

## Required Training for School Personnel Pursuant to Laws and Regulations

7/2/2015

Note: This outline does not include training requirements for bus drivers or training required to obtain a license or permit for any position. It also does not include training requirements that may be imposed by Board Policies or Administrative Guidelines but are not otherwise required by law or regulations.

While not strictly required by law, it is highly recommended that Districts train staff on nondiscrimination and anti-harassment policies, including sexual harassment policies, as they relate to students and to staff members.

Training Requirement	Provided To	Provided By
<p><b>Bloodborne Pathogens</b> – 29 C.F.R. 1910.1030</p> <ul style="list-style-type: none"> <li>Employers shall ensure that all employees with occupational exposure to bloodborne pathogens participate in a training program, which must be provided at no cost to the employee during working hours. This applies to occupational exposure to blood or other potentially infectious materials as defined by the regulations.</li> <li>Training must be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter within one year of previous training. Additional training must be provided to employees when modification or addition of tasks or procedures affects the employee’s occupational exposure.</li> <li>The contents of training are explicitly laid out in the regulation, the relevant portion of which is attached as Appendix A.</li> </ul>	<p>Employees with occupational exposure to bloodborne pathogens or other potentially infectious materials</p>	<p>An individual knowledgeable in the subject matter covered by the required elements of training, as indicated in the regulations</p>
<p><b>Hazardous Communication</b> – 29 C.F.R. 1910.1200</p> <ul style="list-style-type: none"> <li>Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not been previously trained on is introduced to their work area.</li> <li>Information and training may be designed to cover categories of hazards or specific chemicals.</li> <li>Employees shall be informed of the requirements of the hazardous chemical regulation, any operations in their work area where hazardous chemicals are present, and the location and availability of the written hazardous communication program, including the required list(s) of hazardous chemicals, and material safety data sheets.</li> <li>Contents of the training are explicitly laid out in the regulation, the relevant portion of which is attached as Appendix B.</li> </ul>	<p>Employees who have hazardous chemicals in their work area</p>	<p>Regulation does not specify</p>

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<p><b>Asbestos – 29 C.F.R. 1910.1001</b></p> <ul style="list-style-type: none"><li>• Employers must institute a training program for all employees who are exposed to airborne concentrations of asbestos at or above the permissible exposure limit (“PEL”) and/or excursion limit and ensure their participation in the training program. Contents of the training are explicitly laid out in the regulation, the relevant portion of which is attached as Appendix C.</li><li>• Training shall be provided prior to or at the time of initial assignment and at least annual thereafter, and shall be conducted in a manner which the employee is able to understand.</li><li>• Employers are required to make a copy of the OSHA standards and its appendices regarding asbestos readily available without cost to all affected employees.</li><li>• Employers must inform all employees concerning the availability of self-help smoking cessation program material. Upon employee request, the employer shall distribute NIH Publication No. 89-1647 or an equivalent.</li><li>• Employers shall also provide, at no cost to employees who perform housekeeping operations in an area which contains asbestos-containing material (“ACM”) or presumed asbestos containing material (“PACM”), an annual asbestos awareness training course. This training must contain: health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, requirements of the regulation relating to housekeeping, and proper response to fiber release episodes.</li></ul>	<p>Employees who are exposed to airborne concentrations of asbestos at or above the permissible exposure limit and/or excursion limit</p> <p>Employees who perform housekeeping operations in an area which contains asbestos-containing material or presumed asbestos containing material</p>	<p>Regulation does not specify</p>
<p><b>Career Pathways Training – R.C. § 3313.6020</b></p> <p>Beginning in the 2015-16 school year, boards of education shall adopt a policy on career advising that must include how the district will train its employees on how to advise students on career pathways, including training on advising students using online tools.</p>	<p>Law does not specify</p>	<p>Law does not specify; must be included in board policy</p>
<p><b>Heimlich Maneuver – R.C. § 3313.815</b></p> <p>School districts that operate a food service program must require that at least one employee who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver is present while students are being served food.</p>	<p>Law does not specify</p>	<p>Law does not specify</p>

