To: School Principals and Superintendents

From: Michael Brown, Director of Legislative Affairs

Date: June 17, 2020

Subject: UPDATED - Required Trainings for School Employees

Background:
This required training guidance is to provide schools with an understanding of what training is required for school employees under state and federal law. This guidance does not include trainings that are optional for schools, and additional trainings may be required by the school corporation or governing body.

NOTE: HEA 1003 (2020) changed certain requirements concerning bullying, child abuse and neglect, suicide, human trafficking, concussion, heat preparedness, and CPR training requirements and placed training details in the hands of the State Board of Education. Schools should carry forward with all trainings described below until further notice is issued by IDOE or this document is updated.

1. **Cardiopulmonary Resuscitation (CPR) per IC 20-28-5-3(c)**
    a. Description: CPR training must include a test demonstration on a mannequin; removing a foreign body causing an obstruction in an airway; the Heimlich maneuver; and the use of an automated external defibrillator. The educator must hold a valid certification in each of the outlined procedures issued by the American Red Cross, the American Heart Association, or a comparable organization or institution approved by the State Board of Education (SBOE).
    b. Required for: All teacher license holders
    c. Frequency: Initial Practitioner License Application; License Renewal Application
    d. Resources: https://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification

2. **Suicide Prevention per IC 20-28-5-3(d) and IC 20-28-3-6**
    a. Description:
        i. Per IC 20-28-5-3(d): The applicant must show evidence the applicant has successfully completed education and training on the prevention of child suicide and the recognition of signs a student may be considering suicide.

ii. Per IC 20-28-3-6: Research-based inservice youth suicide awareness and prevention training must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Network Advisory Council. The training may include an in-person presentation; electronic or technology-based medium, including self-review modules available on an online system; an individual program of study of designated materials; or any other method approved by the governing body that is consistent with current professional development standards.

b. Required for:
   i. Per IC 20-28-5-3(d): Initial Practitioner License Applicant
   ii. Per IC 20-28-3-6: Each school corporation, charter school, and accredited nonpublic school shall require all teachers that provide instruction to students in any combination of grades 5-12 to complete the training. "Teacher" includes: a superintendent who holds a license under IC 20-28-5; a principal; a teacher; a librarian; a school counselor; a school psychologist; a school nurse; and a school social worker.
c. Frequency:
   i. Per IC 20-28-5-3(d): Initial Practitioner License Application
   ii. Per IC 20-28-3-6: At least two hours every three school years.
d. Resources: https://www.doe.in.gov/licensing/suicide-prevention-training; https://www.doe.in.gov/student-services/suicide-prevention-and-response

**3. Bloodborne Pathogen per 29 CFR 1910.1030**

a. Description: Bloodborne pathogen training must include information regarding bloodborne pathogens and related diseases, methods to use to control occupational exposure, hepatitis B vaccine, medical evaluation, and post exposure plan and follow-up procedures.
b. Required for: All school employees of each school corporation, charter school, and accredited nonpublic school.
c. Frequency: Annually
d. Resources: https://www.doe.in.gov/student-services/health

**4. Bullying Prevention per IC 20-26-5-34.2**

a. Description: A school corporation shall provide training concerning the school's bullying prevention and reporting policy adopted under IC 20-33-8-13.5.
b. Required for: School corporation's employees and volunteers who have direct, ongoing contact with students.
c. Frequency: N/A

d. Resources: https://www.doe.in.gov/student-services/bullying-cyberbullying-prevention-and-response

5. **Child Abuse and Neglect per IC 20-28-3-4.5**
   a. Description: Training shall include the duty to report suspected child abuse or neglect under IC 31-33-5 and recognizing possible signs of child abuse or neglect. The training format may include an in-person presentation; electronic or technology-based medium, including self-review modules available on an online system; an individual program of study of designated materials; or any other method approved by the governing body consistent with current professional development standards.
   b. Required for: Each school corporation, charter school, and accredited nonpublic school shall require each school employee likely to have direct, ongoing contact with children within the scope of the employee's employment.
   c. Frequency: At least once every two years.
   d. Resources: https://www.doe.in.gov/student-services/child-abuse-prevention-response-resources

6. **Criminal Organization Policy per IC 20-26-18-4**
   a. Description: A school corporation shall establish the following educational programs in its efforts to address criminal organization activity: (1) an evidence-based educational criminal organization awareness program for students, school employees, and parents; and (2) a school employee development program to provide training of the criminal organization policy.
   b. Required for: School employees
   c. Frequency: N/A
   d. Resources: https://www.doe.in.gov/safety/criminal-organization-information

