have a seat reserved for you.

If a class you request is full at the time of your registration, you will be placed on a waiting list and notified via mail or email. If space becomes available in a waitlisted class, you will be called.

See pages 3 for important class registration instructions. Those who register for online classes will receive a confirmation letter and, two days prior to each class date, an email containing the link needed to join the class.

Location Name: Online

Online classes will be held via the FREE video conference system “Zoom.” Participants must have valid email, follow proper online etiquette and complete a required quiz after the class is finished.

Class Name	Date	Language	Time	Location Code
Emergency & Disaster Preparedness	Thursday, March 17	English	10:00am - 1:00pm	Online—Zoom
Emergency & Disaster Preparedness	Wednesday, April 13	English	1:00pm - 4:00pm	Online—Zoom
Cancer Care Basics	Tuesday, April 12	English	10:00am - 12:00pm	Online—Zoom
Cancer Care Basics	Thursday, April 14	Español	10:00am - 12:00pm	Online—Zoom
Caregiver Stress Management	Wednesday, February 23	English	1:00pm - 4:00pm	Online—Zoom
Caregiver Stress Management	Friday, May 6	English	9:30am - 12:30pm	Online—Zoom
Last Phase of Life	Monday, February 14	English	9:00am - 12:00pm	Online—Zoom
Last Phase of Life	Saturday, March 26	中文	9:30am - 12:30pm	Online—Zoom
Mental Health	Wednesday, March 2	English	9:00am - 12:00pm	Online—Zoom
Mental Health	Saturday, March 5	Việt	9:30am - 12:30pm	Online—Zoom
Mental Health	Saturday, April 9	中文	9:30am - 12:30pm	Online—Zoom
Nutrition	Monday, March 7	English	9:00am - 12:00pm	Online—Zoom
Nutrition	Saturday, March 12	中文	9:30am - 12:30pm	Online—Zoom
Nutrition	Saturday, March 26	Việt	9:30am - 12:30pm	Online—Zoom
Safety & Infection Prevention	Wednesday, March 9	English	9:30am - 12:30pm	Online—Zoom
Safety & Infection Prevention	Saturday, March 12	Việt	9:30am - 12:30pm	Online—Zoom
Safety & Infection Prevention	Thursday, April 7	中文	4:30pm - 7:30pm	Online—Zoom
The Skilled Care Provider	Friday, February 18	English	1:00pm - 4:00pm	Online—Zoom
The Skilled Care Provider	Wednesday, April 27	English	9:30am - 12:30pm	Online—Zoom
Understanding Diabetes	Wednesday, March 23	English	9:00am - 12:00pm	Online—Zoom
Understanding Diabetes	Saturday, May 7	中文	9:30am - 12:30pm	Online—Zoom

Location Name: San Jose

Check the location code below and match to the Class Location Code & Maps on page 7

Class Name	Date	Language	Time	Location Code
CPR	Monday, February 14	English	3:00pm - 6:00pm	EHTC, Room 6
CPR	Monday, March 7	Việt	3:00pm - 6:00pm	EHTC, Room 6
CPR	Monday, March 14	English	3:00pm - 6:00pm	EHTC, Room 6
CPR	Monday, April 4	Español	3:00pm - 6:00pm	EHTC, Room 6
First Aid	Monday, February 28	English	3:00pm - 6:00pm	EHTC, Room 6
First Aid	Monday, March 21	Việt	3:00pm - 6:00pm	EHTC, Room 6
First Aid	Monday, March 28	English	3:00pm - 6:00pm	EHTC, Room 6
First Aid	Monday, April 11	Español	3:00pm - 6:00pm	EHTC, Room 6

DON'T GET LOST: CHECK THE MAPS ON PAGE 7

Location Name: Sunnyvale (FUHSD new location!)

