



2023-2024 Mandatory Trainings
Board Approved 4-13-23

All Employees including Substitutes and Coaches are to be trained upon hire and/or before placed on substitute list.
All Mandatory Trainings must be done within 30 days of employment and/or 30 days from start of the school year.

All Employees Mandatory Training Courses					
Course	Regulation/Requirement	Frequency	Time	Records Retention	
Bloodborne Pathogens	Cal/OSHA Title 8-5193	Annually	30 minutes	4 year	
Bullying Training (California Department of Education)	EDC 32283.5/AB 2291	Annually	30 minutes	4 years	
Child Abuse Reporting (Mandated Reporter)	PC 11164/AB 1432	Annually	55 minutes	4 years (40 years if abuse or abuse allegation)	
Adult Sexual Misconduct	TJPA	Annually	35 minutes	Life of employment	
Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA	Annually	25 minutes	Life of employment	
Social Media: Personal and Professional Use	TJPA	Annually	15 minutes	4 years	
Custom Crisis Response Plan/Emergency Procedures Plan	8 CCR	Annually	15 minutes	4 years	
Fire Safety and Fire Extinguisher Use	Cal/OSHA Title 8 CCR 3220	Annually	20 minutes	4 years	
Hazard Communication for School Employees	Cal/OSHA Title 8 CCR 5194	At least once/Time of hire	20 minutes	4 years	
Heat Illness Awareness	Cal/OSHA Title 8--3395	Annually	15 minutes	4 years	
Homeless Education - Serving Students Under McKinney-Vento	McKinney Vento Act	Annually	20 minutes	4 years	
Human Trafficking	AB 1227/EDC 51950	Annually	15 minutes	4 years	
Custom School Handbook Course	TJPA	Annually	10 minutes	4 years	
Custom Injury and Illness Prevention Plan	TJPA/Title 8 - 3202	Annually	10 minutes	4 years	
Custom TJPA Policies and Annual Notifications	TJPA	Annually	25 minutes	4 years	
Student Privacy Rights (FERPA)	FERPA	Annually	15 minutes	4 years	
Suicide Prevention and Response	EDC 215/EDC 41533/SB 1378	Annually	30 minutes	4 years	
The California Healthy Schools Act of 2000: Basic Intergrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and	Annually	30 minutes	4 years	
Title IX: Protecting Students and School Employees from Sexual Harrassment (General Awareness)	Title IX	At least once/Time of hire	35 minutes	Life of employment	
TJPA Threat Assessment Module 1 Identifying Students Who May Pose a Threat	TJPA	Annually	45 minutes	4 years	
Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years	
Sexual Harrassment Prevention in California: Module 1 - General Information	Module 2 - State Legislation	GC 12950.1/AB 1825/AB 2053	Every 2 years	25 minutes	Life of employment
Sexual Harrassment Prevention in California: Module 2 - General Information	Module 2 - State Legislation	SB 396/SB 1343	Every 2 years	25 minutes	Life of employment
COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years	
			Total Time 9 hours 50 minutes		
Additional Training for Science Teachers					
Chemical Safety	Cal/OSHA 8 CCR 5194	Annually	40 minutes	4 years	
Science Lab Safety	Cal/OSHA 8 CCR 5191	Annually	45 minutes	4 years	
			Total Time 1 hour 25 minutes		
Additional Training for Designated Staff					
First Aid/AED/Sudden Cardiac Arrest	AB 2009	Every 2 years	In-person	4 years	
Epi-Pen	EDC 49414	Annually	In-person	4 years	
Administering Naloxone-California Department of Public Health	EDC 49414.3	Annually	15 minutes	4 years	
Title IX Bundle for: Administrators/Coordinators/Investigators, etc. Additional Information for Coordinators, Investigators and Decision Makers Investigate and Adjudicate Formal Complaints Process *Title IX of the Education Amendments of 1972 34 CFR 106	Title IX: Title IX: How to Title IX: Informal Resolution	Title IX	At least once/Time of hire	2 Hours	Life of employment
Ethics Training for Local Agency Officials in California	GC 53234 & GC 53235	Every 2 years	2 Hours	4 years	
CIPA Course Curriculum (if E-Rate funded)	CIPA	Annually	20 minutes	4 years	
Intro to Utility Cart Safety	8 CCR 3668	Every 3 years	10 minutes	4 years	
Transportation - Reasonable Suspicion Testing	Module 1 & Module 2	49 CFR § 382.603	At least once/Time of hire	2 hours	4 years