7. **Human Trafficking per IC 20-28-3-7**
   a. Description: Each school corporation and accredited nonpublic school shall require training pertaining to the identification and reporting of human trafficking. The format of the inservice training may include an in-person presentation; an electronic or technology-based medium, including self-review modules available on an online system; an individual program of study of designated materials; or any other method approved by the governing body, or the equivalent authority for an accredited nonpublic school, that is consistent with current professional development standards.

b. Required for: All school employees likely to have direct, ongoing contact with children within the scope of the employee's employment.
c. Frequency: At least one hour of inservice training every two school years.
d. Resources: https://www.doe.in.gov/student-services/human-trafficking

**8. Seizure Training per IC 20-28-3-9**

a. Description: Starting with the 2020-2021 school year, a school corporation and charter school shall provide training concerning the recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms adopted under IC 20-38-3-9.
b. Required for: School corporation's and charter school's employees who have direct, ongoing contact with students.
c. Frequency: At least once every five years.
d. Resources: https://www.doe.in.gov/student-services/health/seizures

**9. Stop the Bleed Training per IC 20-34-3-24**

a. Description: Starting with the 2020-2021 school year, a school corporation and charter school shall develop and implement a Stop the Bleed program as adopted under IC 20-34-3-24.
b. Required for: Subject to a donation of Stop the Bleed kits, at least five individuals per school building.
c. Frequency: N/A
d. Resources: https://www.in.gov/dhs/4095.htm

**10. Reading Specialist Trained in Dyslexia per IC 20-35.5**

a. Description: By the 2019-2020 school year, each school corporation must employ at least one reading specialist trained in dyslexia.
b. Required for: Any school employee deemed a reading specialist trained in dyslexia.
c. Frequency: N/A
d. Resources: https://www.doe.in.gov/literacy/dyslexia

**11. Indiana Education for Homeless Children and Youth per IC 20-50-1-3 and IC 20-50-1-6**

a. Description: The Every Student Succeeds Act mandates all McKinney-Vento Liaisons (statewide) participate in extensive McKinney-Vento training year round. Every school corporation and charter school must receive the same training annually, provided by the McKinney-Vento Liaison. The training must be demonstrated to be an effective or promising program and recommended by the Indiana Education for Homeless Children and Youth and Indiana

McKinney-Vento Academy. It may include an in-person presentation; electronic or technology-based medium, including self-review modules available on an online system; an individual program of study of designated materials; or any other method approved by the governing body consistent with current professional development standards. Additionally, school corporations and charter schools must provide training to school staff, including teachers, paraprofessionals, and school support staff at least one time per year. The training must include the definition of homelessness, recognizing the signs of homelessness, and steps to take when a homeless student is identified.

b. Required for: School corporations homeless education liaison and teachers, paraprofessionals, and support staff.
c. Frequency: Annually
d. Resources: https://www.doe.in.gov/student-services/training

**12. School Safety Specialist per IC 5-2-10.1-11**

a. Description: The school safety specialist training and certification program is provided by the Indiana Department of Education (IDOE). There are five days of basic training and two days of advanced training individuals must complete to be certified as a school safety specialist.
b. Required for: School safety specialists (minimum one per district)
c. Frequency: Yearly
d. Resources: https://www.doe.in.gov/safety

**13. Training for Staff and Testing Security and Integrity Agreement per 511 IAC 5-5-5 and Indiana Assessment, Policies, Administration and Security Manual**

a. Description: All school employees, excluding bus drivers, shall complete assessment training and sign a testing security and integrity agreement. The agreement is to remain on file in the appropriate building-level office.
b. Required for: All school employees, except bus drivers
c. Frequency: Yearly
d. Resources: Indiana Assessment, Policies, Administration, and Security Manual

**14. Seclusion and Restraint per IC 20-20-40-13(J)**

a. Description: Training should include the appropriate use of effective alternatives to physical restraint and seclusion, including the use of positive behavioral intervention and support and conflict de-escalation. The training must include the safe use of physical restraint and seclusion in incidents involving imminent danger or serious harm to the student, school employees, or others.
b. Required for: Appropriate school employees
c. Frequency: Recurrent
d. Resources: https://www.doe.in.gov/srcommission

