



Illinois Mandated School Trainings

This mandated school trainings guidance tool should be helpful to all schools; it should be reviewed prior to any Regional Office of Education Compliance Review Visit. Below you will find listed areas of study that are mandated by the Illinois School Code and the Illinois Administrative Code. Statutory and regulatory references are included for all curriculum areas and should be reviewed carefully to ensure that schools are meeting all requirements.

Training	Frequency	Summary of Requirements	Training Standards	Staff Required
HEALTH AND SAFETY				
Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADHD) Training (105 Illinois Compiled Statutes (ILCS) 5/10-20.36)	At least once every two years	Training pertains to current best practices regarding the identification and treatment of ADD and ADHD, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.		All licensed school personnel and administrators
Automated Defibrillator Device (AED) Training (410 ILCS 4/) (210 ILCS 74/)	The Illinois Department of Public Health (IDPH) shall establish rules to determine the time period for which training recognition shall be valid and the recommendation for subsequent renewal. 410 ILCS 4/15	A physical fitness facility must ensure that it has at least one “trained AED user” on site during staffed business hours. 210 ILCS 74/15(b)	A “trained AED user” means a person who has completed a course of instruction in accordance with the standards of a nationally recognized organization, such as the American Red Cross or the American Heart Association; or a course of instruction in accordance with the rules adopted under the Automated External Defibrillator Act to use an automated external defibrillator; or who is licensed to practice medicine in all its branches in Illinois. 410 ILCS 4/10	Official trained staff member
Acquired Immunodeficiency Syndrome (AIDS) Training* (105 ILCS 5/10-22.39(c))	Not specified; recommended at least every two years.	This training is to provide a basic knowledge of matters relating to AIDS, including the nature of the disease, its causes and effects, the means of detecting it and preventing its transmission, the availability of appropriate sources of counseling and referral, and any other information that may be appropriate	The Illinois State Board of Education (ISBE) and IDPH shall jointly develop standards for such training.	School guidance counselors, nurses, teachers, and other school personnel who work with pupils

		considering the age and grade level of such pupils.		
<p>Anaphylactic Reactions and Management</p> <p>(105 ILCS 5/10-22.39(e))</p> <p>(105 ILCS 5/22-30(g) and (h))</p> <p>23 Ill. Admin Code 1.540</p>	<p>At least once every two years during in-service trainings</p> <p>Special training for “trained personnel” must be conducted annually.</p>	<p>Training pertains to anaphylactic reactions and management.</p> <p>“Trained personnel” must complete an online or in-person training curriculum to recognize and respond to anaphylaxis; the curriculum must meet the content requirements of 105 ILCS 5/22-30(h) and 23 Ill. Admin. Code 1.540(e)(3).</p>	<p>Training must be conducted by persons with expertise in anaphylactic reactions and management.</p>	<p>All school personnel who work with pupils</p>
<p>Food Allergy Training</p> <p>(105 ILCS 5/2-3.149)</p>	<p>Not specified; it is generally combined with training on anaphylactic reactions and management.</p>	<p>Training pertains to the management of students with life-threatening food allergies and includes training related to the administration of medication with an auto-injector.</p>	<p>Training shall be consistent with guidelines issued by ISBE and IDPH.</p>	<p>School personnel who interact with students with life-saving food allergies, such as school and school district administrators, school advisers and counselors, school health personnel, and school nurses</p>
<p>Asbestos Management and Abatement</p> <p>(77 Ill. Admin. Code 855.300(a)(2))</p> <p>(77 Ill. Admin. Code 855.300(a)(4))</p> <p>(40 Code of Federal Regulations (CFR) Part 763, Subpart E)</p> <p>(105 ILCS 105/)</p>	<p>As determined in the Asbestos Hazard Emergency Response Act (AHERA) and by IDPH via its powers under the Asbestos Abatement Act</p>	<p>All custodial and maintenance employees must be properly trained in asbestos management and abatement.</p> <p>The school district must designate a person to oversee all asbestos management plan activities and ensure that the designated person receives adequate training to perform the assigned duties of the school district.</p> <p>Training shall include information regarding: (i) asbestos and its uses and forms; (ii) health effects associated with asbestos exposure; (iii) locations of</p>	<p>Training must comport with requirements of the federal AHERA, the Illinois Asbestos Abatement Act, and Part 855 of the 77 Ill. Admin. Code. Per AHERA, the training requirement for custodians and maintenance staff is two hours of awareness training, whether or not they are required to work with ACBM. New employees must be trained within 60 days after commencement of employment. 40 CFR 763.92(a)(1) Custodians or maintenance workers who conduct any activities that will result in the disturbance of ACBM shall receive an additional 14 hours of training, as outlined in AHERA. <i>Id.</i> at 763.92(a)(2)</p>	<p>Custodians and maintenance workers</p> <p>Designated asbestos plan manager</p>

