



Mandatory and Recommended Educator Training

Below is a list of mandatory and recommended training requirements for Illinois educators. This list may continue to evolve based on changes in the law. It is recommended that you contact ISBE, your regional office of education, and attorney for additional information.

Required Trainings

Training	Description	Additional Details
Mandated Reporter Training 325 ILCS 5/4(j)	<p>Initial mandated reporter training must be provided to all employees who are mandated reporters within the first three months of their date of employment. Training is required for all mandated reporters at least every three years thereafter. Previously, this training was required every five years.</p> <p>Mandated reporters include educational personnel: including any school personnel, including administrators, certified, and non-certified school employees and school board members. 325 ILCS 5/4(a)(4).</p>	<p>There are specific training requirements and training must be provided by DCFS or other authorized providers. DCFS created a free web-based training that meets these requirements.</p> <p>This training teaches mandated reporters to know the signs and roles of educators in recognizing and reporting cases of child harassment/abuse which includes physical, emotional, sexual, and/or neglect.</p>
Cultural Competency and Racial Bias Training 105 ILCS 5/10-20.61(b)	<p>Training to develop cultural competency, including understanding implicit bias to reduce racial bias towards marginalized students.</p>	<p>Training must be required for all school personnel. All personnel must take this training at least once.</p>
Americans with Disabilities Act (ADA) 105 ILCS 5/3-11	<p>This is training on the federal Americans with Disabilities Act, as it pertains to the school environment.</p>	<p>This training should be offered annually during in-service training.</p> <p>Required at least once every two years for teachers, administrators and educational support personnel (educational support personnel may be exempted if not relevant to the work they do).</p>

<p>Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADHD) Training 105 ILCS 5/10-20.36(b)</p>	<p>Training includes the 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.</p>	<p>This training should be offered annually during in-service training.</p> <p>Training required at least once every two years for all licensed school personnel and administrators.</p>
<p>Asthma Management 105 ILCS 5/22-30(j-15) 105 ILCS 5/22-30(g) 105 ILCS 5/22-30(h-10) 23 Ill. Admin. Code 1.540</p>	<p>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>This training does permit employees to administer undesignated epinephrine, opioid antagonist, or asthma medication. Only trained personnel or a school nurse shall do so. In order to be considered “trained personnel” an employee or volunteer must complete training under subsection (g).</p> <p>The school district must maintain records related to the training curriculum and trained personnel.</p>	<p>Training required every two years for all school personnel who work with pupils.</p> <p>Annual special training for “trained personnel”</p> <p>This module, produced by ISBE, was developed for school nurses to use as a resource for training school personnel along with the Illinois Asthma Episode Emergency Response Protocol, that should be reviewed by all staff members.</p>
<p>Bloodborne Pathogens OSHA 29 CFR 1910.1030(g) 29 CFR 1910.1030(g)(2) and (h)(2)</p>	<p>Awareness training for employees regarding the Occupational Safety and Health Administration’s (OSHA) bloodborne pathogen standards shall be provided at no cost to employee and during work hours.</p>	<p>Mandated upon hire of all employees, then must be done annually. Additional training may be required to address any new exposures created.</p> <p>The training is offered electronically by OSHA.</p> <p>The school district must maintain records of training sessions for three years and in accordance with requirements of CFR 1910.1030(h)(2).</p>
<p>Care of Students with Diabetes Act 105 ILCS 145/25</p>	<p>Training is mandated for all school employees if any child in the school has diabetes.</p> <p>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>Must be given annually during regular in-service training.</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 school district or private school can serve as a delegated care aide. Delegated care aides must receive specific training that is more comprehensive than the general diabetes training.</p>