Check the location code below and match to the Class Location Code & Maps on page 7

Class Name	Date	Language	Time	Location Code
CPR	Wednesday, March 2	Español	1:30pm - 4:30pm	FUHSD, Room A104
CPR	Monday, March 14	English	1:00pm - 4:00pm	FUHSD, Room A104
CPR	Wednesday, March 16	中文	1:30pm - 4:30pm	FUHSD, Room A104
CPR	Saturday, April 2	Việt	8:30am - 11:30am	FUHSD, Room A104
CPR	Wednesday, April 13	English	1:00pm - 4:00pm	FUHSD, Room A104
First Aid	Wednesday, February 9	English	4:00pm - 7:00pm	FUHSD, Room A105
First Aid	Wednesday, March 2	Español	9:00am - 12:00pm	FUHSD, Room A105
First Aid	Wednesday, March 16	中文	9:00am - 12:00pm	FUHSD, Room A105
First Aid	Saturday, April 2	Việt	12:30pm - 3:30pm	FUHSD, Room A105
First Aid	Wednesday, April 13	English	5:00pm - 8:00pm	FUHSD, Room A105
Last Phase of Life	Wednesday, March 30	中文	4:00pm - 7:00pm	FUHSD, Room A105
Last Phase of Life	Saturday, April 2	English	9:00am - 12:00pm	FUHSD, Room A102
Last Phase of Life	Saturday, May 14	Việt	1:00pm - 4:00pm	FUHSD, Room A102
Mental Health	Monday, March 14	中文	1:00pm - 4:00pm	FUHSD, Room A105
Mental Health	Monday, March 21	Việt	9:00am - 12:00pm	FUHSD, Room A105
Mental Health	Saturday, April 2	English	1:00pm - 4:00pm	FUHSD, Room A102
Mental Health	Friday, April 29	Español	9:30am - 12:30pm	FUHSD, Room A105
Nutrition	Wednesday, May 4	中文	9:30am - 12:30pm	FUHSD, Room A105
Nutrition	Wednesday, May 4	Español	4:00pm - 7:00pm	FUHSD, Room A105
Nutrition	Saturday, May 14	Việt	9:00am - 12:00pm	FUHSD, Room A102
Nutrition	Wednesday, May 25	English	5:30pm - 8:30pm	FUHSD, Room A105
Personal Care	Wednesday, February 9	English	9:30am - 12:30pm	FUHSD, Room A105
Personal Care	Monday, March 14	Español	9:00am - 12:00pm	FUHSD, Room A105
Personal Care	Tuesday, March 29	English	4:30pm - 7:30pm	FUHSD, Room A105
Personal Care	Saturday, April 2	Việt	9:00am - 12:00pm	FUHSD, Room A103
Personal Care	Wednesday, April 6	中文	4:00pm - 7:00pm	FUHSD, Room A105
Safe Lifting & Transferring	Wednesday, February 16	English	4:00pm - 7:00pm	FUHSD, Room A105
Safe Lifting & Transferring	Wednesday, May 11	中文	4:00pm - 7:00pm	FUHSD, Room A105
Safe Lifting & Transferring	Saturday, May 14	Español	9:00am - 12:00pm	FUHSD, Room A105
Safe Lifting & Transferring	Saturday, May 14	Việt	1:00pm - 4:00pm	FUHSD, Room A105
Safe Lifting & Transferring	Tuesday, May 17	English	4:00pm - 7:00pm	FUHSD, Room A105
Safety & Infection Prevention	Wednesday, March 2	English	1:30pm - 4:30pm	FUHSD, Room A105
Safety & Infection Prevention	Saturday, April 2	Việt	1:00pm - 4:00pm	FUHSD, Room A103
Safety & Infection Prevention	Friday, April 8	Español	9:00am - 12:00pm	FUHSD, Room A105
Safety & Infection Prevention	Wednesday, April 13	中文	9:30am - 12:30pm	FUHSD, Room A105

Go to page 6 for more classes**DON'T GET LOST: CHECK THE MAPS ON PAGE 7**

Location Name: Sunnyvale (continued)

Check the location code below and match to the Class Location Code & Maps on page 7

Class Name	Date	Language	Time	Location Code
Understanding Diabetes	Monday, March 21	Việt	1:00pm - 4:00pm	FUHSD, Room A105
Understanding Diabetes	Monday, April 4	Español	1:00pm - 4:00pm	FUHSD, Room A105
Understanding Diabetes	Monday, May 16	中文	1:00pm - 4:00pm	FUHSD, Room A105
Understanding Diabetes	Wednesday, May 18	English	5:30pm - 8:30pm	FUHSD, Room A105

Location Name: Milpitas

Check the location code below and match to the Class Location Code & Maps on page 7