		asbestos-containing building material (ACBM) identified in the school building; (iv) recognition of damage, deterioration, delamination of ACBM; and (v) name and phone number of person designated to carry out Local Education Agency responsibilities regarding availability and location of management plan. 40 CFR 763.92 (a)(1)		
<p>Asthma Management</p> <p>(105 ILCS 5/22-30(j-15))</p> <p>(105 ILCS 5/22-30(g))</p> <p>(105 ILCS 5/22-30(h-10))</p> <p>(23 Ill. Admin. Code 1.540)</p>	<p>Every two years (general training for all school personnel)</p> <p>Annually (special training for “trained personnel”)</p>	<p>General Training Requirement – An in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting is required.</p> <p>“Trained personnel” must complete an online or in-person training curriculum to recognize and respond to respiratory distress; the curriculum must meet the requirements of 105 ILCS 5/22-30(h-10) and 23 Ill. Admin. Code. 1.540(e)(5).</p>	<p>ISBE shall consult with statewide professional organizations with expertise in asthma management and make available resource materials for educating school personnel about asthma and emergency response in the school setting.</p>	<p>All school personnel who work with pupils</p> <p>An employee or volunteer must complete training under subsection (g) to recognize and respond to respiratory distress in order to be considered “trained personnel.”</p> <p>The school district, public school, charter school, or nonpublic school must maintain records related to the training curriculum and trained personnel.</p>
<p>Bloodborne Pathogens</p> <p>(29 CFR 1910.1030(g)(2) and (h)(2))</p>	<p>At the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter; additional training is required whenever changes – such as modification of tasks or procedures or institution of new tasks or procedures</p>	<p>Awareness training for employees in regard to the Occupational Safety and Health Administration’s bloodborne pathogen standards shall be provided at no cost to employee and during work hours; additional training may be limited to addressing new exposures created.</p>	<p>The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.</p>	<p>Each employee with occupational exposure</p> <p>Employer must maintain records of training sessions for three years and in accordance with requirements of CFR 1910.1030(h)(2).</p>

	– affect the employee’s occupational exposure.	Training shall contain at a minimum the elements listed in CFR 1910.1030 (g)(2)(vii)(A)-(N).		
Bullying Prevention* (105 ILCS 5/27-23.7(a))	Not specified	Training pertains to what behaviors constitute prohibited bullying and methods of bullying prevention.		All school personnel
Child Abuse and Neglect (105 ILCS 5/10-23.12) (325 ILCS 5/4)	Mandated reporter training must be completed within three months of the date of engagement in a professional or official capacity as a mandated reporter and at least every three years thereafter. The initial requirement only applies to the first time they engage in their professional or official capacity. 325 ILCS 5/4(j)	Training provides staff development for local school site personnel who work with pupils in grades K through 8 in the detection, reporting, and prevention of child abuse and neglect. 105 ILCS 5/10-23.12 Mandated Reporter Training 325 ILCS 5/4(j) In-person or web-based training on how to identify and report suspected child abuse and neglect	The mandated reporter training shall be provided through the Illinois Department of Children and Family Services (DCFS), through an entity authorized to provide continuing education for professionals licensed by the Department of Financial and Professional Regulation, through ISBE, through the Illinois Law Enforcement Training Standards Board, through the Department of State Police, or through an organization approved by DCFS to provide mandated reporter training. DCFS must make available a free web-based training for reporters.	The following education personnel are all considered mandated reporters: <ul style="list-style-type: none"> • School personnel (including administrators and certified and non-certified school employees); • Personnel of institutions of higher education; • Any educational advocate assigned to a child in accordance with the School Code; • Any member of a school board or the Chicago Board of Education or the governing body of a private school (but only to the extent required under 325 ILCS 5/4(d)); and • Truant officers.