Administrators and Supervisors Mandatory Training Courses				
Course	Regulation/Requirement	Frequency	Time	Records Retention
Bloodborne Pathogens	Cal/OSHA Title 8-5193	Annually	30 minutes	4 years
Bullying Training (California Department of Education)	EDC 32283.5 & AB 2291	Annually	30 minutes	4 years
Child Abuse Reporting (Mandated Reporter)	PC 11164 & AB 1432	Annually	55 minutes	4 years (40 years if abuse or abuse allegation)
Adult Sexual Misconduct	TJPA	Annually	35 minutes	Life of employment
Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA	Annually	25 minutes	Life of employment
Social Media: Personal and Professional Use	TJPA	Annually	15 minutes	4 years
Custom Crisis Response Plan/Emergency Procedures Plan	8 CCR	Annually	15 minutes	4 years
Fire Safety and Fire Extinguisher Use	Cal/OSHA Title 8 CCR 3220	Annually	20 minutes	4 years
Hazard Communication for School Employees	Cal/OSHA Title 8 CCR 5194	At least once/Time of hire	20 minutes	4 years
Heat Illness Awareness	Cal/OSHA Title 8--3395	Annually	15 minutes	4 years
Homeless Education - Serving Students Under McKinney-Vento	McKinney Vento Act	Annually	20 minutes	4 years
Human Trafficking	AB 1227 EDC 51950	Annually	15 minutes	4 years
Custom School Handbook Course	TJPA	Annually	10 minutes	4 years
Custom Injury and Illness Prevention Plan	TJPA/Title 8 - 3202	Annually	10 minutes	4 years
Custom TJPA Policies and Annual Notifications	TJPA	Annually	25 minutes	4 years
Student Privacy Rights (FERPA)	FERPA	Annually	15 minutes	4 years
Suicide Prevention and Response	EDC 215/EDC 41533/SB 1378	Annually	30 minutes	4 years
The California Healthy Schools Act of 2000: Basic Intergrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and	Annually	30 minutes	4 years
Title IX: Protecting Students and School Employees from Sexual Harrassment (General Awareness)	Title IX	At least once/Time of hire	35 minutes	Life of employment
TJPA Threat Assessment Module 1 Identifying Students Who May Pose a Threat	TJPA	Annually	45 minutes	4 years
Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years
COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years
Sexual Harrassment and Discrimination Prevention for Supervisors - California	GC 12950.1	AB Every 2 years	2 hours	Life of employment
Accident Investigations	Cal/OSHA	At least once	30 minutes	4 years
			Total Time	11 hours 30 minutes