<p>Opioid Overdose 105 ILCS 5/22-30(g) 105 ILCS 5/22-30(h-5) 23 Ill. Admin. Code 1.540</p>	<p>“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).</p>	<p>Trained personnel must complete an online or in-person training curriculum annually.</p> <p>Trained personnel must also submit to the school's administration proof of cardiopulmonary resuscitation and automated external defibrillator certification.</p>
<p>Educator Ethics 105 ILCS 5/10-22.39(f)</p>	<p>At least once every 2 years, a school board shall conduct in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel.</p>	
<p>Anaphylactic reactions and management 105 ILCS 5/10-22.39(e) 105 ILCS 5/22-30(g) and (h) 23 Ill. Admin. Code 1.540</p>	<p>An in-service training program must be provided by someone with expertise in anaphylactic reactions and management.</p> <p>This training does permit employees to administer undesignated epinephrine, opioid antagonist, or asthma medication. Only trained personnel or a school nurse shall do so.</p>	<p>Training mandated at least every two years for all school personnel that work with pupils. Training must be conducted by a person with expertise on anaphylactic reactions and management.</p> <p>This module, produced by ISBE, was developed to use as a resource for training school personnel.</p>
<p>Expecting/Parenting Youth, Domestic and Sexual Violence 105 ILCS 5/10-22.39(d)</p>	<p>Training pertains to the following topics:</p> <ul style="list-style-type: none"> • (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 	<p>Training mandated <i>at least</i> every two years for all school personnel that work with pupils, including, but not limited to, school and district administrators, teachers, guidance counselors, social workers, school counselors, school psychologists, and school nurses.</p> <p>Must be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.</p>

<p>Mental Illness and Suicidal Behavior 105 ILCS 5/10-22.39(b) 105 ILCS 5/34-18.7 105 ILCS 5/2-3.166 Ann-Marie's Law SB 2109</p>	<p>Training pertains to identification of the warning signs of mental illness and suicidal behavior in youth and appropriate intervention and referral techniques. Beginning January 1, 2023, the training must also include identifying the warning signs of trauma.</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>Required at least every two years during an in-service training program to licensed school personnel who work with pupils.</p> <p>Personnel present a certificate of successful completion of a third-party mental health first aid training program like</p> <ul style="list-style-type: none"> • Amita Health • Edward Elmhurst Health <p>Consistent with Ann-Marie's Law, ISBE has made suicide prevention guidance and resources available here.</p>
<p>Concussions and Head Injuries 105 ILCS 5/22-80(h)(1)</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.</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.</p>	<p>Must be taken every two years by coaches, members of the concussion oversight team, and game officials.</p> <p>The training requirements vary depending on the role of the person required to take the training.</p> <p>Individuals who complete training from any organizations authorized to provide it, must provide proof of completion to their school.</p>
<p>Peer Counseling and Anti-Violence Training 105 ILCS 5/3-11</p>	<p>Training pertains to peer counseling programs and other anti-violence and conflict resolution programs, including without limitation, programs for preventing at-risk students from committing violent acts.</p>	<p>This training must be provided annually during in-service training. This training is required of teachers and educational support personnel (educational support personnel may be exempt if it is not relevant to what they do)</p>
<p>Educator Evaluator Training 105 ILCS 5/24A-3 23 Ill. Admin. Code 50.400; 50.410; 50.420</p>	<p>Training pertains to the evaluation of certified personnel based on PERA.</p>	<p>Evaluators must complete training prior to conducting evaluations.</p> <p>Trainings must be provided or approved by ISBE.</p>

<p>Seizure Training 105 ILCS 150/25</p>	<p>Training pertains to the basics of seizure recognition and first aid and appropriate emergency protocols.</p> <p>The training must be fully consistent with the best practice guidelines issued by the Centers for Disease Control and Prevention.</p>	<p>Training is required for all school employees during an inservice training workshop.</p> <p>There must be one trained delegated care aide 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. The delegated care aide requires an initial training 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>Short-term substitute teacher training. 105 ILCS 5/10-20.67</p>	<p>School boards must develop a short-term substitute teacher training program that provides individuals who hold this license with information on curriculum, classroom management techniques, school safety, and district/building operations.</p>	<p>ISBE has developed a model program for use.</p> <p>Only applies to individuals who hold a Short-Term Substitute Teaching License under Section 21B-20 of the Illinois School Code</p> <p>This section is scheduled to be repealed on July 1, 2023.</p>
<p>Teen Dating Violence 105 ILCS 110/3.10</p>	<p>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 certain school employees.</p>	<p>The district's policy on teen dating violence must identify job titles of school officials who are responsible for receiving reports. These individuals will identify who should receive the training.</p> <p>The training may be conducted in person or online. Some training resources include...</p> <ul style="list-style-type: none"> • Vector Solutions • Between Friends