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<p><b>School Nutrition Program Employee Training</b> – 80 FR 11077 (7 C.F.R. 210.30; eff. July 1, 2015)</p> <p>School nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs must complete a specified number of hours of annual continuing education/training. The hours required vary based on the position held, and range from 4 hours for part-time staff to 8 hours (to increase to 12 hours in 2016-17) for directors. Training content also varies depending on the position, but generally includes topics such as nutrition, health and safety standards, identification of reimbursable meals, meal claiming, etc.</p> <p>Nutrition program directors must also complete at least 8 hours of food safety training not more than 5 years prior to their starting date or within 30 days of their starting date.</p>	<p>School nutrition program personnel</p>	<p>Comments to the rule indicate training from a variety of sources is acceptable, including the National Food Service Management Institute (NFSMI), in-house/SFA, State agencies, FNS Team Nutrition, the School Nutrition Association (SNA), professional associations/organizations, and reputable commercial vendors</p>
<p><b>Cardiopulmonary Resuscitation and Automated External Defibrillators</b> – R.C. §§ 3313.717; 3701.85</p> <p>If the district possesses AEDs, it must require expected users to complete a course in AED and CPR that is offered or approved by the American Heart Association or another nationally recognized organization and must consult with a physician regarding compliance with this requirement.</p>	<p>“Expected users” of Automatic External Defibrillators</p>	<p>American Heart Association or approved organization</p>
<p><b>Child Abuse, Bullying, Suicide, and School Safety</b> – R.C. §§ 3313.666; 3313.667; 3319.073; OAC § 3301-57-01</p> <ul style="list-style-type: none"> <li>• The district must provide certain employees with in-service training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The training must also incorporate training in school safety, violence prevention, and human trafficking.</li> <li>• The training must include training on the district’s harassment, intimidation, and bullying policy. Note that under R.C. § 3313.666, information regarding the board’s bullying policy must be integrated into employee training materials.</li> <li>• Middle school and high school employees must also receive dating violence prevention training as part of this in-service.</li> <li>• The training must include training in youth suicide awareness. The law provides that this</li> </ul>	<p>Each person employed by the district to work in a school as a nurse, teacher, counselor, school psychologist, or administrator, and anyone else the board deems appropriate</p> <p>If state or federal funds are appropriated, the district must also provide such training to employees and</p>	<p>Law does not specify</p>

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<p>portion of the training may be accomplished by self-review of suitable suicide prevention materials approved by the board of education.</p> <ul style="list-style-type: none"> <li>The district must adopt or adapt ODE’s curriculum or must develop its own curriculum in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.</li> </ul>	volunteers having direct contact with students that are not otherwise required to take this training	
<p><b>Safety Drill Training – R.C. § 3737.73(D)(3)</b></p> <p>Principals are required to hold annual training sessions for employees of their school regarding the conduct of school safety drills. (Note: The required emergency management test (R.C. § 3313.536; OAC § 3301-5-01) may be performed with a safety drill.)</p>	Employees of each school building	Law does not specify (must be held by principal)
<p><b>Barricade Devices – R.C. § 3781.106<sup>1</sup></b></p> <p>If a school uses a device that prevents ingress and egress through a door in a school building during emergency situations, the school must provide staff members in-service training on the use of the device and maintain a record verifying this training.</p>	“Staff members”	Law does not specify
<p><b>Restraint and Seclusion – R.C. 3319.46; ODE Policy (adopted January 2013); OAC § 3301-35-15</b></p> <p><b>R.C. § 3319.46 Requirements:</b> School districts must comply with the policy and standards adopted by the State of Board of Education.</p> <p><b>ODE Policy Requirements:</b> Schools that use physical restraint and seclusion must establish specific procedures and training related to the use of restraint and seclusion. School districts are required to have a plan regarding the training of its staff in accordance with the ODE policy. Schools must train all personnel <i>annually</i> on: (1) the requirements of the State policy, (2) OAC § 3301-35-15, and (3) the district’s restraint and seclusion policy. School districts are also required to have a plan regarding training personnel as necessary to implement Positive Behavior Intervention and Supports, including where, under what conditions, with whom and why specific inappropriate behavior may occur.</p>	“All student personnel” on policy requirements	Does not specify (could be specified by board policy)

<sup>1</sup> Note: This section was enacted by Am. Sub. H.B. No. 64, and will take effect Sept. 29, 2015. However, within 180 days the Board of Building Standards must adopt rules for the use of the devices, so the actual implementation date will be later.

