

SUGGESTED TRAINING BY JOB TITLE



As of September 1, 2017

	ADMINISTRATION	Administrator	Office & Clerical	FOOD SERVICES	Food Service Supervisor	Food Service Staff	FACILITIES SERVICES	Maintenance or Facilities Supervisor	Maintenance or Facilities	Custodian	Grounds Maintenance	Security	Warehouse	HEALTH SERVICES	Nurse	EDUCATORS	Teacher	Teacher's Aide	Art Teacher	Coach or PE Teacher	Science Teacher	Special Education Teacher	Special Education Paraprofessional	Substitute Teacher	Playground Supervisor	Vocational Educator or Shop Teacher	TRANSPORTATION	Transportation Supervisor	Transportation Support Services	Bus Driver	Special Transportation Driver	Mechanic	Available in Spanish	Length of Course		
	M = Mandatory Training at Hire S = Suggested Training at Hire A = Annual Retraining 3 = Retraining Every 3 Years X = Suggest Administrator Review																																			
Compressed Gas Safety								M																		M									13 min	
Confined Spaces								M																											✓	20 min
Electrical Safety: Full Course								M	M	M	M															M		S						M	✓	27 min
Electrical Safety: Primer					S	S																S														15 min
Energy Conservation		S	S		S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	18 min	
Eye & Face Protection								M	M	M	M				S			S			M					M		S					M	✓	12 min	
Facility Emergencies								S	S	S	S																									22 min
Fall Protection								M	M	M			M															M						M	23 min	
Fire and Explosion Hazards																																				25 min
Fire Extinguisher Safety					S	S		S	S	S		S	S								S					S	S	S	S	S	S	S	S	✓	10 min	
Forklift Safety <i>IF EMPLOYEE USES</i>								M/3	M/3			M/3																						M/3	17 min	
General Safety Orientation		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	14 min	
Hand & Power Tool Safety								S	S	S	S															S								S	✓	18 min
Hazard Communications: Right to Understand (GHS)		M	M		M	M		M	M	M	M	M	M	M	M			M	S	M					M		M	M	M	M	M	M	✓	26 min		
Hearing Loss Prevention								M	M	M	M															M								M	✓	11 min
Heat Illness Prevention								M/A	M/A	S	M/A									M/A					S									S	✓	15 min
Indoor Air Quality Awareness								S	S	S																										22 min
Integrated Pest Management					S	S		S	S	S	S																									24 min
Ladder Safety		S	S		M	M		M	M	M	M	S	M				S	S	S	S	S	S	S	S		M		S		S	S	M	✓	21 min		
Lead Safety Awareness								S	S	S												S				S								S	15 min	
Lockout/Tagout: Energy Release					M	M		M	M	M	M											S				M		S						M	✓	13 min
Mercury Spills																						S														14 min
Office Ergonomics		S	S														S	S				S	S												13 min	
Personal Protective Equipment (PPE)					M	M		M	M	M	M	M	M	M				S			M					M		S					M	✓	15 min	
Playground Maintenance & Inspection								M	M	M	M															S										19 min
Respiratory Protection <i>IF EMPLOYEE USES</i>								M/A	M/A	M/A	M/A																									17 min
Safety Committee Operations		M																																		17 min
Safety Data Sheets: SDS		M	M		M	M		M	M	M	M	M	M	M	M				M	M	M						M		M	M	M	M	M	✓	19 min	
Scaffolding Safety								M	M	M																										22 min
Science Lab Safety																						M														30 min
Science Laboratory Chemical Spills																						M														28 min
Scissor Lift Safety <i>IF EMPLOYEE USES</i>								M	M	M																								S	25 min	
Slips, Trips & Falls: Nutrition Services					M	M																														20 min
Slips, Trip & Falls: Custodians, Maintenance & Facilities								M	M	M	M	M	M																							20 min
Slips, Trip & Falls: Teachers & Administration		M	M														M	M	M	M	M	M	M	M	M	M	M								23 min	
Slips, Trips & Falls: Full Course															M													M	M	M	M	M	M	✓	27 min	
Slips, Trips & Falls: Refresher																																				17 min
Stormwater Management								S	S	S	S																	S								24 min
Trenching & Excavation Safety																																				19 min
Utility Cart Safety																																			✓	17 min
Water Damage Prevention																																				28 min
Welding, Cutting & Brazing Safety Awareness								M	M																		M									22 min

