MANDATED STATE AND FEDERAL TRAININGS FOR ILLINOIS SCHOOL PERSONNEL

Note: This document was originally created by ED-RED and the Illinois Principals Association (IPA), with training time estimates based on IPA's Ed Learners Network (ELN) on-demand professional development. It has been supplemented with: 1) background information regarding each requirement (when available); 2) references to related provisions in the Illinois Association of School Boards (IASB) sample Policy Reference Education Subscription Services (PRESS) materials; and 3) references to relevant training available through the Global Compliance Network (GCN), an online training option used by many school districts. All additions appear in this blue font color.

Background

For each licensure renewal cycle, educators must engage in professional development activities (105 ILCS 5/21B-45). Generally, licensed teachers must complete 120 hours of professional development per 5-year renewal cycle. Licensees with an administrative endorsement, serving in an administrative capacity, must complete one Administrators' Academy course each fiscal year, in addition to 100 professional development hours per 5-year renewal cycle. If the administrator is required to evaluate teachers, at least one of the Administrators' Academies during the 5-year renewal cycle must include Evaluator Training.

Prior to January 1, 2020, licensees were able to obtain Continuing Professional Development Units (CPDUs) for trainings related to student physical or mental health needs, student safety, and educator ethics. However, those trainings are no longer eligible for CPDUs (see below for credit differences before and after January 1, 2020). ED-RED suggests a change to Article 21B of the School Code that allows training on these important issues to be eligible for professional development credit.

What follows is a comprehensive list of all state and federally mandated trainings for licensed educators, school personnel, school support staff, school board members, and other ancillary school staff such as food service, bus drivers, and custodial.

Mandatory Trainings – All School Personnel, Unless Otherwise Noted

Annual

1. Administration of Medical Cannabis Infused Products* – 105 ILCS 5/22-33 (not on GCN)

   105 ILCS 5/22-33(f-5), added by P.A. 101-370 (eff. 1-1-20), provides that a school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with Section 22-33 of the School Code. Prior to this statutory amendment, only a *designated caregiver* was permitted to administer a medical cannabis infused product to a qualifying student.

   ISBE's training debuted 1-7-20, consisting of a 47 slide presentation at: www.isbe.net/Documents/Medical-Cannabis-Webinar-Training.pdf#search=medical%20cannabis

   IASB PRESS sample policy 7:270, *Administering Medicines to Students*, states:

   > A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

2. AIDS & HIV Training - 105 ILCS 5/10-22.39(c) (GCN est. 11 min.)

   Established by P.A. 86-900 (eff. 1-1-90). Training is to be developed jointly by ISBE and IDPH. ISBE and IDPH websites do not reference this training (likely because it's 30 years old) but GCN has a 13 minute lesson on it.

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.

3. Americans with Disabilities Act Training - 105 ILCS 5/3-11 (GCN est. 10 min.)

   105 ILCS 5/3-11 contains requirements that *regional superintendents* must include during teacher institutes.
   - "Beginning with the 2016-2017 school year, the teachers institutes shall include, at least once every 2 years, instruction on the federal Americans with Disabilities Act as it pertains to the school environment" was added by P.A. 99-616 (eff. 7-22-16).

4. Bloodborne Pathogens - 29 CFR 1910.1030 (OSHA Regulation) (GCN est. 20 min.)

   29 CFR 1910.1030 was adopted by the Ill. Dept. of Labor at 56 Ill.Admin.Code 350.700(b).

   IASB PRESS sample procedure 4:160-AP, *Environmental Quality of Buildings and Grounds*, contains a subhead entitled "Training and Necessary Equipment" which states:

   > Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23 Ill.Admin.Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

5. Child Abuse and Neglect - 105 ILCS 5/10-23.12 (GCN est. 20 min.)

   See Child Abuse & Neglect, below.

6. Chronic Health Conditions of Students - 105 ILCS 5/3-11 (GCN est. 18 min.)

   105 ILCS 5/3-11 contains requirements that *regional superintendents* must include during teacher institutes.
   - "Beginning with the 2009-2010 school year, the teachers institutes shall include instruction on prevalent student chronic health conditions" was added by P.A. 95-969 (eff. 1-1-09).