Class Name	Date	Language	Time	Location Code
Last Phase of Life	Tuesday, April 5	English	5:30pm - 8:30pm	MAE, Room 703
Last Phase of Life	Thursday, May 5	Việt	5:30pm - 8:30pm	MAE, Room 703
Mental Health	Tuesday, March 8	English	5:30pm - 8:30pm	MAE, Room 703
Mental Health	Thursday, April 7	Việt	5:30pm - 8:30pm	MAE, Room 413
Nutrition	Tuesday, March 15	English	5:30pm - 8:30pm	MAE, Room 703
Nutrition	Tuesday, April 19	Việt	5:30pm - 8:30pm	MAE, Room 703
Safe Lifting & Transferring	Thursday, April 7	English	5:30pm - 8:30pm	MAE, Room 703
Safe Lifting & Transferring	Thursday, May 12	Việt	5:30pm - 8:30pm	MAE, Room 703
Safety & Infection Prevention	Thursday, March 17	English	5:30pm - 8:30pm	MAE, Room 703
Safety & Infection Prevention	Thursday, April 21	Việt	5:30pm - 8:30pm	MAE, Room 703
Understanding Diabetes	Tuesday, March 1	English	5:30pm - 8:30pm	MAE, Room 703
Understanding Diabetes	Thursday, February 24	Việt	5:30pm - 8:30pm	MAE, Room 703

Location Name: Morgan Hill

Check the location code below and match to the Class Location Code & Maps on page 7

Class Name	Date	Language	Time	Location Code
First Aid	Wednesday, March 16	English	1:00pm - 4:00pm	MHAE, North Building Rm 2
Last Phase of Life	Wednesday, March 9	English	1:00pm - 4:00pm	MHAE, North Building Rm 2
Mental Health	Monday, May 9	English	1:00pm - 4:00pm	MHAE, North Building Rm 2
Nutrition	Wednesday, April 6	English	1:00pm - 4:00pm	MHAE, North Building Rm 2
Safety & Infection Prevention	Wednesday, April 20	English	1:00pm - 4:00pm	MHAE, North Building Rm 2
Understanding Diabetes	Wednesday, May 11	English	1:00pm - 4:00pm	MHAE, North Building Rm 2

All eligible IHSS care providers will receive a **\$25 incentive payment** for each Public Authority Services certificate class they complete. Attendance is tracked and payments are mailed automatically each month. Checks are generally received in the third week of each month and will contain payment for each class completed during the prior month.

IHSS care providers are also eligible to apply for the **Life Enhancement Fund** to have the cost of tuition and textbooks reimbursed if they choose to take certain types of training classes outside those offered by Public Authority Services. Pre-approval is necessary. You must apply at least 30 days before the first class takes place.

Learn more on the training page at www.pascc.org

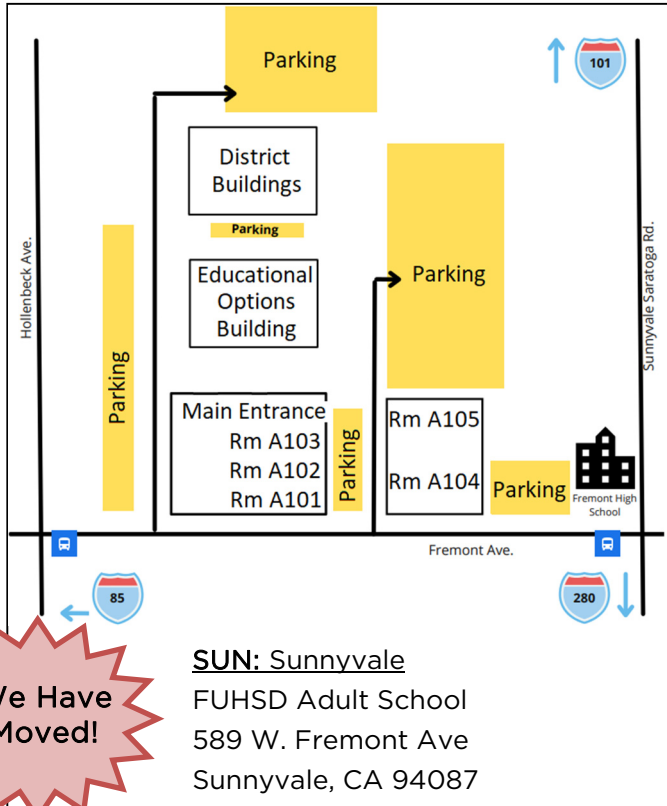
Class Location Codes and Maps

Match the **Location Code** listed next to the classes on pages 4–6 with these maps to find the addresses for your classes.

The addresses can also be found on your schedule reminder letters, which we send to you monthly.