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HEALTH

AED (Automated External Defibrillators)		S	S		S	S		S	S	S	S	S	S	S	M		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	20 min		
Bedbugs in Schools																																		✓	12 min	
Bloodborne Pathogens Exposure Prevention: <i>Complete-including HIV (Washington)</i>															M																			21 min		
Bloodborne Pathogens Exposure Prevention: <i>Support Staff</i>				M	M			M	M		M	M	M														M	M	M	M	M	M		20 min		
Bloodborne Pathogens Exposure Prevention: <i>Custodians</i>										M																								✓	23 min	
Bloodborne Pathogens Exposure Prevention: <i>Teachers & Administration</i>		M	M													M	M	M	M	M	M	M	M	M	M	M								19 min		
Bloodborne Pathogens Exposure Prevention: <i>Refresher (Washington)</i>		A	A		A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		A	A	A	A	A	A		17 min	
Cardiopulmonary Resuscitation (CPR)	REFRESHER FOR STAFF WITH THEIR CPR CERTIFICATION -NOT INTENDED AS A REPLACEMENT FOR A FULL CPR CERTIFICATION																																			
Common Illness Prevention																																			13 min	
Concussion Awareness: Athletics: <i>Full Course (Washington)</i>															M					M															20 min	
First Aid																																			✓	33 min
Head Lice																																			✓	8 min
Health Emergencies: Asthma Awareness: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																			
Health Emergencies: Choking & the Heimlich Maneuver		S	S		S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		5 min	
Health Emergencies: Diabetes Awareness: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																			
Health Emergencies: Hemophilia																																			8 min	
Health Emergencies: Life-Threatening Allergies: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																			
Health Emergencies: Overview		X																																	25 min	
Health Emergencies: Seizures		X																																	12 min	
HIV/AIDS Awareness: <i>Washington State Full Course</i>		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		15 min	
Medication Administration Basics: <i>(Washington)</i>	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
Medication Administration: Diastat	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
Medication Administration: Epinephrine Auto-Injectors	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
Medication Administration: Glucagon	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
MRSA Awareness															S					S														13 min		
Pandemic Flu		X													S																				21 min	
Planning for Pandemic Influenza		X													S																				20 min	
Steroid & PED Awareness in Athletics		X																		S															24 min	
Stress Management		X																																	29 min	
Student Mental Health		X																																	23 min	

HUMAN RESOURCES

Athletic Liability																																				S	43 min
Boundary Invasion: <i>(Washington)</i>		M/3	M/3		M/3	M/3		M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3		25 min	
Conflict Management: <i>Managing the Angry Parent</i>		S	S								S				S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		28 min	
Conflict Management: <i>Staff-to-Staff</i>		X																																		20 min	
Conflict Management: <i>Student-to-Student</i>		S	S							S					S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		20 min	

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Customer Service Overview: <i>Teachers</i>																																			10 min	
Customer Service Overview: <i>Support Services</i>																																			✓	10 min
Customer Service Overview: <i>Administration</i>																																				12 min
Discrimination Awareness in the Workplace		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		15 min	
Diversity Awareness: <i>Staff-to-Staff</i>		S	S		S	S		S	S	S	S	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S		20 min	
Diversity Awareness: <i>Staff-to-Student</i>		S	S					S	S	S	S	S				S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S			25 min	
Drug Free Workplace		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		22 min	
Family Medical Leave Act (FMLA)		X																																	16 min	
FERPA: Confidentiality of Records		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		14 min	
General Ethics in the Workplace		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		24 min	
HIPAA Overview		X														S																			14 min	
Sexual Harassment: <i>Staff-to-Staff (Complete)</i>		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		✓	17 min
Sexual Harassment: <i>Staff-to-Staff (Refresher)</i>																																			15 min	
Sexual Harassment: <i>Student Issues & Response</i>		X																																	29 min	
Sexual Misconduct: <i>Staff-to-Student</i>		M	M		M	M		M	M	M	M	M		M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M		✓	35 min		
Title IX and Gender Equity in Athletics		S																			S														43 min	
Titlle VI Overview		S																																	33 min	
What Every Employee Must Be Told		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		66 min	
Workplace Bullying: Awareness & Prevention		X																																	20 min	
Workplace Violence: Awareness & Prevention (<i>Employee</i>)			S		S				S	S	S	S	S		S		S	S	S	S	S	S	S	S	S	S			S	S	S	S		20 min		
Workplace Violence: Awareness & Prevention (<i>Supervisor</i>)		S			S			S																				S							29 min	
INFORMATION TECHNOLOGY																																				
Browser Security Basics		X																																	15 min	
CIPA: Compliance with the Children's Internet Protection Act		S															S	S	S	S	S	S	S	S	S	S	S								20 min	
Copyright Infringement		X																																	24 min	
Cybersecurity		X																																	13 min	
Email and Messaging Safety		S															S	S	S	S	S	S	S	S	S	S	S								12 min	
Online Safety: <i>Cyberbullying</i>		X																																	21 min	
Online Safety: <i>Predators</i>		X																																	15 min	
Online Safety: <i>Threats of Violence</i>		X																																	15 min	
Online Safety: <i>What Every Educator Needs to Know</i>		S															S	S	S	S	S	S	S	S	S	S	S								29 min	
Password Security Basics		S															S	S	S	S	S	S	S	S	S	S	S								5 min	
Protection Against Malware		S																																	15 min	
MISCELLANEOUS																																				
What Every Coach Needs to Know		S																			S														45 min	
NUTRITION SERVICES																																				
Civil Rights in Food Service: <i>Administration</i>					S																												✓	18 min		
Civil Rights in Food Service: <i>Front Line Staff</i>					S																														16 min	
Food Safety & Kitchen Sanitation					S	S																												✓	14 min	
Food Service Equipment: <i>Safe Use</i>					S	S																												✓	20 min	