Food Service Mandatory Training Courses				
Course	Regulation/Requirement	Frequency	Time	Records Retention
Bloodborne Pathogens	Cal/OSHA Title 8-5193	Annually	30 minutes	4 years
Bullying Training (California Department of Education)	EDC 32283.5/AB 2291	Annually	30 minutes	4 years
Child Abuse Reporting (Mandated Reporter)	PC 11164/AB 1432	Annually	55 minutes	4 years (40 years if abuse or abuse allegation)
Adult Sexual Misconduct	TJPA	Annually	35 minutes	Life of employment
Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA	Annually	25 minutes	Life of employment
Social Media: Personal and Professional Use	TJPA	Annually	15 minutes	4 years
Custom Crisis Response Plan/Emergency Procedures Plan	8 CCR	Annually	15 minutes	4 years
Fire Safety and Fire Extinguisher Use	Cal/OSHA Title 8 CCR 3220	Annually	20 minutes	4 years
Hazard Communication for School Employees	Cal/OSHA Title 8 CCR 5194	At least once/Time of hire	20 minutes	4 years
Heat Illness Awareness	Cal/OSHA Title 8--3395	Annually	15 minutes	4 years
Homeless Education - Serving Students Under McKinney-Vento	McKinney Vento Act	Annually	20 minutes	4 years
Human Trafficking	AB 1227 EDC 51950	Annually	15 minutes	4 years
Custom School Handbook Course	TJPA	Annually	10 minutes	4 years
Custom Injury and Illness Prevention Plan	TJPA/Title 8 - 3202	Annually	10 minutes	4 years
Custom TJPA Policies and Annual Notifications	TJPA	Annually	25 minutes	4 years
Student Privacy Rights (FERPA)	FERPA	Annually	15 minutes	4 years
Suicide Prevention and Response	EDC 215/EDC 41533/SB 1378	Annually	30 minutes	4 years
The California Healthy Schools Act of 2000: Basic Intergrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and 12754.5 & SB 1405	Annually	30 minutes	4 years
Title IX: Protecting Students and School Employees from Sexual Harrassment (General Awareness)	Title IX	At least once/Time of hire	35 minutes	Life of employment
TJPA Threat Assessment Module 1 Identifying Students Who May Pose a Threat	TJPA	Annually	45 minutes	4 years
Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years
COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years
Civil Rights in Child Nutrition Programs -USDA	Civil Rights Compliance and Enforcement	Annually	50 minutes	4 years
Back Injury Prevention and Ergonomics	USDA	Annually	15 minutes	4 years
Chronic Health Conditions	USDA	Annually	40 minutes	4 years
Drug-Free Workplace	USDA	Annually	20 minutes	4 years
Food Safety for Food Handlers	USDA	Annually	60 minutes	4 years
Personal Protective Equipment (PPE) - Fundamentals	USDA	Annually	15 minutes	4 years
Slips, Trips and Falls Prevention	USDA	Annually	30 minutes	4 years
Sexual Harrassment	USDA	Every 2 years	20 minutes	4 years
First Aid-Choking	USDA	Every 2 years rotating in during off years of Sexual Harrassment	15 minutes	4 years
Violence in the Workplace	USDA	Every 2 years rotating in during off years of Sexual Harrassment	30 minutes	4 years
Workplace Bullying	USDA	Every 2 years starting in 2024 rotating in	20 minutes	4 years
			Total time 14 hours 15 minutes	

Custodial/Maintenance and Operations Mandatory Training Courses				
Course	Regulation/Requirement	Frequency	Time	Records Retention
Bloodborne Pathogens	Cal/OSHA Title 8-5193	Annually	30 minutes	4 years
Bullying Training (California Department of Education)	EDC 32283.5/AB 2291	Annually	30 minutes	4 years
Child Abuse Reporting (Mandated Reporter)	PC 11164 AB 1432	Annually	55 minutes	4 years (40 years if abuse)
Adult Sexual Misconduct	TJPA	Annually	35 minutes	Life of employment
Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA	Annually	25 minutes	Life of employment
Social Media: Personal and Professional Use	TJPA	Annually	15 minutes	4 years
Custom Crisis Response Plan/Emergency Procedures Plan	8 CCR	Annually	15 minutes	4 years
Fire Safety and Fire Extinguisher Use	Cal/OSHA Title 8 CCR 3220	Annually	20 minutes	4 years
Hazard Communication for School Employees	Cal/OSHA Title 8 CCR 5194	At least once/Time of hire	20 minutes	4 years
Heat Illness Awareness	Cal/OSHA Title 8--3395	Annually	15 minutes	4 years
Homeless Education - Serving Students Under McKinney-Vento	McKinney Vento Act	Annually	20 minutes	4 years
Human Trafficking	AB 1227 EDC 51950	Annually	15 minutes	4 years
Custom School Handbook Course	TJPA	Annually	10 minutes	4 years
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Custom TJPA Policies and Annual Notifications	TJPA	Annually	25 minutes	4 years
Student Privacy Rights (FERPA)	FERPA	Annually	15 minutes	4 years
Suicide Prevention and Response	EDC 215/EDC 41533/SB 1378	Annually	30 minutes	4 years
The California Healthy Schools Act of 2000: Basic Intergrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and	Annually	30 minutes	4 years
Title IX: Protecting Students and School Employees from Sexual Harrassment (General Awareness)	Title IX	At least once/Time of hire	35 minutes	Life of employment
TJPA Threat Assessment Module 1 Identifying Students Who May Pose a Threat	TJPA	Annually	45 minutes	4 years
COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years
Asbestos Hazard Awareness	Cal/OSHA 40 CFR 763.92	Annually	25 minutes	4 years
Hearing Conservation	Cal/OSHA 8 CCR 5099	Annually	20 minutes	4 years
Heat Illness Prevention	Cal/OSHA 8 CCR 3395	Annually	15 minutes	4 years
Ladder Safety	Cal/OSHA 8 CCR 3276	Annually	20 minutes	4 years
Personal Protective Equipment (PPE)-Fundamentals	Cal/OSHA 8 CCR 3380	Annually	15 minutes	4 years
Lockout/Tagout-Maintenance	Cal/OSHA 8 CCR 3314	Annually	20 minutes	4 years
Sudden Cardiac Arrest	HCS 124235	Annually	15 minutes	4 years
Lead Awareness	Cal/OSHA 8 CCR 5918	Annually starting 2024-2025	40 minutes	4 years
			Total time 11 hours 35 minutes	