<p>Sexual Harassment and Discrimination 775 ILCS 5/2-109</p>	<p>Sexual harassment prevention training must be provided at least once a year.</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 exceeds the minimum standards in the model.</p>
<p>Automated Defibrillator Device (AED) Training 410 ILCS 4 210 ILCS 74 Sec. 20</p>	<p>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</p>	<p>Mandated every 2 years for all physical facility staff to be trained AED users.</p> <p>Each district must adopt a plan that ensures it has at least one “trained AED user” on site during staffed business hours along with an AED. Each policy must be filed with the Department of Public Health. 210 ILCS 74/15(b)</p>
<p>Title IX 34 CFR 106.45(b)(1)(iii)</p>	<p>This training is required for the Title IX coordinator, investigation, decision-makers, and anyone else that will facilitate the informal resolution process.</p>	<p>Training must cover the new definition of sexual harassment, when Title IX applies, investigation process, grievance process, and how to serve impartially.</p>
<p>Identify Protection Training 5 ILCS 179/35</p>	<p>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.</p>	<p>This training is required for any and all school employees who have access to Social Security numbers in the course of performing their job duties.</p>
<p>Chronic Health Conditions 105 ILCS 5/3-11</p>	<p>Instruction on 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>Isolated Time Out, Time Out, and Physical Restraint 23 IAC 1.25(i)</p>	<p>Required of any staff prior to using any of these practices</p>	<p>Any adult who is supervising a student in isolated time out or time out, or who is involved in a physical restraint, shall receive at least 8 hours of developmentally appropriate training annually.</p>

<p>Hazardous Material Training 105 ILCS 5/10-20.17a 820 ILCS 255/16 23 Ill. Admin. Code 1.330</p>	<p>To enhance the safety of pupils and staff, the school should provide in-service training programs on the safe handling and use of hazardous or toxic materials for personnel in the district who work with such materials on a regular basis.</p>	<p>Mandated as needed for mostly custodians and maintenance personnel as well as science/chemistry teachers.</p> <p>Your insurance company may provide such training.</p>
<p>Asbestos Awareness 105 ILCS 105 Asbestos Hazard Emergency Response Act (AHERA) 40 CFR § 763.92 40 CFR § 763.84</p>	<p>All custodial and maintenance staff must receive two-hour asbestos awareness training and 14 hours of operations and maintenance training as described in AHERA</p>	<p>An individual designated by the district must receive adequate training under Section 763.84.</p>
<p>Integrated Pest Management 225 ILCS 2235/10.2</p>	<p>Training must incorporate the guidelines developed by the Department of Public Health. Each school must assign a designated person to assume responsibility for the oversight of pest management.</p>	<p>Required every 5 years.</p>
<p>Non-Restaurant Food Handler Training 410 ILCS 625/3.05</p>	<p>All food handlers not employed by a restaurant, other than someone holding a food service sanitation manager certificate must receive training in basic safe food handling principles.</p>	<p>Training must be completed within 30 days of employment.</p> <p>Training modules must be approved by IDPH.</p>
<p>Nutrition Training 7 CFR 210</p>	<p>All school nutritional directors must receive at least 8 hours of food safety training within 5 years prior to their starting date or within 30 calendar days of their starting date.</p> <p>Nutrition program directors, managers, and all staff with responsibility for school nutrition programs must have annual continuing education.</p>	<p>ISBE's website provides training resources.</p>
<p>Nutrition Training (Civil Rights)</p>	<p>Frontline staff (staff who interact with program applicants or participants and individuals who supervise frontline staff) must be trained annually.</p>	<p>ISBE training resources can be found here.</p>

Freedom of Information Act 5 ILCS 140/3.5(b)	All FOIA officers must complete an electronic training curriculum developed by the Public Access Counselor.	Training must be completed within 30 days of appointment and annually thereafter.
School Bus Driver Training 625 ILCS 5/6-106.1(a)(8) 23 Ill. Admin. Code 1.515	School bus driver safety course requirements are established by the Secretary of State.	Bus drivers must complete an initial course and an annual refresher course. Training programs are conducted by the regional superintendent of schools.