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Food Service Equipment: <i>Sanitation</i>				S	S																													✓	20 min				
Foodborne Illnesses				S	S																														✓	20 min			
HACCP: Hazard Analysis & Critical Control Points				S	S																														✓	20 min			
Nutrition Basics				S	S																															✓	21 min		
School Meal Compliance				S	S																															✓	19 min		
SECURITY																																							
Arson Awareness & Prevention													S																							✓	30 min		
Copper Theft Awareness								S	S	S	S	S																									✓	9 min	
Crime Prevention Through Physical Security (CPTED)												S																									✓	25 min	
Safety Basics for Security Staff												S																									✓	22 min	
School Intruders												S																									✓	14 min	
School Violence: <i>Identifying & Addressing</i>												S																									✓	55 min	
Visual Weapons Screening												S																									✓	20 min	
SOCIAL & BEHAVIORAL																																							
Administrative Supervision of Students		X																																			✓	27 min	
Bullying: Recognition & Response: <i>Full Course</i>	M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	50 min	
Bullying: Recognition & Response: <i>K-12 Washington Primer</i>	A	A		A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	✓	25 min
Child Abuse: Identification and Intervention	S															S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	✓	33 min	
Child Abuse: Mandatory Reporting (<i>Washington</i>)	M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	25 min
Dating Violence: Identification & Intervention																																						✓	20 min
De-Escalation Strategies		S														S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	✓	21 min	
Disruptive Student Behavior		S														S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	✓	33 min	
Gang Awareness		X																																				✓	30 min
Hazing		X																																				✓	19 min
Homeless Students: Awareness & Understanding		X																																				✓	23 min
Human Trafficking Awareness		X																																				✓	21 min
Making Schools Safe for LGBT Students		X																																				✓	20 min
Playground Supervision		S																							S													✓	16 min
Restraint & Seclusion		X									S											S	S															✓	22 min
Self-Injury & Cutting		X																																				✓	21 min
Sport Supervision & Safety		S																		S																		✓	22 min
Student Drug & Alcohol Abuse		X																																				✓	30 min
Youth Suicide: Awareness & Prevention (<i>Jason Flatt Act</i>)																																						✓	120 min
Youth Suicide: Awareness & Prevention (<i>Full Course</i>)	M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	26 min
SPECIAL EDUCATION																																							
Special Education: <i>Lifts & Transfers</i>																						S	S														✓	25 min	
Special Education: <i>Safety in the Classroom</i>																						S	S														✓	25 min	

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TRANSPORTATION																																			
Bus Behavior & Discipline																												S		S	S				22 min
Child Safety Restraint Systems																												S			S				25 min
City Driving																												S		S	S				15 min
Crossing Guard Safety																												S		S	S				15 min
Defensive Driving		S						S	S		S	S								S							S	S	S	S				✓	20 min
Distracted Driving																												S		S	S				12 min
Evacuation Planning of Students with Special Needs																												S			S				25 min
Road Rage																												S		S	S				15 min
School Bus Transportation Safety																												S		S	S				35 min
Van Safety																												S			S				28 min
Wheelchair Securement																												S			S				20 min
Winter Driving																												S		S	S				15 min