

CERTIFICATE CLASS SCHEDULE

THESE CLASSES WILL BE HELD AT:
Sunnyvale Cupertino Adult Education Center
591 West Fremont Ave, Sunnyvale, CA 94087

PLEASE NOTE: The Council on Aging Public Authority Services office will be closed for the Holidays from **DECEMBER 21, 2009 TO JANUARY 1, 2010.**

PRE-REGISTRATION & CONFIRMATION IS REQUIRED

Please call (408) 350-3286 on or after January 4th to register for classes.

Date	Day	Teacher	Class	Language	Time	Room
2/1/2010	Mon	Sandy	Personal Care Lvl	English	3:15pm-6:15pm	Room 8
2/2/2010	Tue	Taily	Mental Health	Mandarin	5:30pm-8:30pm	Room 11
2/11/2010	Thur	Marina	Personal Care Lvl	Spanish	3:30pm-6:30pm	Room 8
2/22/2010	Mon	Sandy	Tips for Transfer	Mandarin	3:15pm-6:15pm	Room 8
3/1/2010	Mon	Marina	Mental Health	Spanish	3:30pm-6:30pm	Room 11
3/8/2010	Mon	Sandy	Personal Care Lvl	Mandarin	3:15pm-6:15pm	Room 8
3/13/2010	Sat	Quan	Nutrition	Vietnamese	9am-12pm	Room 8
3/15/2010	Mon	Marina	Preparamedical	Spanish	3:30pm-6:30pm	Room 8
3/20/2010	Sat	Ann	Preparamedical	Vietnamese	9am-12pm	Room 8
3/22/2010	Mon	Marina	Diabetes	Spanish	3:30pm-6:30pm	Room 11
3/29/2010	Mon	Marina	CPR	Spanish	3:30pm-6:30pm	Trn Ctr
3/29/2010	Mon	Sandy	Tips for Transfer	English	3:15pm-6:15pm	Room 8
3/30/2010	Tue	Taily	Last Phase of Life	Mandarin	5:30pm-8:30pm	Room 11
4/1/2010	Thur	Quan	Diabetes	Vietnamese	3:30pm-6:30pm	Room 11
4/5/2010	Mon	Sandy	CPR	English	3:15pm-6:15pm	Trn Ctr
4/7/2010	Wed	Paula	Nutrition	English	1pm-4pm	Room 8
4/8/2010	Thur	Thea	Mental Health	English	1pm-4pm	Room 8
4/19/2010	Mon	Sandy	1st Aid	Mandarin	3:15pm-6:15pm	Room 8
4/24/2010	Sat	Quan	Mental Health	Vietnamese	9am-12pm	Room 8
4/26/2010	Mon	Marina	Nutrition	Spanish	3:30pm-6:30pm	Room 11
4/27/2010	Tue	Taily	Diabetes	Mandarin	5:30pm-8:30pm	Room 11
4/29/2010	Thur	Thea	Diabetes	English	1pm-4pm	Room 11
5/1/2010	Sat	Ann	Tips for Transfer	Vietnamese	9am-12pm	Room 8
5/3/2010	Mon	Sandy	CPR	Mandarin	3:15pm-6:15pm	Trn Ctr
5/8/2010	Sat	Ann	Personal Care Lvl	Vietnamese	9am-12pm	Room 8
5/17/2010	Mon	Sandy	Preparamedical	English	3:15pm-6:15pm	Room 8
5/18/2010	Tue	Taily	Nutrition	Mandarin	5:30pm-8:30pm	Room 11
5/24/2010	Mon	Sandy	Preparamedical	Mandarin	3:15pm-6:15pm	Room 8
6/3/2010	Mon	Thea	Last Phase of Life	English	1pm-4pm	Room 11
6/7/2010	Mon	Sandy	1st Aid	English	3:15pm-6:15pm	Room 8
6/8/2010	Tue	Quan	Last Phase of Life	Vietnamese	1pm-4pm	Room 8
6/15/2010	Tue	Quan	CPR	Vietnamese	2am-5pm	Trn Ctr
6/17/2010	Thur	Marina	1st Aid	Spanish	3:30pm-6:30pm	Room 11
6/24/2010	Tue	Quan	1st Aid	Vietnamese	1pm-4pm	Room 11

TRAINING ANNOUNCEMENT!

NEW SCHEDULE, EARN YOUR CERTIFICATE.

You can earn a Certificate of Completion from the Sunnyvale Cupertino Adult Education Center when you complete all nine of the following courses:

- CPR
- First Aid
- Tips for Transfers
- Nutrition
- Diabetes
- Personal Care Level I
- Pre-Paramedical
- Last Phase of Our Life
- Mental Health

Get started now! You can complete the nine courses at your own pace. If you don't finish them on this schedule, take the rest on the next schedule offered.



JOB DEVELOPMENT FUND

A job development fund is available for Independent Providers (IPs) of IHSS in Santa Clara County. IPs are reimbursed a maximum of \$350.00 annually for the cost of tuition and texts to attend classes which are directly related to the IP's job as a care provider. For more information contact the COA Public Authority Services at: (408) 350-3206.

The Council on Aging Public Authority Services office wants to assist you with questions you may have. To better assist you please use the important phone numbers listed below. We suggest you keep the list handy, perhaps near your telephone for future reference.

HERE IS WHO TO CALL FOR WHAT PURPOSE:

Call the COA Public Authority Services at (408) 350-3206: For general information concerning provider benefits, Eco Pass, training classes or other services of the COA Public Authority Services.

Call the COA Public Authority Services Benefits at (408) 350-3290: For more specific information on provider health, dental or vision benefits, status of your benefits application or eligibility for benefits.

If you are experiencing issues with your health, dental or vision benefits contact Member Services first:

- **Medical** - Valley Health Plan (408) 885-4760
- **Dental** - Liberty Dental I (888) 703-6999
- **Vision (VSP)** - Vision Service Plan I (800) 877-7195

If your issue remains unresolved after speaking with member services please contact our Benefits staff at (408) 350-3290.

Call the COA Public Authority Services Registry at (408) 350-3251: If you want to join the Registry or to report any changes if you are already listed on the Registry.

Call IHSS Social Services at (408) 975-4899: For information regarding authorized hours and services or to speak with a social worker.

Call IHSS Payroll at (408) 975-4899: For any payroll matters, including timesheet and paycheck issues, questions regarding workers compensation.

Call UNION SEIU Local 521 at (408) 678-3300: Call for information about joining the Union or payroll deductions.