7. Diabetes Act (Care of Students with Diabetes) - 105 ILCS 145/25 (GCN est. 20 min)

   IASB PRESS sample procedure 6:120-AP4, *Care of Students with Diabetes,* incorporates by reference material for implementing the Care of Students with Diabetes Act that is prepared and periodically updated by the Illinois Council of School Attorneys. This material, in turn, provides the following regarding training:

   E. Training

1. General Training: Whenever a student with diabetes is enrolled and attending a school within the District, all employees in that building must annually receive training on the basics of diabetes care, including how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency. This training will take place as part of the employees' regular in-service training.

2. Initial Training for Delegated Care Aides: For delegated care aides, initial training concerning the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in an emergency, shall be provided by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator and, as appropriate and with consent of parents/guardians, individualized by the student's parent/guardian.

3. Training for Implementation of the Diabetes Care Plan: Other training as necessary and appropriate to implement a Diabetes Care Plan should be completed promptly after receipt of the Plan and, as necessary, promptly after a change to a Plan.

8. Door Security Locking Training** – 105 ILCS 5/10-20.69 (P.A. 101-548) (in-person training time varies)

   105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548 (eff. 8-23-19), allows school districts to install a door security locking means on a door of a school building to prevent unwanted entry through the door only if the door security locking means is used: (1) by a trained school district employee; (2) during an emergency that threatens the health and safety of students and employees or during an active shooter drill; and (3) when local law enforcement officials and the local fire department have been notified of its installation prior to its use. It's unclear what this training looks like, but it likely depends upon the specific door security lock being used and centers on its proper use.

9. Epilepsy Act (Seizure Smart Schools Act) – 105 ILCS 150/25, added by Public Act 101-50, eff. 7-1-20. (GCN est. 17 min.)

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.

10. Implicit Racial Bias – 105 ILCS 5/10-20.61 (GCN est. 13 min.)

    IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

    > Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.

11. Non-certified staff working with IEP Students & Role of the School Nurse in the IEP Process*** – 23 Ill. Admin. Code 226.800(k)

12. Opioid Overdose/Opioid Antagonist Training* – 105 ILCS 5/22-30 (not found in GCN)

See Undesignated Asthma Medication Training, below.

IASB PRESS sample policy 7:270, *Administering Medicines to Students*, states:

> A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

13. Peer Counseling & Anti-Violence Training - 105 ILCS 5/3-11 (GCN est. 22 min.)

105 ILCS 5/3-11 contains requirements that *regional superintendents* must include during teacher institutes.

- "(i) peer counseling programs and other anti-violence and conflict resolution programs, including without limitation programs for preventing at risk students from committing violent acts" was added by P.A. 91-491 (HB 878) (eff. 8-13-99). It was part of an act concerning school safety which began by stating "[t]he Children of Illinois should be learning in school environments that are safe and free of harm or threat of harm."

14. Teen Dating Violence - 105 ILCS 110/3.10 (GCN est. 15 min.)

IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

> Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.

15. Undesignated Asthma Medication Training* – 105 ILCS 5/22-30 (GCN est. 22 min.)

105 ILCS 5/22-30(a), amended by P.A. 100-726 (eff. 1-1-19), defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. Id. at (h) and 23 Ill.Admin.Code §1.540(e)(3). 105 ILCS 5/22-30(h-5), 5/22-30(h), and 5/22-30(h-10) and 23 Ill.Admin.Code §1.540(e) list the training curriculum requirements to recognize and respond to an opioid overdose, an allergic reaction, including anaphylaxis, and respiratory distress, respectively.

IASB PRESS sample policy 7:270, *Administering Medicines to Students*, states:

> A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*.

16. Undesignated Epinephrine Training* – 105 ILCS 5/22-30 (not found in GCN)

See Undesignated Asthma Medication Training, above.

IASB PRESS sample policy 7:270, *Administering Medicines to Students*, states:

> A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

*Annual training required for designated staff or administrators to administer relevant medications/products.
**Annual training required for school districts that utilize door security locking means.
***Annual training required for non-certified staff and school nurses that work with special education students, except paraprofessionals.

Approximate time required: 13 – 21 hours
Available CPDU (before 1/1/2020): 15 (2 for non-certified/nurse IEP training)
Available CPDU (after 1/1/2020): 4 (0 for non-certified/nurse IEP training)

At Least Once Every Two Years

1. ADD/ADHD Training - 105 ILCS 5/10-20.36 (GCN est. 26 min.)

   105 ILCS 5/10-20.36, *Psychotropic or psychostimulant medication; disciplinary action*, was originally created as 105 ILCS 5/10-20.35 by P.A. 92-663, eff. 1-1-03. It was renumbered 10-20.36 by P.A. 95-331, eff. 8-21-07.

