



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: School Principals and Superintendents

From: Indiana Department of Education Office of Legislative Affairs

Date: July 1, 2024

Subject: 2024-2025 Required Training for School Employees

Following each legislative session, the Indiana Department of Education (IDOE) provides an updated list of state- and federally-required training for school employees. Below is the list for the upcoming 2024-2025 school year. This list does not include optional training or training required by a local school corporation or governing body.

Required Educator Training

1. Sudden Cardiac Arrest Training - [Indiana Code \(IC\) 20-34-8-9](#)

- a. Description: Sudden cardiac arrest course must contain training on the use of automated external defibrillators (AEDs), award a certificate of completion, and be approved by IDOE.
- b. Required for: Athletic head and assistant coaches at state-accredited, non-public schools, charter schools, and school corporations. Includes competitive and non-competitive cheerleading, marching band, musical, and drama educators.
- c. Frequency: Training must be completed at least once before coaching or leading an athletic activity, marching band, theatrical, or musical performance.

2. Cardiopulmonary Resuscitation (CPR) - [IC 20-28-5.5-1](#)

- a. Description: CPR training must include a test demonstration on a mannequin, as well as direction on removing a foreign body causing an obstruction in an airway, the Heimlich maneuver, and the use of an AED. 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 Indiana State Board of Education (SBOE). Approved providers can be found [here](#).
- b. Required for: All teacher license holders
- c. Frequency: Initial Practitioner License Application; License Renewal Application

3. Suicide Prevention - [IC 20-28-3-6](#)

- a. Description: An educator license applicant must show evidence they have successfully completed education and training on the prevention of child suicide and the recognition of signs that a student may be considering suicide. Suicide awareness and prevention training must demonstrate effectiveness. The research-based, in-service training may be in-person, electronic, or follow a



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

technology-based medium, including self-review modules available on an online system, an individual program studying designated materials, or any other method approved by the governing body (i.e., the board or commission charged by law with the responsibility of administering the affairs of the school/corporation) that is consistent with current professional development standards. Individuals applying for an initial practitioner license must ensure completion of a suicide prevention training that is at minimum two hours in length.

- b. **Required for:** Initial practitioner license applicants and teachers for grades five through 12 in a corporation, charter school, and accredited non-public school. Schools shall require all teachers that provide instruction to students to complete the training, including a superintendent who holds a license, a principal, teachers, librarians, school counselors, school psychologists, school nurses, and school social workers.
 - c. **Frequency:** Initial Practitioner License Application and at least two hours of training every three school years.
- 4. Bloodborne Pathogen - [29 Code of Federal Regulations \(CFR\) 1910.1030](#)**
- a. **Description:** Bloodborne pathogen training must include information regarding bloodborne pathogens and related diseases, methods to control occupational exposure, hepatitis B vaccination, medical evaluation, and post-exposure plan and follow-up procedures.
 - b. **Required for:** All school employees of each school corporation, charter school, and accredited non-public school.
 - c. **Frequency:** This training is required annually.
- 5. Bullying Prevention - [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 corporations' employees and volunteers who have direct, ongoing contact with students.
 - c. **Frequency:** N/A
- 6. Child Abuse and Neglect - [IC 20-28-3-4.5](#)**
- a. **Description:** Training shall include information on 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 a 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 (i.e., the board or commission charged by law with the responsibility of administering the affairs of the school/corporation) consistent with current professional development standards.
 - b. **Required for:** Each school corporation, charter school, and accredited non-public



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

school shall require training for 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.

7. Human Trafficking - [IC 20-28-3-7](#)

- a. Description: Each school corporation and accredited non-public school shall require training pertaining to the identification and reporting of human trafficking. The format of the in-service 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 (i.e., the board or commission charged by law with the responsibility of administering the affairs of the school/corporation), or the equivalent authority for an accredited non-public school that is consistent with current professional development standards.
- b. Required for: All corporation and accredited non-public 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 in-service training every two school years.

8. Stop the Bleed Training - [IC 20-34-3-24](#)

- a. Description: A school corporation and charter school shall develop and implement a Stop the Bleed program, which includes requirements that bleeding control kits be assigned in accessible locations, include these kits in emergency plans and drills, require annual inspection of kits, and require the restock of kits after each use.
- b. Required for: At least five individuals per school building must obtain proper training on the bleeding control kit.
- c. Frequency: N/A

9. Reading Specialist Trained in Dyslexia - [IC 20-35.5-6](#)

- a. Description: Each school corporation and charter school must employ at least one reading specialist trained in dyslexia and related disorders. The reading specialist must have training over best practice interventions and support models for students exhibiting signs of dyslexia. They are responsible for the accountability of screener results, ensuring all teachers receive professional awareness information (pursuant to [IC 20-35.5-7-1](#)), and serve as the primary source of information and support for dyslexia and related disorders.
- b. Required for: Any school employee of a school corporation or charter school who is deemed a reading specialist trained in dyslexia.
- c. Frequency: N/A

10. McKinney-Vento Liaisons - [42 United States Code \(USC\) 11432](#)

- a. Description: The Every Student Succeeds Act (ESSA) requires all McKinney-Vento liaisons to participate in extensive McKinney-Vento training



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

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 Act. It may include an electronic presentation, or a technology-based training (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 (i.e., the board or commission charged by law with the responsibility of administering the affairs of the school/corporation) consistent with current professional development standards. McKinney-Vento liaison training can be found [here](#).