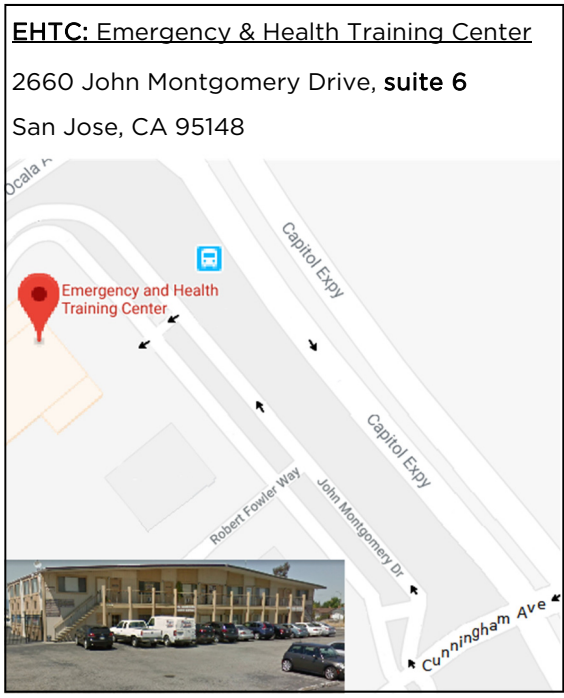
Arrive on time. Don't get lost: keep these maps for reference.

Location Name: Sunnyvale



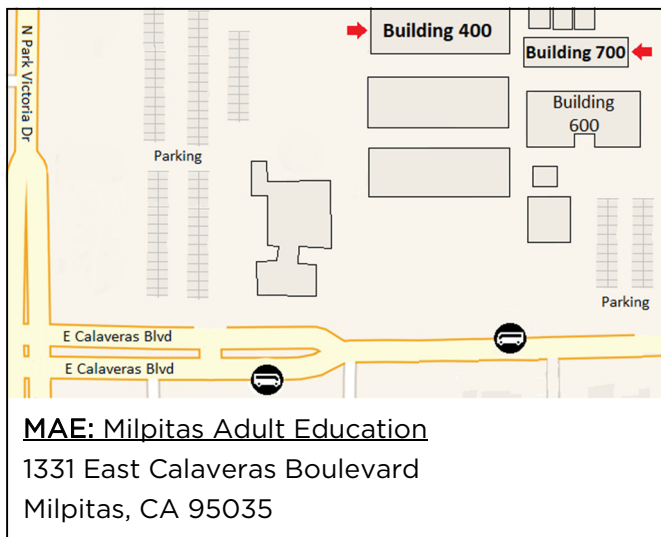
SUN: Sunnyvale
 FUHSD Adult School
 589 W. Fremont Ave
 Sunnyvale, CA 94087

Location Name: San Jose



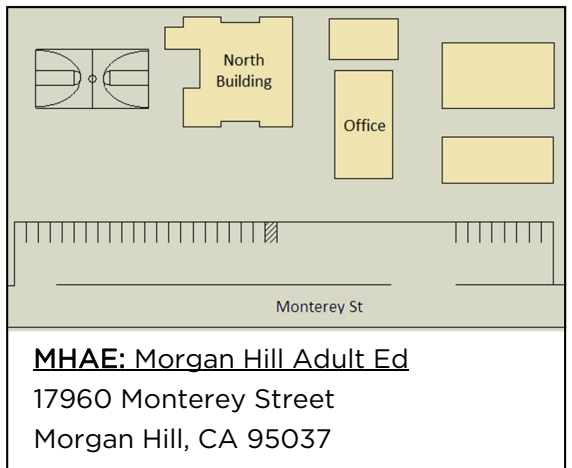
EHTC: Emergency & Health Training Center
 2660 John Montgomery Drive, suite 6
 San Jose, CA 95148

Location Name: Milpitas



MAE: Milpitas Adult Education
 1331 East Calaveras Boulevard
 Milpitas, CA 95035

Location Name: Morgan Hill



MHAE: Morgan Hill Adult Ed
 17960 Monterey Street
 Morgan Hill, CA 95037



Public Authority Services

by Sourcewise

3100 Da La Cruz Blvd
Suite 310
Santa Clara, CA 95054



ATTENTION IHSS CARE PROVIDERS

Receive \$25 when you complete Public Authority Services
Training classes

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!

班级报名很快会报满，现在打电话预约座位！

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