

5150 Zoom Training Information

Zoom 5150 Trainings are from 9:00 am to 12:00 pm

After the training, participants will need to take the test in-person at the Learning Partnership Office, 1075 E. Santa Clara St. 2nd floor, San Jose, 95116. Please email Elisa.Perales@hhs.sccgov.org to schedule your preferred test time

The test must be taken the same day as the training at one of the following times:

- 1:00 – 2:00 pm
- 2:00 – 3:00 pm
- 3:00 – 4:00 pm
- 4:00 – 5:00 pm

Training Requirements

- You must have successfully submitted your 5150 Authorization Training request in DocuSign and be pre-registered in Zoom to participate in the training. Two weeks before the training, a confirmation email will be sent to your business email that you are registered for the training. If you do not receive an email, it means that you are not registered for the training. No walk-ins are allowed.
- Zoom log-in information will be sent to the registered participants prior to the training. Please do not share with others.
- Both visual and audio participation is required throughout the training. Please test your computer/device for Zoom use prior to registering. Many of the work computers block access to camera and/or mic. If your webcam or mic does not work for more than 30 min, you will be dismissed from the training and asked to retake the class in future.
- Please sign in to the Zoom training site at least 10-15 minutes before the training and wait to be admitted. Please match your display name on Zoom to the name on your application – “First Name Last Name”, this allows us to sign you in & out and give you credit for the training.
- The test will be offered after the training at Learning Partnership, 1075 E. Santa Clara St. 2nd floor, San Jose. The testing room will be set up to assure proper physical distancing. A face mask must be worn at all times.
- You must pass the test with a score of 80% or higher to receive your 5150-authorization card. Your 5150 card will be sent to you in DocuSign approximately two weeks after the test.

Zoom Etiquette

- Do not use the speaker phone option on smart phone.
- Do not login from 2 devices (e.g., computer AND smartphone), as this will cause feedback.
- Mute yourself when you are not speaking in the training. Unmute only when asking questions or engaging in small group activities.
- Sit with the ambient light on your face and not behind you. Do not sit too far away from your camera or others may not be able to see your face.
- Please make sure you are in a quiet room with access to Wi-Fi and Power.
- You may go online to explore the Zoom site at: <https://zoom.us/>