   IASB PRESS sample policy 5:100, *Staff Development Program*, paraphrases 105 ILCS 5/10-20.36(b), which requires that this topic be covered in board policy, by stating:

   > The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

2. AED (Automated External Defibrillator) - 210 ILCS 74/15 (GCN est. 18 min.)

   IASB PRESS sample policy 4:170, *Safety*, states:

   > The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.

   IASB PRESS sample procedure 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*, outlines how staff members will be identified to become trained AED users, details responsibilities concerning training, and identifies responsibilities of trained AED users.

3. Anaphylactic Reactions & Management - 105 ILCS 5/10-22.39(e) (GCN est. 27 min.)

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > At least once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.

   See also Undesignated Asthma Medication Training, above.

IASB PRESS sample policy 7:270, *Administering Medicines to Students*, states:

> A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

4. Asthma Management - 105 ILCS 5/22-30 (GCN est. 22 min.)

   See Undesignated Asthma Medication Training, above.

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

   IASB PRESS sample policy 7:270, *Administering Medicines to Students*, states:

   > A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*.

5. Domestic & Sexual Violence - 105 ILCS 5/10-22.39(d) (GCN est. 20 min.)

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

6. Educator Ethics - 105 ILCS 5/10-22.39(f) and 5/3-11 (GCN est. 20 min.)

   105 ILCS 5/10-22.39(f) governs in-service training programs for school personnel that are to be conducted *by school boards*.

   - This subsection was originally created as 10-22.39(e) by **P.A. 96-431** (SB 2071), eff. 8-13-09
     - Synopsis as Introduced: Amends the School Code and the Counties Code. Provides that it is a State's Attorney's duty to notify the State Superintendent of Education and others upon the conviction of any individual known to possess a certificate issued under the School Code of any of certain offenses or any other felony conviction. In the criminal history records check provisions of the School Code, makes changes concerning the offenses for which a school board may not knowingly employ a person. Provides that no one may be certified to teach or supervise in the public schools who has been convicted of certain offenses (instead of providing that in determining good character, any felony conviction of an applicant may be taken into consideration, but such a conviction shall not operate as a bar to registration). In provisions concerning suspension or revocation of a certificate, provides that the State Superintendent of Education has the exclusive authority to initiate the suspension of up to 5 calendar years or revocation of any certificate (instead of providing that a certificate may be suspended for a period not to exceed one calendar year by the regional superintendent of

schools or for a period not to exceed 5 calendar years by the State Superintendent). With respect to certificate suspension and revocation, makes changes concerning an investigation, notice, a hearing, an appeal, and the offenses that are grounds for suspension and revocation. Makes other changes. Effective July 1, 2009.
    - Senate Committee Amendment No. 1: In the Section of the School Code concerning the conviction of certain offenses as grounds for revocation of a certificate, adds the criminal offenses of grooming and traveling to meet a minor to the definition of "sex offense".
    - Senate Floor Amendment No. 2: Adds references to 105 ILCS 5/2-3.25o. Provides that it is a State's Attorney's duty to notify the chief school administrator of an employing nonpublic school upon the conviction of an individual known to possess a certificate issued under the School Code of any of certain offenses or any other felony conviction. With respect to obtaining non-public school recognition status, makes changes concerning an applicant employee's or employee's conviction of any of certain criminal offenses.
- This subsection was renumbered 10-22.39(f) with P.A. 96-1000, eff. 7-2-10.

105 ILCS 5/3-11 contains requirements that *regional superintendents* must include during teacher institutes.

- ", and (ii) educator ethics and teacher-student conduct" was added by **P.A. 96-431** (SB 2071), eff. 8-13-09.

IASB PRESS sample policy 5:100, *Staff Development Program*, states:

> The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

7. Food Allergy Training - 105 ILCS 5/2-3.149 (not found in GCN)

105 ILCS 5/2-3.149 requires school boards to implement a policy that is based upon the joint ISBE/IDPH publication titled *Guidelines for Managing Life-Threatening Food Allergies in Schools*. This legislation stems from data showing that the number of children being diagnosed with food allergies is increasing. Every food-allergic reaction can develop into a life-threatening reaction and, even with proper treatment, can be fatal. See the *ISBE/IDPH Guidelines*, pages 7 and 8, citing Sampson, H.A., *Food Allergy, from Biology Toward Therapy, Hospital Practice*, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf.