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<p><b>OAC § 3301-35-15(G) Requirements:</b> Schools must ensure that “an adequate number of personnel in each building” are trained in crisis management and de-escalation techniques and that their training is kept current. School districts must maintain written or electronic documentation on all training provided and the lists of participants in each training.</p>	<p>“An adequate number of personnel” on crisis management and de-escalation techniques</p>	<p>Does not specify</p>
<p><b>Paraprofessional Training – OAC § 3301-51-09(H)(2)</b> Any school district that employs a paraprofessional shall have written policies and procedures outlining a planned sequence of continuing education and annual training opportunities to enable the paraprofessional to continue to develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including following lesson plans, implementing follow-up instructional procedures and activities, supporting effective classroom organization and behavior management, and working effectively with teachers and as part of an instructional team.</p>	<p>Paraprofessionals</p>	<p>Regulation does not specify, but the training requirements must be part of board policy</p>
<p><b>Treasurer Training – R.C. § 135.22</b> Treasurers must annually complete the continuing education programs provided by the Treasurer of State, unless the treasurer provides an annual notice of exemption stating that he or she is not subject to the requirements because the treasurer invests or deposits public moneys in the following investments only: (1) interim deposits; (2) no-load money market mutual funds; and (3) the Ohio subdivision’s fund. (Another provision, R.C. § 135.142(B), prohibits investment in commercial paper or bankers’ acceptances unless the treasurer has completed additional training.)</p>	<p>Treasurer (if not exempt)</p>	<p>Treasurer of State</p>
<p><b>Public Records – R.C. § 149.43(E)</b> Once per term of office, all elected officials or their appropriate designees must attend training provided by the Ohio Attorney General regarding public records.</p>	<p>Designees of school board members</p>	<p>Ohio Attorney General</p>

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Training Requirement	Provided To	Provided By
<p><b>District Budget and Finance – R.C. § 3301.072</b></p> <p>The State Board of Education is required to establish continuing programs of in-service training in school district budget and finance for superintendents of schools or their designees, business managers, members of boards of education, and treasurers of boards of education for the purpose of enhancing their background and working knowledge of government accounting, state and federal laws relating to school district budgeting and financing, financial report preparation, rules of the auditor of state, and budget and accounting management. Superintendents or their designees, treasurers, and business managers are required to attend one such training program per year.</p>	<p>Superintendent/designee, treasurer, and business manager</p>	<p>Must be training approved by the State Board of Education</p>
<p><b>Student Confidentiality – OAC § 3301-51-04(N)(3)</b></p> <p>All persons collecting or using personally identifiable information must receive training or instruction regarding the policies and procedures of the school district under the Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99.</p>	<p>Individuals using student information</p>	<p>Rule does not specify</p>
<p><b>Assessment Training – OAC § 3301-7-01</b></p> <p>School districts must ensure that all appropriate staff have knowledge of the standards of ethical assessment practice (see OAC § 3301-7-01). Districts must communicate all of the following in writing to “all appropriate staff” at least once per year:</p> <ul style="list-style-type: none"> <li>• Standards defining what is an unethical and/or inappropriate practice as outlined by the rule;</li> <li>• Additional standards of ethical assessment practice adopted by the district;</li> <li>• How the standards shall be monitored, what sanctions shall apply for violations, and under what circumstances sanctions will apply;</li> <li>• Purpose of each assessment (must be communicated prior to each assessment); and</li> <li>• Security procedures established for each type of secure assessment (including state test security procedures).</li> </ul> <p>In addition to providing such notice, the district must “provide any other information and training as may be necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment.</p>	<p>“Appropriate staff” includes any designated certificated or non-certificated employee who has direct access to an assessment or participates in any activity related to preparing a student for an assessment, administering or scoring an assessment, and/or interpreting or using any result of an assessment</p>	<p>Rule does not specify</p>