<p>Chronic Health Conditions of Students</p> <p>(105 ILCS 5/3-11)</p>	<p>Annually at teachers institutes</p>	<p>Provide instruction pertaining to prevalent student chronic health conditions.</p>		<p>Teachers and educational support personnel (Educational support personnel may be exempted if not relevant to their work.)</p>
<p>Concussions and Head Injuries</p> <p>(105 ILCS 5/22-80(h))</p>	<p>Every two years</p>	<p>Training pertains to concussions, including evaluation, prevention, symptoms, risks, and long-term effects. A training course that provides not less than two hours of training is required for coaches, members of the concussion oversight team, and game officials. 105 ILCS 5/22-80(h)(1)</p>	<p>Training must be approved by the Illinois High School Association (IHSA). The IHSA shall maintain an updated list of individuals and organizations it has authorized to provide the training. The training requirements vary depending on the role of the person required to take the training. 105 ILCS 5/22-80(h)(4)</p>	<p>Training must be taken by:</p> <ul style="list-style-type: none"> • Any coach of an interscholastic athletic activity; • Any nurse, licensed health care professional, or non-licensed health care professional who serves as a member of a concussion oversight team either on a volunteer basis or in his or her capacity as an employee, representative, or agent of a school; and • Any game official of an interscholastic athletic activity.
<p>Care of Students with Diabetes Act</p> <p>(105 ILCS 145/25)</p>	<p>For all school employees in any school with at least one student with diabetes – Annually during regular in-service training under Section 3-11 of the School Code</p> <p>For delegated care aides – Initial training prior to serving in the role; training</p>	<p>For all school employees in any school with at least one student with diabetes – Training pertains to the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency.</p> <p>For delegated care aides – Training pertains to instruction on how to perform the tasks necessary to assist a student with diabetes in accordance with his or her diabetes care plan, including training</p>	<p>Initial training of a delegated care aide shall be provided by a licensed health care provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel titled "Helping the Student with Diabetes Succeed."</p>	<p>Training is required for all school employees in any school with at least one student with diabetes.</p> <p>Any school employee who agrees to receive training in diabetes care and to assist students in implementing their diabetes care plans and who has entered into an agreement with the parent or guardian and the</p>

	shall be updated when the diabetes care plan is changed and at least annually.	in the specific functions outlined in 105 ILCS 145/25(b). No employee may be punished for refusal to serve as a delegated care aide.		school district or private school can serve as a delegated care aide. 105 ILCS 145/10
Expecting/Parenting Youth, Domestic and Sexual Violence (105 ILCS 5/10-22.39(d))	At least every two years during an in-service training program	Training pertains to the following topics: (i) communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth; (ii) connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed; and (iii) implementing the school district's policies, procedures, and protocols with regard to such youth, including confidentiality. At a minimum, school personnel must be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.	Training must be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.	School personnel who work with pupils, including, but not limited to, school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, and school nurses
First Aid, Heimlich Maneuver, and Cardiopulmonary Resuscitation (CPR)* (105 ILCS 110/3)	Each school board is authorized to allocate appropriate portions of its institute or in-service days to conduct training programs for teachers and other school personnel who have expressed an interest in becoming qualified to administer emergency first aid or CPR.	Training pertains to the knowledge and skills necessary to properly administer life-saving techniques, including without limitation the Heimlich maneuver and rescue breathing.	The training shall be in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization. A school board may use the services of non-governmental entities whose personnel have expertise in life-saving techniques to instruct teachers and other school personnel in these techniques.	Training is encouraged for all teachers and other school personnel, especially those who coach school athletic programs or other extracurricular school activities. Each school board is encouraged to have in its employ, or on its volunteer staff, at least one person who is certified by the American Red Cross or by another qualified certifying agency as qualified to administer first aid and CPR.