IASB PRESS sample policy 7:285, *Food Allergy Management Program*, states that:

> The Superintendent or designee shall develop and implement a Food Allergy Management Program that…[includes] educating and training all staff about management of students with food allergies, including administration of medication with an injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

8. Mental Illness & Suicidal Behavior - 105 ILCS 5/10-22.39(b) (GCN est. 9 min.)

IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

> Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.

9. Sports Concussion and Mild Traumatic Brain Injury* – 105 ILCS 5/22-80 (GCN est. 25 min.)

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
   >
   > The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.

10. Violence Prevention & Conflict Resolution - 105 ILCS 5/27-23.4 (GCN est. 17 min.)

    105 ILCS 5/27-23.4 is entitled "Violence prevention and conflict resolution education" and is found within Article 27 of the School Code, *Courses of Study – Special Instruction.* This Section of the School Code governs student curriculum for such topics. The statute only briefly notes that "[t]he State Board of Education shall assist in training teachers to provide effective instruction in the violence prevention curriculum."

    IASB PRESS sample policy 6:60, *Curriculum Content*, states the curriculum will include the following:

    > In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

11. Youth Suicide Awareness & Prevention - 105 ILCS 5/2-3.166 (GCN est. 16 min.)

    IASB PRESS sample policy 5:100, *Staff Development*, states:

    > The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

*Biennial training required for athletic directors, coaches, game officials, members of a concussion oversight team.
Approximate time required: 12 – 14 hours
Available CPDU (before 1/1/2020): 13
Available CPDU (after 1/1/2020): 7

<u>At Least Once Every Three Years</u>

1. Child Abuse & Neglect (DCFS mandated reporters) - 325 ILCS 5/4 – Training also satisfies mandatory Child Abuse and Neglect training in the School Code (105 ILCS 5/10-23.12) (GCN est. 14 min.)

   IASB PRESS sample policy 5:90, *Abused and Neglected Child Reporting*, states:

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:

a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).

Approximate time required: 2 hours
Available CPDU (before 1/1/2020): 0
Available CPDU (after 1/1/2020): 0

Once Every 5 Years

1. Evaluator Training – 105 ILCS 5/24A-3 – Required for administrators at least once during each 5-year licensure cycle (in person training required - 2 days)

   105 ILCS 5/24A-3 requires that an individual who conducts an evaluation of a teacher, principal, or assistant principal (1) be prequalified before undertaking any evaluation, and (2) participate in a regularly scheduled retraining program. This training must be provided or approved by ISBE.

Approximate time required: 16 hours (includes 2-day face-to-face workshop)
Available CPDU/Administrator Academy: 1 AA upon successful completion or 16 hours without successful completion of post-assessment

Recommended Trainings

1. Anti-Bias Education - 105 ILCS 5/27-23.6 – Recommended annually (GCN est. 13 min.)

105 ILCS 5/27-23.6 is entitled "Anti-bias education" and is found within Article 27 of the School Code, *Courses of Study – Special Instruction.* It does not directly reference such education for school personnel.

IASB PRESS sample procedure 6:180, *Extended Instructional Program,* lists "activities to address intergroup conflict" as a program the district may offer.

2. Bullying Prevention - 105 ILCS 5/27-23.7 – Recommended once every 2 years (GCN est. 10 min.)

IASB PRESS sample procedure 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, provides that the district will train staff to recognize and accept reports of bullying.

3. First Aid, Heimlich Maneuver & CPR - 105 ILCS 110/3 – Recommended annually (GCN est. 26 min.)

105 ILCS 110 is the *Critical Health Problems and Comprehensive Health Education Act*. Section 3 is entitled "Comprehensive Health Education Program" and generally governs student curriculum for health topics. It further provides:

> The school board of each public elementary and secondary school in the State shall encourage all teachers and other school personnel to acquire, develop, and maintain 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. 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 cardiopulmonary resuscitation.

IASB PRESS sample policy 5:100, *Staff Development*, contains an option for districts that have a practice of providing such instruction in their staff development program to state:

> An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

4. Gang Resistance Education - 105 ILCS 5/27-23.10 – Recommended annually (GCN est. 13 min.)

105 ILCS 5/27-23.10, created by P.A. 96-952 (eff. 6-28-10) (which amended the School Code to comprehensively address bullying) requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It states ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training.

