

Required and Optional In-Service Training Programs

Topic	Personnel Involved	Requirement	Frequency
<i>Abused and Neglected Child Reporting Act</i> (“ANCRA”) (105 ILCS 5/10-23.12)	School personnel who work with pupils in grades kindergarten through 8.	Personnel may be trained in detecting, reporting and preventing child abuse and neglect.	Optional training
ADHD (105 ILCS 5/10-20.36(b))	Certified school personnel and administrators.	Personnel must be trained on the best practices regarding the identification and treatment of ADD/ADHD.	Every two years
AIDS Training (105 ILCS 5/10-22.39(b))	School guidance counselors, nurses, teachers and other school personnel who work with students.	Personnel may be trained in matters relating to AIDS, including the nature of the disease, its causes and effects, etc.	Optional training
Anaphylactic Reaction (105 ILCS 5/10-22.39(e); P.A. 96-349)	School personnel who work with pupils.	Personnel must be trained regarding anaphylactic reactions and management. Training must be conducted by persons with expertise in anaphylactic reactions.	Every two years
Anti-Violence and Conflict Resolution (105 ILCS 5/3-11)	School personnel attending teacher institutes.	Training during teachers’ institute days must include instruction on peer counseling programs and other anti-violence and conflict resolution programs, including programs for preventing at-risk students from committing violent acts.	Annually
Behavioral Interventions (105 ILCS 5/10-20.36(b); 23 Il. Adm. Code 1.280; 23 Il. Adm. Code 1.285)	Certified school personnel and administrators.	Personnel must be trained in the application of non-aversive behavioral intervention in the school environment. In addition, personnel should receive training on the use of isolated time out or physical restraint.	Every two years
Bloodborne Pathogens (29 C.F.R. 1910.1030(g)(2))	Personnel who may encounter potentially infectious materials.	Personnel with occupational exposure to blood or other potentially infectious materials must receive training on the explanation of symptoms and modes of transmission, an exposure control plan, and appropriate methods for preventing or reducing occupational exposure.	Annually

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Confidentiality (105 ILCS 10/3(b)-(c); 20 U.S.C. 1232; 45 C.F.R. 160/ 740 ILCS 110/)	Personnel responsible for confidential information concerning an employee or student.	School district administrators should take all action necessary to assure that school personnel are informed of and trained to abide by student confidentiality laws, including the <i>Illinois School Student Records Act</i> (“ISSRA”), <i>Family Educational Records Privacy Act</i> (“FERPA”), <i>Health Insurance Portability and Accountability Act</i> (“HIPAA”), and <i>Mental Health and Developmental Disabilities Confidentiality Act</i> (“MHDDCA”).	Optional training
Chronic Health Conditions (105 ILCS 5/3-11)	School personnel attending teacher institutes.	Training during teachers institute days must include instruction on prevalent student chronic health conditions.	Annually
Domestic or Sexual Violence (105 ILCS 5/10-22.39(d))	School district administrators, teachers, school guidance counselors, school psychologists, and school nurses.	Personnel must be trained in communicating with youth victims of domestic or sexual violence and expectant and parenting youth. Training must be conducted by persons with expertise in domestic and sexual violence and expectant and parenting youth. Training must include information regarding implementing school district policies, procedures and protocols regarding such youth, including confidentiality.	Every two years
Educator Ethics (105 ILCS 5/10-22.39(e); P.A. 96-431)	All personnel.	The school board must provide training on educator ethics, teacher-student conduct, and school-employee conduct.	Every two years
Employee Evaluation (105 ILCS 5/24A-3)	Evaluators of certified personnel	Evaluators who conduct evaluations of certified personnel must participate in training prior to undertaking any evaluation and at least once during each certificate renewal cycle.	Prior to an evaluation and during each renewal cycle.
First Aid / American Red Cross (105 ILCS 110/3)	Teachers and other school personnel, especially personnel who coach.	The school board may allocate portions of inservice training to conduct training for personnel to become qualified to administer emergency first aid or cardiopulmonary resuscitation, and in learning how to use an automated external defibrillator.	Optional training

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Gang Education (105 ILCS 5/27-23.10)	School personnel	The school board may make provisions for gang resistance training for school personnel in all grades. Any training provided must be in collaboration with State and local law enforcement agencies.	Optional training
Harassment / Bullying (105 ILCS 5/27-23.7)	School personnel, non-public and non-sectarian elementary and secondary schools personnel	Personnel, as well as students and parents, should receive training about what behaviors constitute bullying.	Optional training ¹
Hazardous Materials (105 ILCS 5/10-20.17a; 23 Il. Adm. Code 1.330)	All new staff whose assignments bring them into contact with hazardous materials.	Personnel must be trained in working with hazardous materials. The District must keep on file a list of the employees who must attend the training, and a list of employees who attended a training program, including location, presenters and date of the training.	At least 12 months prior to contact with the hazardous material
Psychotropic or Psycho-Stimulant Medication (105 ILCS 5/10-20.36(b))	Certified school personnel and administrators.	Personnel must be trained on the use of psychotropic or psycho-stimulant medication for school-age children.	Every two years
Suicide Prevention (105 ILCS 5/10-22.39(c); 105 ILCS 5/34-18.7)	School guidance counselors, teachers and other school personnel working with students in grades 7-12.	Personnel must be trained to identify warning signs of suicidal behavior in adolescents and be taught various intervention techniques.	Not specified

¹ Remember, every two years school districts must create, update, and file with the State a policy on bullying.