Recommended Trainings

Training	Description	Additional Details
Acquired Immunodeficiency Syndrome (AIDS) Training 105 ILCS 5/10-22.39(c) 105 ILCS 5/34-18.8	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 considering the age and grade level of such pupils.	Not specified; recommended at least every two years for school personnel who work with pupils, such as school guidance counselors, nurses, teachers, and other school personnel. There are specific training requirements. IDPH created a free training that meets these requirements. You must register to receive the training.
Student Discipline Training (also known as Student Attendance and Engagement) 105 ILCS 5/10-22.6(c-5)	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.	No requirement about how often school districts must provide this training, however districts must make reasonable efforts to provide ongoing professional development. This training is for teachers, administrators, school board members, school resource officers, and staff.

<p>Bullying Prevention 105 ILCS 5/27-23.7(a)</p>	<p>Training pertains to what behaviors constitute prohibited bullying and methods of bullying prevention.</p> <p>Each school district shall create and maintain a policy on bullying, which must be filed with the State Board of Education, and communicate its policy on bullying to students and their parents/guardians on an annual basis. The policy must be updated and filed with the State Board of Education every two years.</p>	<p>Schools should educate students, parents, and all school personnel about what behaviors constitute bullying.</p> <p>Policies must be filed with ISBE by September 30 each year.</p>
<p>First Aid, Heimlich Maneuver, and Cardiopulmonary Resuscitation (CPR) 105 ILCS 110/3</p>	<p>Training pertains to the knowledge and skills necessary to properly administer life saving techniques, including without limitation the Heimlich maneuver and rescue breathing.</p> <p>The training shall be in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.</p>	<p>Training is recommended for all teachers and other school personnel, especially those who coach school athletic programs or other extracurricular school activities.</p>
<p>Gang Resistance Education 105 ILCS 5/27-23.10</p>	<p>This training pertains to gang resistance education.</p>	<p>Recommended for teachers</p>
<p>School Violence Prevention and Conflict Resolution 105 ILCS 5/27-23.4</p>	<p>This training is for teachers regarding how to provide effective instruction in violence prevention and conflict resolution.</p>	<p>Mandated for teachers only if the state provides funding.</p>
<p>School Student Records Act: 105 ILCS 10/3(c)</p>	<p>The principal of each school or the person with similar responsibilities must take all action necessary to assure that school personnel are informed of the provisions of this Act.</p>	<p>Recommended for all school personnel.</p>

<p>Sexual Abuse (Child) 105 ILCS 5/10-23.13 (Erin's Law) HB 3461</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>By July 1, 2022, districts must develop a policy that shall include evidence-informed training for staff. This training must occur by no later than January 31 of each year.</p>	<p>Recommended for school personnel.</p>
<p>Food Allergy Training 105 ILCS 5/2-3.149</p>	<p>Recommended for school personnel who interact with students with life-saving food allergies, such as school and school district administrators, school advisors and counselors, school health personnel, and school nurses.</p> <p>Training must be consistent with guidelines issued by ISBE and IDPH.</p>	<p>This training is generally combined with the mandated training on anaphylactic reactions and management.</p> <p>This module, produced by ISBE, was developed to use as a resource for training school personnel.</p>

School Board Member

Training	Description	Additional Details
<p>Open Meetings Act (OMA) for Board Members 5 ILCS 120/1.05</p>	<p>All board members taking office must complete this training no later than 90 days after taking the oath of office or otherwise assumed responsibilities as a member of the public body.</p> <p>The course is offered electronically and free of charge by the Illinois Attorney General Office.</p>	<p>Must be taken at least once.</p>

<p>Professional Development Leadership Training (PDLT) and 105 ILCS 5/10-16 SB 2109</p>	<p>Training must be a minimum of 4 hours long. Must be completed in the first year of the board member’s term.</p>	<p>The training must cover educational and labor law; financial oversight and accountability and fiduciary responsibilities. Beginning with the 2023-24 school year, the training must also include trauma-informed practices for students and staff. The school district must post the names of all school board members who have successfully completed the training on their website.</p>
<p>Educator Evaluator Training 105 ILCS 5/24-16.5(f)</p>	<p>Training pertains to the evaluation of certified personnel based on PERA.</p>	<p>Only PERA-trained board members may participate in a vote on dismissal that is based upon the Optional Alternative Evaluative Dismissal process.</p>