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<p><b>Community Service Learning – OAC § 3301-16-03</b></p> <p>If the district adopts a community service learning plan, it shall provide instruction for teachers on strategies for identifying and collaborating with community partners, integrating community service learning into the curriculum, and effectively addressing local issues and needs.</p>	Teachers	Rule does not specify
<p><b>Concussions/Youth Injuries – R.C. §§ 3313.539, 3319.303(C)</b></p> <p>A school district shall not permit an individual to referee interscholastic athletics unless the individual holds a pupil-activity program permit or presents evidence that the individual has successfully completed, within the previous three years, a training program in recognizing the symptoms of concussions and head injuries.</p> <p>As a condition to issuing or renewing a pupil-activity permit to coach interscholastic athletics, the state board shall:</p> <ul style="list-style-type: none"> <li>• Require each individual applying for a first permit to successfully complete a training program that is specifically focused on brain trauma and brain injury management; and</li> <li>• Require each individual applying for a permit renewal to present evidence that the individual has successfully completed, within the previous three years, a training program in recognizing the symptoms of concussions and head injuries.</li> </ul>	Coaches, referees	Programs approved by State Department of Health (link on website) or training authorized and required by an organization that regulates interscholastic conferences or events
<p><b>Administration of Medication, Epi Pens – R.C. §§ 3313.713, 3313.7110</b></p> <p>Only employees of the board who are licensed health professionals or who have completed a drug administration training program may administer to a student a drug prescribed for the student.</p> <p>A district board that elects to procure epinephrine auto injectors shall require the district's superintendent to adopt a policy governing their maintenance and use. The policy shall specify any training that employees or contractors, other than the school nurse or athletic trainer, must complete before being authorized to access and use an epinephrine auto injector.</p>	Any employees	A licensed health professional considered appropriate by the board

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<p><b>Diabetes Care Training – R.C. § 3313.7112</b></p> <p>Diabetes care training must be completed before school employees can administer diabetes medication or provide other diabetes care. (Participation is voluntary, and a school district is prohibited from taking action against an employee who does not agree to provide diabetes care.)</p> <p>Diabetes care training must take place prior to the beginning of each school year or, as needed, within fourteen days of receiving an order signed by the treating physician.</p> <p>Optional: Schools may provide training in recognizing hypoglycemia and hyperglycemia, and actions to take in response to emergency situations, to employees (including bus drivers) who have primary responsibility for supervising a student with diabetes during some portion of the school day.</p>	<p>Diabetes care training: employees who agree to provide diabetes care, including administering diabetes medication</p> <p>Recognition training: school employees with primary responsibility for supervising a student with diabetes during some portion of the school day</p>	<p>Training must be coordinated by a school nurse, or, if the school does not employ a school nurse, a licensed health care professional with expertise in diabetes who is approved by the school</p>
<p><b>Preschool Child Abuse and Communicable Diseases – R.C. § 3301.56; OAC §§ 3301-37-07; 3301-37-11</b></p> <p>In each building in which a preschool program is operated, there must be on the premises and readily available at all times:</p> <ul style="list-style-type: none"> <li>• At least one employee who has completed a course in first aid and in the prevention, recognition, and management of communicable diseases which is approved by the State Department of Health; and</li> <li>• At least one employee (by rule, a preschool staff member) who has completed a course in child abuse recognition and prevention. R.C. § 3301.56; OAC § 3301-37-07.</li> </ul> <p>Preschool staff members shall complete at least four hours of in-service training in child abuse recognition and prevention within two years of employment and every five years thereafter. OAC § 3301-37-07.</p> <p>Each preschool program must have a written policy concerning the management of communicable disease that must provide, among other things, the program’s means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures. OAC § 3301-37-11(C).</p>	<p>At least one employee in each building with a preschool program</p> <p>All preschool staff</p>	<p>Law does not specify, but first aid and disease prevention training must be approved by State Department of Health</p> <p>Rule does not specify, although R.C. § 3301.56 suggests the training should be approved by the State Department of Health</p>