- i. Additionally, school corporations and charter schools must provide training to school staff, including teachers, paraprofessionals, and school support staff annually. 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: This training must be completed annually.

11. School Safety Specialist - [IC 10-21-1-13](#)

- a. Description: The school safety specialist training and certification program is provided by 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. More information can be found [here](#).
- b. Required for: School safety specialists (minimum one per district)
- c. Frequency: This training requirement must be completed annually.

12. Statewide Assessment Training - [511 Indiana Administrative Code \(IAC\) 5-5-5](#)

- a. Description: All school employees at public corporations, charter schools, and accredited non-public schools, excluding bus drivers, must complete assessment training and sign a testing security and integrity agreement, which is updated annually within the Indiana Statewide Assessments Policy Manual. The agreement is to remain on file in the appropriate building-level office for five years. The designated Corporation Test Coordinator or Non-Public School Test Coordinator must complete additional training regarding test security and assessment administration.
- b. Required for: All school employees, except bus drivers.
- c. Frequency: This training must be completed annually.

13. Seclusion and Restraint - [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



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

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: This is a recurring training requirement that schools must ensure is maintained throughout the school year.

14. Concussion Training - [IC 20-34-7-6](#) and [IC 20-34-7-7](#)

- a. Description: A certification course is required for *all football coaches* who coach children under the age of 20, children in grades one through 12, and who utilize public property (parks, schools, public fields) for practice or games. The course must be football specific; contain player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique; contain a comprehensive test; award a certificate of completion; and be approved by IDOE. Approved courses can be found [here](#).

Certification courses required for *all interscholastic coaches* who coach children in grades five through 12 (including cheerleading) include a concussion certification course and a heat illness prevention certification course. Certification courses must contain a comprehensive test, award a certificate of completion, and be approved by IDOE. Approved courses can be found [here](#).

- b. Required for: Football coaches (head coaches and assistant coaches) and all other sports, including cheerleading (head coaches and assistant coaches)
- c. Frequency: Training must be completed at least once every two years.

15. Heat Preparedness - [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: All interscholastic sport (including cheerleading) coaches who coach student athletes in grades five through 12.
- c. Frequency: Training must be completed at least once every two years.

16. Internal Control Standards - [IC 5-11-1-27](#)

- a. Description: In an effort to promote accountability and transparency, every school corporation must utilize internal control standards defined by the State Board of Accounts (SBOA). Minimum internal control standards must cover the control environment, risk assessment, control activities, information and communication, and monitoring, and personnel must receive training concerning these standards and procedures. Fiscal officers must certify that they have completed this training to SBOA at the same time as annual financial reporting. More information can be found [here](#).
- 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



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

another governmental agency.

- c. Frequency: N/A

17. Lock Out/Tag Out - [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.

Program-Specific Training

The following training provisions apply only if the school chooses to implement the described programs:

1. School Resource Officer (SRO) - [IC 20-26-18.2-1](#)

- a. Description: SROs must: complete this training within 180 days of role assignment unless they are employed at a corporation with an ADM of under 1,000 students, in which case they have 365 days from appointment.
- complete the minimum training requirements for law enforcement officers under IC 5-2-1-9; and
 - receive 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: The SRO must
- d. Resources: More information on this requirement can be found [here](#).

2. School Corporation Police Department Autism and Asperger's Syndrome Training -



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

IC 20-26-5-31

- a. Description: If a school corporation establishes a school corporation police department, the governing body (i.e., the board or commission charged by law with the responsibility of administering the affairs of the school/corporation) must adopt a policy requiring the corporation police officer to complete training to appropriately interact with individuals with autism spectrum disorder (ASD) and Asperger's syndrome.
- b. Required for: Every individual employed as a school corporation police officer
- c. Frequency: N/A

3. School Corporation Police Department Minimum Training - IC 20-26-16-4

- a. Description: Corporation police officers must successfully complete at least the pre-basic training course established under IC 5-2-1-9(f) and the minimum basic training and educational requirements adopted by the Indiana Law Enforcement Training Board.
- b. Required for: An individual employed as a school corporation or charter school police officer
- c. Frequency: School police officers must complete this training upon appointment.

Contact Sarah Benitez, Deputy Director of Legislative Affairs, with additional questions over these training requirements.

UPDATED 7.1.2024