Coaches Mandatory Training Courses

Each employee or volunteer high school athletic team coach shall complete, at his/her/their expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR/First Aid/AED, including the signs and symptoms, and appropriate response to concussions. A high school coach who has completed the education program in another California School District shall be deemed to have met the requirements for this district. An individual who has no completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. https://cifstate.org/coaches-admin/coaching_education/certification

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Fire Safety and Fire Extinguisher Use	Cal/OSHA Title 8 CCR 3220	Annually	20 minutes	4 years	
Hazard Communication for School Employees	Cal/OSHA Title 8 CCR 5194	At least once/Time of hire	20 minutes	4 years	
Heat Illness Awareness	Cal/OSHA Title 8-3395	Annually	15 minutes	4 years	
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The California Healthy Schools Act of 2000: Basic Intergrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and	Annually	30 minutes	4 years	
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Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years	
Sexual Harrassment Prevention in California: Module 1 - General Information	Module 2 - State Legislation	GC 12950.1/AB 1825/AB 2053	Every 2 years	25 minutes	Life of employment
Sexual Harrassment Prevention in California: Module 2 - General Information	Module 2 - State Legislation	SB 396/SB 1343	Every 2 years	25 minutes	Life of employment
COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years	
Heat Illness Prevention for School Athletics (NFHS)	EDC 35179.1	Annually	30 minutes	4 years	
Concussion in Sports: A Guide for Coaches	HCS 124235	Annually	20 minutes	4 years	
Sudden Cardiac Arrest	HCS 124235	Annually	15 minutes	4 years	
COVID-19 for Coaches and Administrators (NFHS)	TJPA	At least once/Time of hire	25 minutes	4 years	
Bullying, Hazing and Inappropriate Behavior (NFHS)	TJPA	Annually	35 minutes	4 years	
First Aid/AED/Sudden Cardiac Arrest	AB 2009	Every 2 years	In-person	4 years	
			Total time 11 hours 55 minutes		

District Board Members Mandatory Training Courses

Course	Regulation/Requirement	Frequency	Time	Records Retention
Sexual Harrassment and Discrimination Prevention for Supervisors - California	GC 12950.1	AB Every 2 years	2 hours	Board Term
Ethics Training for Local Agency Officials in California	GC 53234 & GC 53235	Every 2 years	2 Hours	Board Term
District Board Workshop Course https://drive.google.com/drive/folders/1K4fDR0JEvUPZW2ETzeYOYkxDCq2QG5D?usp=sharing		As needed	40 minutes	Board Term

This document is intended to provide general safety guidelines and ease of reference to data. Under no circumstances should the matrix be used as an exclusive source of information on the topic, as it may not address each and every possible loss potential, code or other statutory violation, or exception to good practices and procedures. In view of the possibility of human error or changes, you should confirm the content in the matrix through your own independent sources.

This training is a living document – continually evolving.