<p>Non-Restaurant Food Handler (410 ILCS 625/3.05 and 3.06)</p>	<p>Required within 30 days after employment with any new employer, and every three years thereafter</p>	<p>Training pertains to basic safe food handling principles as outlined in 410 ILCS 625/3.05(b).</p>	<p>Training modules must be approved by IDPH. Training may be conducted by any means available, including, but not limited to, online, computer, classroom, live trainers, remote trainers, and certified food service sanitation managers. There must be at least one commercially available, approved food handler training module at a cost of no more than \$15 per employee; if an approved food handler training module is not available at that cost, then the non-restaurant food handler training requirements do not apply.</p>	<p>All food handlers not employed by a restaurant, other than someone holding a food service sanitation manager certificate</p>
<p>Gang Resistance Education* (105 ILCS 5/27-23.10)</p>	<p>Not specified</p>	<p>This training pertains to gang resistance education.</p>	<p>A school board or the governing body of a nonpublic, nonsectarian elementary or secondary school must collaborate with state and local law enforcement agencies for the purposes of gang resistance education and training. ISBE may assist in the development of such training</p>	<p>Teachers</p>

<p>Hazardous Materials Training (105 ILCS 5/10-20.17a) (820 ILCS 255/16) (23 Ill. Admin. Code 1.330)</p>	<p>Annually during in-service training programs</p> <p>All new staff members whose assignments bring them into recurring contact (e.g., daily, weekly, or monthly) with toxic materials who have not received education and training within the past 12 months must receive the approved course of training prior to working with toxic materials. 23 Ill. Admin. Code 1.330</p>	<p>Training pertains to the safe handling and use of hazardous or toxic materials. An employer shall provide all employees with an education and training program with respect to all toxic substances to which the employee is routinely exposed in the course of his or her employment. An employee shall be deemed to be routinely exposed to any toxic substance that he/she ingests, inhales, absorbs through the skin, or otherwise comes into contact with on a regular basis during the course of his/her employment in concentrations for which there is substantial scientific evidence that a significant risk to human health may occur from exposure or which falls above threshold limits established by IDPH. The employer does not have to provide an employee education and training program if employees are not exposed to any toxic substance.</p>	<p>Such programs must be approved by ISBE in consultation with IDPH.</p>	<p>Personnel in the district who work with such materials on a regular basis (e.g., science teachers, maintenance workers, and cafeteria employees)</p> <p>Each district shall keep on file a list of the job titles in the district whose incumbents are subject to the training requirements and the names of employees who have attended a training program, including the location, presenters, and date of the program. 23 Ill. Admin. Code 1.330</p>
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<p>Mental Illness and Suicidal Behavior</p> <p>(105 ILCS 5/10-22.39(b))</p> <p>(105 ILCS 5/34-18.7)</p> <p>(105 ILCS 5/2-3.166) (Ann-Marie’s Law)</p>	<p>At least every two years during an in-service training program</p>	<p>Training pertains to identification of the warning signs of mental illness and suicidal behavior in youth and appropriate intervention and referral techniques.</p>	<p>School districts may utilize the Illinois Mental Health First Aid training program, established under the Illinois Mental Health First Aid Training Act and administered by certified instructors trained by a national association recognized as an authority in behavioral health, to meet this training requirement.</p> <p>Licensed personnel and administrators may present a certificate of successful completion of a third-party mental health first aid training program to satisfy this in-service training requirement.</p> <p>Consistent with Ann-Marie’s Law, ISBE has made suicide prevention guidance and resources available here.</p>	<p>Licensed school personnel and administrators who work with pupils in kindergarten through grade 12</p>
<p>Seizure Training</p> <p>(105 ILCS 150/25)</p>	<p>Annually during in-service training</p>	<p>Training pertains to the basics of seizure recognition and first aid and appropriate emergency protocols.</p> <p>For delegated care aides –A delegated care aide must be trained in a school in which at least one student with epilepsy is enrolled to perform the tasks necessary to assist a student with epilepsy in accordance with his or her seizure action plan.</p>	<p>Training must be consistent with best practice guidelines issued by the Centers for Disease Control and Prevention (CDC).</p> <p>Initial training of a delegated care aide for students with epilepsy must be provided by a licensed health care provider with an expertise in epilepsy or an epilepsy educator who has successfully completed the relevant curricula offered by the CDC.</p>	<p>Some training is required for all school employees.</p> <p>Any “school employee” (as defined in 105 ILCS 150/10) or paraprofessional who agrees to receive training in epilepsy and to assist a student in implementing his or her seizure action plan and who has entered into an agreement with a parent or guardian of that student can serve as a delegated care aide. 105 ILCS 150/10</p>
<p>Sexual Abuse (Child)*</p> <p>(105 ILCS 5/10-23.13) (Erin’s Law)</p>	<p>Not specified</p>	<p>School boards must adopt and implement a policy addressing sexual abuse of children that may include training for school personnel on warning signs that a child may be a victim of sexual abuse.</p>		
<p>Sexual Harassment and Discrimination</p> <p>(775 ILCS 5/2-109)</p>	<p>Annually</p>	<p>Sexual harassment prevention training must be provided.</p>	<p>Every employer with employees working in this state shall use the model sexual harassment prevention training program created by the Illinois Department of Human Rights or establish its own sexual harassment prevention training program that equals or</p>	<p>All staff</p>