**15. Concussion per IC 20-34-7-6 and IC 20-34-7-7**

a. Description:
   i. IC 20-34-7-6: Certification course required for all football coaches that coach children under the age of 20, who coach children in grades 1 through 12, and who utilize public property (parks, schools, public fields) for practice or games. Course must: (1) be football specific; (2) contain player safety content on (a) concussion awareness; (b) equipment fitting; (c) heat emergency preparedness; (d) proper technique; (3) contain a comprehensive test; (4) award a certificate of completion; (5) be approved by the Indiana Department of Education (IDOE).
   ii. IC 20-34-7-7: Certification courses required for all interscholastic coaches, including cheerleading that coach children in grades 5-12 must take: (1) concussion certification course; (2) heat illness prevention certification course. Certification courses must: (1) contain a comprehensive test; (2) award a certificate of completion; (3) be approved by the IDOE.
b. Required for:
   i. IC 20-34-7-6: Football coaches (head coaches and assistant coaches)
   ii. IC 20-34-7-7: All other sports, including cheerleading (head coaches and assistant coaches)
c. Frequency: Not less than once during a two year period.
d. Resources: https://www.doe.in.gov/student-services/health/concussion-and-sudden-cardiac-arrest

**16. Heat Preparedness per IC 20-34-7-7**

a. Description: Heat preparedness courses must: contain a comprehensive test; award a certificate of completion; and be approved by IDOE.
b. Required for:
   i. Boys Coaches: Baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track, and wrestling.
   ii. Girls Coaches: Basketball, cross country, golf, gymnastics, soccer, softball, swimming, tennis, track, and volleyball.
c. Frequency: Not less than once every two year period.
d. Resources: https://www.doe.in.gov/student-services/health/concussion-and-sudden-cardiac-arrest

**17. Internal Control Standards per IC 5-11-1-27**

a. Description: In an effort to promote accountability and transparency, every school corporation must utilize internal control standards as outlined in IC 5-11-1-27. The State Board of Accounts (SBOA) has defined acceptable minimum level internal control standards. According to SBOA, internal controls include the reduction of risk associated with fraud as well as a safeguard of resources against loss due to waste, abuse, mismanagement, or errors. Internal control provides a check and balance system over operations, promoting operational effectiveness and efficiency. A system of sufficient internal control produces reliable financial and management data, ensures accuracy and timeliness in reporting, and promotes compliance with laws.
b. Required for: The employee of a school corporation whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds belonging to the federal government, state government, a political subdivision, or another governmental agency.
c. Frequency: N/A
d. Resources: https://www.in.gov/sboa/files/UniformInternalControlStandards.pdf

**18. Lock Out/Tag Out per 29 CFR 1910.147**

a. Description: Training should ensure the purpose and function of the energy control program are understood by employees and the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. When tag outs are used, employees must also be trained in the limitation of those tags.
b. Required for: Affected employees must be trained in the purpose and use of the energy control procedure. All other employees whose work operations may be in the area shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
c. Frequency: When there is a change in job assignments, a change in machines, equipment, or processes that present a new hazard, when there is a change in the energy control procedures, or during periodic inspections of inadequacies among employee knowledge.
d. Resources: https://www.in.gov/idem/ctap/files/small_bus_chap22.pdf

There are a few training provisions of the Indiana Code that apply only if the school exercises authority:

1. **School Resource Officer (SRO) per IC 20-26-18.2**
    a. Description: SROs must have (1) completed the minimum training requirements for law enforcement officers under IC 5-2-1-9; and (2) received at least 40 hours of SRO training through: the Indiana law enforcement training board; the National Association of School Resource Officers; or another school resource officer training program approved by the Indiana law enforcement training board.
    b. Required for: School Resource Officers
    c. Frequency: N/A
    d. Resources: https://insroa.org/

2. **School Corporation Police; Autism and Asperger's Syndrome Training per IC 20-26-5-31**
    a. Description: If a school corporation establishes a school corporation police department, the governing body must adopt a policy requiring the corporation police officer to complete training, so they may appropriately deal with individuals with autism and Asperger's syndrome.
    b. Required for: Only corporation police officers
    c. Frequency: N/A
    d. Resources: See governing body policy

3. **School Corporation Police Minimum Training Requirements per IC 20-26-16-4**
    a. Description: Corporation police officers must successfully complete at least: (1) the pre-basic training course established under IC 5-2-1-9(f); and (2) the minimum basic training and educational requirements adopted by the law enforcement training board.
    b. Required for: Only corporation police officers
    c. Frequency: N/A
    d. Resources: https://www.in.gov/ilea/2382.htm

**Updated as of June 17, 2020*

This is a working document and will be updated as laws change and are added. If you have any questions, please visit the Resources link at the end of each section.