

# CERTIFICATE CLASS SCHEDULE

## PLEASE NOTE:

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

**PRE-REGISTRATION AND  
CONFIRMATION IS REQUIRED**

- These classes are optional.
- Call 408-350-3286 on or after January 7, 2011 to register for classes.
- Leave your name, last 4 digits of your Social Security Number , contact phone number and the date and name of the classes you want to register for.
- You will receive a letter and/or phone call confirming your class schedule.

Date	Day	Teacher	Class	Language	Time	Room
02/02/2011	Wednesday	Marina	Preparamedical	Spanish	3:30pm-6:30pm	Room 8
02/03/2011	Thursday	Myra	Diabetes	English	1:00pm-4:00pm	Room 11
02/07/2011	Monday	Sandy	Tips for Transfer	English	3:15pm-6:15pm	Room 8
02/09/2011	Wednesday	Quan	Last Phase of Life	Vietnamese	1:00pm-4:00pm	Room 11
02/14/2011	Monday	Sandy	Personal Care Lv I	English	3:15pm-6:15pm	Room 8
02/16/2011	Wednesday	Marina	1st Aid	Spanish	3:30pm-6:30pm	Room 11
02/17/2011	Thursday	Myra	Last Phase of Life	English	1:00pm-4:00pm	Room 11
02/28/2011	Monday	Quan	CPR	Vietnamese	12:00pm-3:00pm	Trn Ctr
02/28/2011	Monday	Sandy	CPR	Mandarin	3:30pm-6:30pm	Trn Ctr
03/01/2011	Tuesday	Taily	Last Phase of Life	Mandarin	5:30pm-8:30pm	Room 11
03/02/2011	Wednesday	Marina	Personal Care Lv I	Spanish	3:30pm-6:30pm	Room 8
03/07/2011	Monday	Sandy	Tips for Transfer	Mandarin	3:15pm-6:15pm	Room 8
03/09/2011	Wednesday	Quan	Diabetes	Vietnamese	1:00pm-4:00pm	Room 11
03/15/2011	Tuesday	Ann	Preparamedical	Vietnamese	4:15pm-7:15pm	Room 8
03/17/2011	Thursday	Myra	Nutrition	English	1:00pm-4:00pm	Room 11
03/21/2011	Monday	Sandy	1st Aid	Mandarin	3:15pm-6:15pm	Room 11
03/22/2011	Tuesday	Marina	Nutrition	Spanish	3:30pm-6:30pm	Room 11
04/04/2011	Monday	Sandy	1st Aid	English	3:15pm-6:15pm	Room 11
04/07/2011	Thursday	Ann	Mental Health	Vietnamese	4:15pm-7:15pm	Room 11
04/11/2011	Monday	Sandy	CPR	English	3:15pm-6:15pm	Trn Ctr
04/12/2011	Tuesday	Marina	CPR	Spanish	3:30pm-6:30pm	Trn Ctr
04/12/2011	Tuesday	Taily	Mental Health	Mandarin	5:30pm-8:30pm	Room 11
04/13/2011	Wednesday	Marina	Diabetes	Spanish	3:30pm-6:30pm	Room 11
04/14/2011	Thursday	Ann	Tips for Transfer	Vietnamese	4:15pm-7:15pm	Room 8
04/26/2011	Tuesday	Taily	Diabetes	Mandarin	5:30pm-8:30pm	Room 11
04/28/2011	Thursday	Quan	Nutrition	Vietnamese	1:00pm-4:00pm	Room 11
05/02/2011	Monday	Sandy	Preparamedical	Mandarin	3:15pm-6:15pm	Room 8
05/10/2011	Tuesday	Taily	Nutrition	Mandarin	5:30pm-8:30pm	Room 11
05/12/2011	Thursday	Ann	Personal Care Lv I	Vietnamese	4:15pm-7:15pm	Room 8
05/16/2011	Monday	Sandy	Personal Care Lv I	Mandarin	3:15pm-6:15pm	Room 8
05/19/2011	Thursday	Myra	Preparamedical	English	1:00pm-4:00pm	Room 8
05/24/2011	Tuesday	Marina	Mental Health	Spanish	3:30pm-6:30pm	Room 11
05/26/2011	Thursday	Quan	1st Aid	Vietnamese	1:00pm-4:00pm	Room 11
06/02/2011	Thursday	Myra	Mental Health	English	1:00pm-4:00pm	Room 11

## LIBERTY DENTAL PLAN

Have you heard? As an Independent Provider who works 35 or more hours per month you can enroll in a great dental plan called LIBERTY Dental. The plan design is LR-I and offers a broad range of dental services with no annual maximums, no deductibles and little to no copayments on all covered procedures. You can go to any dentist on the LIBERTY list for your general dentist services such as cleaning or dental check ups, etc. LIBERTY calls this “open access.” Specialty services do require a referral and your dentist can arrange that for you. If you want information on how to enroll call the COA Public Authority at 408-350-3290.

As a LIBERTY member you have access to over 950 dentists throughout California and in Santa Clara County LIBERTY has over 220 dentists. LIBERTY Dental Plan is servicing over 800,000 members in 47 states, including 25,000 IHSS workers located in Santa Clara and San Francisco Counties.

If you have any questions about the dental plan, please contact LIBERTY Dental Plan at 888-703-6999.



## MONEY HANDLING TIPS

IHSS Consumers frequently ask their Care Providers to shop for them. This involves spending the consumers' money and returning change from the purchases. You can protect yourself by following these steps:

- If the Consumer asks you to take money from their purse or wallet, bring the purse or wallet to them and have the Consumer remove the money themselves.
- Verify the amount of money and record the amount in a log book, on a note pad or on the shopping list. The log book offers the best permanent record.
- When returning from the shopping errand, review the items on the receipt against the shopping list, count the change together and ask the Consumer to initial the receipt or log book.
- Do not ask for or accept any type of monetary gifts or

loans from the Consumer.

- Do not loan money to the Consumer. Do not offer any loans to the Consumer.
- Do not contribute to anything, join anything, even if the Consumer asks you to.

Unless you are a relative or a close friend, you should not be involved in your Consumer's legal and financial affairs.



## JOB DEVELOPMENT FUND

A job development fund is available for Independent Providers (IPs) of IHSS in Santa Clara County. IPs should contact the Public Authority to obtain an application to apply for pre-approval to access this education fund. IPs may be reimbursed for a maximum of \$350 per calendar year for the cost of tuition and texts (but no other materials) to attend programs or courses of education and training. For more information contact the Public Authority at: 408-350-3206.

