



2024-2025 Mandatory Trainings

**Current Employees-All Mandatory Trainings must be done within 30 days from start of the school year.
New Employees/Substitutes/Volunteers-All Mandatory Trainings must be done upon hire and/or before placed at a school site.**

*All Employees 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 Board	Annually	35 minutes	Life of employment
*Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA Board	Annually	25 minutes	Life of employment
*Social Media: Personal and Professional Use	TJPA Board	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	At least once/Time of hire	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	At least once/Time of hire	15 minutes	4 years
*Custom School Handbook Course	District	Annually	10 minutes	4 years
*Custom Injury and Illness Prevention Plan	District/Title 8 - 3202	Annually	10 minutes	4 years
*Custom TJPA Policies and Annual Notifications	TJPA Board	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	At least once/Time of hire	30 minutes	4 years
*The California Healthy Schools Act of 2000: Basic Integrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and 12754.5	Annually	30 minutes	4 years
*Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)	Title IX	Annually	35 minutes	Life of employment
*District Threat Assessment Module 1 Identifying Students Who May Pose a Threat	District/ EDC 49390 / SB 906 /BP 5131.7	Annually	45 minutes	4 years
*Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years
*Sexual Harassment Prevention in California: Module 1 - General Information	Module 2 - State Legislation	GC 12950.1/AB 1825/AB 2053	Every 2 years	Life of employment
*Sexual Harassment Prevention in California: Module 2 - General Information	Module 2 - State Legislation	SB 396/SB 1343	Every 2 years	Life of employment
*COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years
*Workplace Violence Prevention (California)	SB 553	Annually	30 minutes	Life of employment
			Total Time 10 hours 20 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				
CPR/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. Information for Coordinators, Investigators and Decision Makers Adjudicate Formal Complaints Education Amendments of 1972 34 CFR 106	Title IX: Additional Title IX: How to Investigate and Title IX: Informal Resolution Process *Title IX of the	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
Intro to Off-Road Vehicle Safety: ATV's and UTV's	TJPA Board	Every 3 years	20 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 Board	Annually	35 minutes	Life of employment
*Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA Board	Annually	25 minutes	Life of employment
*Social Media: Personal and Professional Use	TJPA Board	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	At least once/Time of hire	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	At least once/Time of hire	15 minutes	4 years
*Custom School Handbook Course	District	Annually	10 minutes	4 years
*Custom Injury and Illness Prevention Plan	District/Title 8 - 3202	Annually	10 minutes	4 years
*Custom TJPA Policies and Annual Notifications	TJPA Board	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	At least once/Time of hire	30 minutes	4 years
*The California Healthy Schools Act of 2000: Basic Integrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and 12754.5	Annually	30 minutes	4 years
*Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)	Title IX	Annually	35 minutes	Life of employment
*District Threat Assessment Module 1 Identifying Students Who May Pose a Threat	District/ EDC 49390 / SB 906 /BP 5131.7	Annually	45 minutes	4 years
*Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years
*Workplace Violence Prevention (California)	SB 553	Annually	30 minutes	Life of employment
*COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years
Sexual Harassment and Discrimination Prevention for Supervisors - California	GC 12950.1 AB 1825	Every 2 years	2 hours	Life of employment
Accident Investigations	Cal/OSHA	At least once	30 minutes	4 years
			Total Time 12 hours	

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 Board	Annually	35 minutes	Life of employment
*Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA Board	Annually	25 minutes	Life of employment
*Social Media: Personal and Professional Use	TJPA Board	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	At least once/Time of hire	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	At least once/Time of hire	15 minutes	4 years
*Custom School Handbook Course	District	Annually	10 minutes	4 years
*Custom Injury and Illness Prevention Plan	District/Title 8 - 3202	Annually	10 minutes	4 years
*Custom TJPA Policies and Annual Notifications	TJPA Board	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	At least once/Time of hire	30 minutes	4 years
*The California Healthy Schools Act of 2000: Basic Integrated 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 Harassment (General Awareness)	Title IX	Annually	35 minutes	Life of employment
*District Threat Assessment Module 1 Identifying Students Who May Pose a Threat	District/ EDC 49390 / SB 906 /BP 5131.7	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
*Workplace Violence Prevention (California)	SB 553	Annually	30 minutes	Life of employment
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 Harassment	USDA	Every 2 years	20 minutes	4 years
First Aid-Choking	USDA	Every 2 years rotating in during off years of Sexual Harassment	15 minutes	4 years
Violence in the Workplace	USDA	Every 2 years rotating in during off years of Sexual Harassment	30 minutes	4 years
Workplace Bullying	USDA	Every 2 years starting in 2024 rotating in during off years of	20 minutes	4 years
			Total Time 14 hours 45 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 or
*Adult Sexual Misconduct	TJPA Board	Annually	35 minutes	Life of employment
*Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA Board	Annually	25 minutes	Life of employment
*Social Media: Personal and Professional Use	TJPA Board	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	At least once/Time of hire	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	At least once/Time of hire	15 minutes	4 years
*Custom School Handbook Course	District	Annually	10 minutes	4 years
*Custom Injury and Illness Prevention Plan	District/Title 8 - 3202	Annually	10 minutes	4 years
*Custom TJPA Policies and Annual Notifications	TJPA Board	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	At least once/Time of hire	30 minutes	4 years
*The California Healthy Schools Act of 2000: Basic Integrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and 12754.5	Annually	30 minutes	4 years
*Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)	Title IX	Annually	35 minutes	Life of employment
*District Threat Assessment Module 1 Identifying Students Who May Pose a Threat	District/ EDC 49390 / SB 906 /BP 5131.7	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
*Workplace Violence Prevention (California)	SB 553	Annually	30 minutes	Life of employment
*Sexual Harassment Prevention in California: Module 1 - General Information	GC 12950.1/AB 1825/AB 2053	Every 2 years	25 minutes	Life of employment
*Sexual Harassment Prevention in California: Module 2 - General Information	SB 396/SB 1343	Every 2 years	25 minutes	Life of employment
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
Lead Awareness	Cal/OSHA 8 CCR 5918	Annually starting 2024-2025	40 minutes	4 years
The California Healthy Schools Act of 2000-Pesticide Applicator Training	Cal/OSHA 8 CCR 5918	Annually	60 minutes	4 years
			Total Time 13 hours 40 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 not 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