			exceeds the minimum standards in the model training program developed by the department.	
Teen Dating Violence (105 ILCS 110/3.10)	Not specified	School boards must adopt and implement a policy on teen dating violence that incorporates age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12 and school employees , as recommended by the school officials identified under subdivision (4) of 105 ILCS 110/3.10(b).		The school district’s policy on teen dating violence must identify by job title the school officials who are responsible for receiving reports of teen dating violence. These officials will recommend the training program and identify the employees who should receive training. 105 ILCS 110/3.10(b)
Violence Prevention and Conflict Resolution (105 ILCS 5/27-23.4) * Only mandatory if funded	Not specified	This training is for teachers regarding how to provide effective instruction in violence prevention and conflict resolution.	ISBE shall assist in the training.	Teachers
Nutrition Training (General) (7 CFR Parts 210 and 235)	Annual continuing education/training ranging from four-12 hours, depending on position	These are trainings in all areas of professional standards for the operation of school nutrition programs.	Training can be delivered in a variety of formats (web-based, in-person, etc.) and can come from a variety of sources. See resources under “Professional Standards for all School Nutrition Programs Employees” on the ISBE Nutrition Department webpage .	All School Nutrition Program personnel
Nutrition Training (Civil Rights)	Annual program requirement; new employees should have training as part of their orientation.	This training meets the annual civil rights requirement for all federal nutrition programs.	Training can be delivered in a variety of formats (web-based, in-person, etc.) See https://www.isbe.net/Pages/Nutrition-and-Wellness-Civil-Rights-Compliance-and-Enforcement.aspx .	All frontline staff – e.g., those who interact with program applicants or participants and those who supervise frontline staff
Opioid Overdose (105 ILCS 5/22-30(g)) (105 ILCS 5/22-30(h-5)) (23 Ill. Admin. Code 1.540)	Annually	“Trained personnel” must complete an online or in-person training curriculum to recognize and respond to an opioid overdose; the curriculum must meet the requirements of 105 ILCS 5/22-30(h-5) and 23 Ill. Admin. Code 1.540(e)(4). Trained personnel must also submit to the school's administration proof of cardiopulmonary	The training must comply with any training requirements under Section 5-23 of the Substance Use Disorder Act and the corresponding rules.	Any “trained personnel” An employee or volunteer must complete training under subsection (g) on how to recognize and

		resuscitation and automated external defibrillator certification.		<p>respond to an opioid overdose to be considered “trained personnel.”</p> <p>The school district, public school, charter school, or nonpublic school must maintain records related to the training curriculum and trained personnel.</p>
<p>Student Discipline Training (also known as Student Attendance and Engagement)*</p> <p>(105 ILCS 5/10-22.6(c-5))</p>	Not specified; district shall make reasonable effort to provide ongoing professional development.	Training pertains to the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.		Teachers, administrators, school board members, school resource officers, and staff
<p>Isolated Time Out/Physical Restraint</p> <p>(23 Ill. Admin. Code 1.285(i))</p>	Annually; adults supervising these techniques must receive at least eight hours of training annually, with additional hours required for adults administering the techniques.	<p>For adults supervising these techniques—</p> <p>Training pertains to the following areas:</p> <ul style="list-style-type: none"> • Crisis de-escalation; • Restorative practices; • Identifying signs of distress during physical restraint and time out; • Trauma-informed practices; and • Behavior management practices. <p>For adults administering these techniques—</p> <p>Annual systemic training pertains to less restrictive and intrusive strategies and techniques to reduce the use of isolated</p>	The required training may be provided by the employer or by an external entity. Any person or entity providing training must be trained and appropriately certified. Training on any particular method of time out or physical restraint can be provided only if trainer has received certificate of training within the preceding one-year period.	<p>Any adult who is supervising a student in isolated time out or time out, or who is involved in a physical restraint</p> <p>Any adult who is administering an isolated time out, time out, or physical restraint</p> <p>All adults trained must be provided a copy of the district's policies on isolated time out, time out, and physical restraint.</p>