A footnote in IASB PRESS sample policy 5:100, *Staff Development*, notes that the board may want to address other staff development opportunities that are not required to be in policy, such as this one.

5. Child Sexual Abuse (Erin's Law) - 105 ILCS 5/10-23.13 – Recommended annually (GCN est. 20 min.)

See note, above, under Child Abuse & Neglect.

6. Attendance, Student Engagement & Student Discipline Training - 105 ILCS 5/10-22.6(c-5) – Recommended annually (not on GCN)

   This addition was part of the SB 100 discipline overhaul.

   IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state:

   > Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Approximate time required: 10 hours
Available CPDU (before 1/1/2020): 6
Available CPDU (after 1/1/2020): 4

Specialty Staff & Board Member Trainings Training	**Frequency**	**Staff Required**	**Reference**
Asbestos Management & Abatement	Required annually	All custodial and maintenance employees; each district designated person who oversees all management plan activities	77 Il. Admin. Code 855.300
Food Handler Training	Within 30 days of employment and once every 3 years	Food handlers employed in schools	410 ILCS 625/3.06
Hazardous Materials Training	Required every 2 years	Personnel in the district who work with such materials on a regular basis	105 ILCS 5/10-20.17a
IASB PRESS sample procedure 4:160=AP, *Environmental Quality of Buildings and Grounds*, contains a subhead entitled "Training and Necessary Equipment" which states: Each Building Principal and noncertificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials as required by 105 ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training. IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state: For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.			
Nutrition Training	Required annually	School nutrition professionals, managers, and staff that manage	7 C.F.R. Parts 210-235 (National School Lunch Program)

		and operate the National School Lunch Program and School Breakfast Program	
IASB PRESS sample policy 5:100, *Staff Development Program*, contains an option for the policy to state: Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.			
Pest Management Plan	Required every 5 years	Designated personnel to assume responsibility for the oversight of pest management practices in the school	225 ILCS 235/10.2
Bus Driver Training	8 hours of initial training and 2 hours each year thereafter	School bus drivers	105 ILCS 5/3-14.23
IASB PRESS sample policy 5:280, *Duties and Qualifications*, states: All school bus drivers must have a valid school bus driver permit. An accompanying footnote explains school bus driver permit requirements and, citing to 105 ILCS 5/3-14.23, states that "[t]he regional superintendent is authorized to conduct school bus driver instruction courses and investigate whether persons hired to operate school buses have valid school bus driver permits."			
School Board – Open Meetings Act	Once within 30 days of designation as a member of a public body	School board members	5 ILCS 120/1.05
IASB PRESS sample policy 2:120, *Board Member Development*, contains a subsection entitled "Mandatory Board Member Training" which states: Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.			
Freedom of Information Act	Once within 30 days assuming the position of FOIA officer for a public body	One or more officials or employees that act as FOIA officer or officers.	5 ILCS 140/3.5(b)
School Board Member Leadership Training	Within the first year of a term of office	Voting members of school boards, elected or appointed	105 ILCS 5/10-16a
IASB PRESS sample policy 2:120, *Board Member Development*, contains a subsection entitled "Mandatory Board Member Training" which states:			

<table>
<tr><td colspan="4">Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term.</td></tr>
<tr><td>Social Security Number Training</td><td>Required annually</td><td>Anyone with access to Social Security numbers</td><td>5 ILCS 179/35</td></tr>
<tr><td colspan="4">IASB PRESS sample policy 4:15, Identity Protection, states:

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.</td></tr>
<tr><td>Short-Term Substitute Teacher Training</td><td>Required annually</td><td>An individual holding a short-term substitute teaching license (available until June 30, 2023 for individuals with either an associate degree or 60 college credit hours)</td><td>105 ILCS 5/21B-20
105 ILCS 5/10-20.68</td></tr>
<tr><td colspan="4">This training requirement was added to 105 ILCS 5/21B-20 and 105 ILCS 5/10-20.68 by P.A. 100-596 (eff. 7-1-18) and repeals on 7-1-23. Per the 4.25.18 House transcript, this legislation "is a broad attempt to address the teacher and substitute teacher shortage facing school districts across Illinois." Among other things, it established the Short-Term Substitute Teaching License.

IASB PRESS sample policy 5:220, Substitute Teachers, contains a subsection entitled "Short-Term Substitute Teachers" which states:

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.</td></tr>
</table>