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
*Social Media: Personal and Professional Use	TJPA Board	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	At least once/Time of hire	15 minutes	4 years
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*Human Trafficking	AB 1227/EDC 51950	At least once/Time of hire	15 minutes	4 years
*Custom School Handbook Course	District	Annually	10 minutes	4 years
*Custom Injury and Illness Prevention Plan	District/Title 8 - 3202	Annually	10 minutes	4 years
*Custom TJPA Policies and Annual Notifications	TJPA Board	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	At least once/Time of hire	30 minutes	4 years
*The California Healthy Schools Act of 2000: Basic Integrated Pest Management for Classrooms and Offices	Food and Agriculture Code 12753 and 12754.5	Annually	30 minutes	4 years
*Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)	Title IX	Annually	35 minutes	Life of employment
*District Threat Assessment Module 1 Identifying Students Who May Pose a Threat	District/ EDC 49390 / SB 906 /BP 5131.7	Annually	45 minutes	4 years
*Lockout/Tagout Awareness (excludes Maintenance)	Cal/OSHA	At least once/Time of hire	15 minutes	4 years
*Sexual Harassment Prevention in California: Module 1 - General Information	GC 12950.1/AB 1825/AB 2053	Every 2 years	25 minutes	Life of employment
Module 2 - State Legislation				
*Sexual Harassment Prevention in California: Module 2 - General Information	SB 396/SB 1343	Every 2 years	25 minutes	Life of employment
Module 2 - State Legislation				
*COVID-19: How to Protect Yourself and Others	Cal/OSHA 8 CCR 3205	All new hires	30 minutes	4 years
*Child Abuse Reporting (Mandated Reporter)	PC 11164/AB 1432	Annually	55 minutes	4 years (40 years if abuse or
*Adult Sexual Misconduct	TJPA Board	Annually	35 minutes	Life of employment
*Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA Board	Annually	25 minutes	Life of employment
*Workplace Violence Prevention (California)	SB 553	Annually	30 minutes	Life of employment
Heat Illness Prevention for School Athletics (NFHS)	EDC 35179.1	Every 2 years	30 minutes	4 years
Concussion in Sports: A Guide for Coaches	HCS 124235	Every 2 years	20 minutes	4 years
Sudden Cardiac Arrest	HCS 124235	Every 2 years	15 minutes	4 years
Bullying, Hazing and Inappropriate Behavior (NFHS)	TJPA Board	Every 2 years	35 minutes	4 years
CPR/First Aid/AED/Sudden Cardiac Arrest	AB 2009	Every 2 years	In-person	4 years
Total Time 12 hours				

Volunteer Coaches Mandatory Training

Course	Regulation/Requirement	Frequency	Time	Records Retention
Child Abuse Reporting (Mandated Reporter)	PC 11164/AB 1432	Annually	55 minutes	4 years (40 years if abuse or
Adult Sexual Misconduct	TJPA Board	Annually	35 minutes	Life of employment
Healthy Boundaries: Maintaining Professional Relationships with Students	TJPA Board	Annually	25 minutes	Life of employment
Heat Illness Prevention for School Athletics (NFHS)	EDC 35179.1	Every 2 years	30 minutes	4 years
Concussion in Sports: A Guide for Coaches/CIF	HCS 124235/CIF	Every 2 years	20 minutes	4 years
Sudden Cardiac Arrest	HCS 124235/CIF	Every 2 years	15 minutes	4 years
Bullying, Hazing and Inappropriate Behavior (NFHS)	TJPA Board	Every 2 years	35 minutes	4 years
CPR/First Aid/AED/Sudden Cardiac Arrest	AB 2009	Every 2 years	In-person	4 years
Total Time 3 hours 35 minutes				

District Board Members Mandatory Training Courses

Course	Regulation/Requirement	Frequency	Time	Records Retention
Sexual Harassment and Discrimination Prevention for Supervisors - California	GC 12950.1 AB 1825	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/1K4fDR0jEvUP2W2ETzeYOYkxDCq2QG5D?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.