		time out, time out, and physical restraint based on best practices and how to safely use time out and physical restraint when those alternative strategies and techniques have been tried and proven ineffective. This training must include all the elements described in 23 Ill. Admin. Code 1.285(i) and must result in the receipt of a certificate of completion or other written evidence of participation.		
TEACHING TOLERANCE				
Anti-Bias Education* (105 ILCS 5/27-23.6)	Not specified	Public elementary and secondary schools may incorporate activities to address intergroup conflict, which may include, but not be limited to, instruction and teacher training programs.		Teachers
Implicit Bias Training (105 ILCS 5/10-20.61)	Annually during in-service training	This is training to develop cultural competency, including understanding and reducing implicit racial bias.		All school personnel
Peer Counseling and Anti-Violence Training (105 ILCS 5/3-11)	Annually during in-service training	Training pertains to peer counseling programs and other anti-violence and conflict resolution programs, including without limitation programs designed to prevent at-risk students from committing violent acts		Teachers and educational support personnel (Educational support personnel may be exempted if not relevant to their work.)

OTHER TRAININGS				
Americans with Disabilities Act Training (105 ILCS 5/3-11)	At least once every two years	This is training on the federal Americans with Disabilities Act, as it pertains to the school environment.		Teachers and educational support personnel (Educational support personnel may be exempted if not relevant to their work.)
School Bus Driver Training (625 ILCS 5/6-106.1(a)(8))	Annual training (initial and refresher courses)	These are courses of instruction in school bus driver safety that are pursuant to the standards established by the Secretary of	Pursuant to Section 3-14.23 of the Illinois School Code, regional superintendents of schools are responsible for conducting training programs for school bus drivers. The	School bus drivers

(105 ILCS 5/3-14.23(a)) (23 Ill. Admin. Code 1.515)		State under Section 6-106.1 of the Illinois Vehicle Code.	regional superintendent shall be responsible for notifying the employers of all bus drivers who complete initial or refresher training courses	
Educator Ethics (105 ILCS 5/10-22.39(f)) (105 ILCS 5/3-11)	At least once every two years	Training pertains to educator ethics, teacher-student conduct, and school employee-student conduct.		All personnel
Educator Evaluator Training (105 ILCS 5/24A-3)	Prior to undertaking any evaluation and at least once during each certificate renewal cycle Evaluators must also successfully complete a pre-qualification program prior to undertaking an evaluation.	Training pertains to the evaluation of certified personnel. The pre-qualification program must involve rigorous training and an independent observer's determination that the evaluator's ratings properly align to the requirements established by ISBE.	Trainings must be provided or approved by ISBE.	All Performance Evaluation Reform Act (PERA) evaluators
Educator Evaluator Training (Board Members) (105 ILCS 5/24-16.5(f))	Once, prior to voting on any dismissal	Training is based PERA.	Trainings must be provided or approved by ISBE.	Only PERA-trained board members may participate in a vote on dismissal that is based upon the Optional Alternative Evaluative Dismissal process
Freedom of Information Act (FOIA) (5 ILCS 140/3.5(b))	Whenever a new FOIA officer is appointed, within 30 days after he or she assumes the position; annually thereafter	Training pertains to the general principles of FOIA and the statutory provisions that FOIA officers will need to consult in carrying out their duties.	Electronic training curriculum developed by the public access counselor	The FOIA officer designated by the local school board
Identity Protection (5 ILCS 179/35)	Not specified	Training is designed to protect the confidentiality of Social Security numbers. Training should include instructions on the proper handling of information that contains Social Security numbers from the time of collection through the destruction of the information.		All employees of the school district identified as having access to Social Security numbers in the course of performing their duties

