

New User Unicare Training Registration Form

*Santa Clara Valley Health & Hospital System is sponsoring Unicare training
Classes are offered once a month.*

All new Mental Health & Drug and Alcohol Unicare users are required to take the Basic Unicare training. Clerical Staff must take the Basic Unicare training and the MH or DADS Unicare Clerical training. Clinicians must take the Basic Unicare training and the Unicare Clinical training.

Schedule Information

- Basic Unicare training is held one day of every month. Class hours are 9:30AM-11: 30 AM and 1:30-3:30 PM.
- Unicare Clinical training is held one day of every month. Clinical training hours are from 9AM-12 PM.
- DADS Unicare Clerical training is held one day of every month. Class hours are 12:30 PM –5 PM.
- MH Unicare Clerical training part 1& 2 is held one day of every month. Class hours for part 1 are Thursday 8:30 AM -12 PM and part 2 the following Friday 8:30 AM-12 PM.

For course or scheduling questions contact Otto Esparza at 408-885-3595

You may register your employee by filling out this form and faxing it to 408-885-2036.

Once your employee registers, you will receive a confirmation by email and/ or fax with dates, times and directions to the location. If you fax your form and DO NOT receive a confirmation within 24 hours, call 408-885-3595.

*** It is very important that your employee(s) attend all designated trainings on time. ** Please ensure that your employee has their Unicare log on account established prior to attending classes. Contact Otto Esparza @ 885-3595 if you have Unicare account access questions.**

Name (Last, First, Middle Initial)	Work Phone	Alternate Phone	Fax Number	Job Title
Agency	Business Address		Circle One: DADS or MH	
City	Zip	Email Address		
Supervisor's Signature	Supervisor's Phone	Supervisors Email Address		

Unicare Training Class Days (Tuesday, Wednesday, Thursday, Friday)

Course	Course Date Enter Date	Day of the Week	Session AM or PM
Basic Unicare <input type="checkbox"/> *Prerequisite AM		Tuesday 9:30-11:30 AM	AM Session ONLY
Basic Unicare *Prerequisite PM		Tuesday 1:30-3:30 PM	PM session Only
Unicare Clinical <input type="checkbox"/>		Wednesday 9:00-12:00 PM	AM Session ONLY
DADS Clerical <input type="checkbox"/>		Thursday 12:30-5:00 PM	PM Session ONLY
MH Clerical <input type="checkbox"/>		Thursday 8:30-12:00 PM Friday 8:30-12:00 PM	Part 1 held AM Only Part 2 held AM ONLY
Notes:			

*** Note: In some instances the AM class of the Basic Unicare class may be full- in this event you will be registered to the PM class.**

*** Note: One registration form per person**