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<p><b>School Age Child Care Programs – Multiple rules</b></p> <ul style="list-style-type: none"> <li>• Staff members and volunteers of school child programs must receive orientation training on program policies and procedures prior to employment or within seven days of their first scheduled date of attendance. OAC § 3301-32-02(I). The list of policies and procedures that must be covered can be found in OAC § 3301-32-10.</li> <li>• Each staff member who does not hold an associate degree or higher must annually complete a minimum of fifteen hours of in-service training until forty-five hours of training is reached. After that, each must annually complete five hours of in-service training. Any staff member with an associate degree or higher must complete at least five hours of in-service per year. OAC § 3301-32-02(J). Note that some of this training can be through electronic media and self-study. OAC § 3301-32-02(K). Topics may include but are not limited to first-aid certification, CPR, child abuse recognition and prevention, management of communicable disease, behavior management, school child curriculum, space and environment designs, working with families, children with special needs, child growth and development, and administration of a school child program. OAC § 3301-32-02(L).</li> <li>• A staff member with current valid first aid, CPR, child abuse recognition and prevention, and management of communicable disease certification shall be on site at all times when children are in attendance. A staff member with current valid first aid and CPR training shall be readily available on field trips. OAC § 3301-32-03(H).</li> <li>• A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as the child enters the group. OAC § 3301-32-08(A).</li> <li>• All staff shall have training and annual reviews of the program’s emergency plan. OAC § 3301-32-06(E).</li> <li>• All program personnel involved during food preparation or service shall be trained in sanitary procedures. OAC § 3301-32-07(C)(2).</li> <li>• The program must have written policies and procedures which must include, among other things, training of staff members on signs and symptoms of communicable disease, hand-washing, and disinfecting equipment and materials. OAC § 3301-32-08(C)(1).</li> <li>• The program shall provide in-service training to staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children. OAC § 3301-32-09(C).</li> </ul>	<p>Staff members and volunteers in school child programs</p>	<p>To qualify as “trained in” child abuse recognition and prevention, first aid, and communicable disease recognition – from approved organizations (OAC § 3301-32-01);</p> <p>In-service training through coursework, seminars, workshops, and conferences on topics other than first aid, child abuse, and communicable disease shall be provided by an approved trainer with at least two years of experience and certain educational credentials identified in OAC § 3301-32-02(O)</p>

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**Appendix A** – 29 C.F.R. § 1910.1030(g)(2)(vii) – Bloodborne Pathogen training must include the following:

- (A) An accessible copy of the regulatory text of this standard and an explanation of its contents;
- (B) A general explanation of the epidemiology and symptoms of bloodborne diseases;
- (C) An explanation of the modes of transmission of bloodborne pathogens;
- (D) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- (E) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- (F) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- (G) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- (H) An explanation of the basis for selection of personal protective equipment;
- (I) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- (J) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- (K) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- (L) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- (M) An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and
- (N) An opportunity for interactive questions and answers with the person conducting the training session.

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**Appendix B** – 29 C.F.R. § 1910.1200(h)(3) – Hazardous chemical training must include the following:

- (i) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- (ii) The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- (iii) The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,
- (iv) The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

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**Appendix C** – 29 C.F.R. § 1910.1001(j)(7)(iii) – Asbestos exposure training must include the following:

- (A) The health effects associated with asbestos exposure;
- (B) The relationship between smoking and exposure to asbestos producing lung cancer;
- (C) The quantity, location, manner of use, release, and storage of asbestos, and the specific nature of operations which could result in exposure to asbestos;
- (D) The engineering controls and work practices associated with the employee's job assignment;
- (E) The specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and clean-up procedures, and personal protective equipment to be used;
- (F) The purpose, proper use, and limitations of respirators and protective clothing, if appropriate;
- (G) The purpose and a description of the medical surveillance program required by paragraph (I) of this section;
- (H) The content of this standard, including appendices.
- (I) The names, addresses and phone numbers of public health organizations which provide information, materials, and/or conduct programs concerning smoking cessation. The employer may distribute the list of such organizations contained in Appendix I to this section, to comply with this requirement.
- (J) The requirements for posting signs and affixing labels and the meaning of the required legends for such signs and labels.