<p>Open Meetings Act (OMA) for Board Members</p> <p>(5 ILCS 120/1.05(b)-(c))</p>	<p>Not later than the 90th day after the date a school board member:</p> <ul style="list-style-type: none"> • Took the oath of office if required to take an oath; or • Otherwise assumed responsibilities as a member of the public body 	<p>Training that pertains to compliance with the Open Meetings Act.</p>	<p>Electronic training curriculum developed by the public access counselor</p> <p>School board members may alternatively satisfy the training requirements of OMA by participating in a qualifying course of training sponsored by or conducted by an organization created under Article 23 of the School Code. (105 ILCS 5/23-1 <i>et seq.</i>)</p>	<p>All school board members</p>
<p>Open Meetings Act (Other Designated Personnel)</p> <p>(5 ILCS 120/1.05(a))</p>	<p>Whenever a new OMA designee is selected, within 30 days after such designation; annually thereafter</p>	<p>that pertains to compliance with the Open Meetings Act.</p>	<p>Electronic training curriculum developed by the public access counselor</p>	<p>Any employees, officers, or members designated by the local school board to receive training (OMA designees)</p>
<p>Pest Management Plan</p> <p>(225 ILCS 235/10.2)</p>	<p>Every five years</p>	<p>Training on integrated pest management is required in any school that has not implemented a pest management control program in accordance with guidelines issued by IDPH.</p>	<p>IDPH, with the assistance of the Cooperative Extension Service and other relevant agencies, <i>may</i> prepare a training program for school or day care center pest control specialists.</p>	<p>Designated person who has assumed responsibility for the oversight of pest management practices in that school or day care center</p>
<p>School Board Member Leadership Training</p> <p>(105 ILCS 5/10-16a)</p>	<p>The first year of the board member's first term</p>	<p>A minimum of four hours of professional development leadership training covering topics in education and labor law, financial oversight and accountability, and fiduciary responsibilities of a school board member is required.</p>	<p>The training on financial oversight, accountability, and fiduciary responsibilities may be provided the Illinois Association of School Boards (IASB) or by other qualified providers approved by ISBE in consultation with IASB.</p>	<p>All voting school board members</p> <p>The school district shall maintain on its Internet website, if any, the names of all voting members of the school board who have successfully completed the training.</p>
<p>School Student Records Act*</p> <p>(105 ILCS 10/3(c))</p>	<p>Not specified</p>	<p>Principal or person with like responsibilities shall take action necessary to inform all personnel of provisions of the Illinois School Student Records Act.</p>		<p>All school personnel</p>
<p>Short-Term Substitute Teacher Training</p>	<p>Not specified</p>	<p>This training program provides information on curriculum, classroom</p>	<p>The training program shall be developed by the local school board in collaboration with its teachers or, if applicable, the exclusive</p>	<p>Individuals who hold a Short-Term Substitute Teaching License under</p>

<p>(105 ILCS 5/10-20.67)</p>		<p>management techniques, school safety, and district and building operations.</p>	<p>bargaining representative of its teachers. A school board with a substitute teacher training program in place before July 1, 2018, may utilize that program to satisfy the training requirement. ISBE has provided sample trainings and resources developed by the Illinois Association of Regional School Superintendents, the Illinois Federation of Teachers, and the Illinois Education Association here.</p>	<p>Section 21B-20 of the Illinois School Code</p>
<p>Special Education Training for Personnel Not Holding Educator Licensure</p> <p>(23 Il. Admin. Code 226.800(k))</p>	<p>Not specified</p>	<p>A school district will provide training that is appropriate to the nature of the person’s special education-related responsibilities. This training shall be in lieu of the requirements for personnel not holding educator licensure set forth in 23 Ill. Adm. Code 1 Subpart F (Staff Licensure Requirements).</p>		<p>Each professional individual not holding educator licensure issued under Article 21B of the School Code employed in a special education class, program, or service, and each individual providing assistance at a work site; each program assistant or aide, whether providing instructional or noninstructional services, as well as each non-employee providing any service in the context of special education</p> <p>Note: The provisions of 23 Ill. Admin. Code 226.800(k) do not apply to paraprofessional educators licensed under Section 21B-20 of the School Code nor to educational interpreters approved pursuant to 23 Ill. Adm. Code 25.550.</p>

* Recommended only; not mandatory