**Required and Recommended Staff Training**

This document outlines required and recommended staff trainings for schools. While the topics and resource links included here offer a useful starting point, each school should adapt its training list and policies to align with its unique practices, needs, and priorities—while still meeting all applicable legal and regulatory requirements.

Please note that this is not an exhaustive list of all trainings a school may need. Schools are strongly encouraged to consult legal counsel when developing or implementing training plans, particularly when requirements are unclear.

To comply with CSI expectations, schools must annually complete a form in Epicenter to indicate one of the following:

* The school has completed all mandatory staff trainings outlined in this document, or
* The school has created a plan to ensure that all required trainings will be completed by the end of the current school year.

*Please note that although training links are provided, CSI does not endorse any courses. The resources are provided for your convenience to help meet training requirements.*

# Mandatory Trainings

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| **Topic** | **Audience** | **Cadence** | **Resources** |
| **Assessments** | | | |
| CMAS Test Administrator Training (for schools with applicable grade range) | All staff who will administer or interact with CMAS testing | Required annually | CSI Assessment Coordinator provides training resources directly to School Assessment Coordinators  [CDE Manuals & Training](https://coassessments.com/manuals/?utm_source=chatgpt.com) |
| READ Act Training (for schools with applicable grade range) | K-3 teachers who provide literacy instruction (45 hours)  4-12 Reading Interventionists (45 hours)  School Administrators including Principals (20 hours, or 5 hours post-evidence training) | One-time requirement | [CDE READ Act Teacher Training](https://www.cde.state.co.us/coloradoliteracy/teacher-training#about) |
| PSAT/SAT Test Day Training | All staff who will administer/proctor College Board assessments | Required annually | Training materials provided by College Board |
| WIDA Screener Training | Staff who administer WIDA screener assessment (typically the EL Coordinator) | Required annually | [CDE WIDA Screener Online/Paper Frequently Asked Questions](https://www.cde.state.co.us/cde_english/widascreenerfaqs?utm_source=chatgpt.com) |
| **Health and Safety** | | | |
| CPR/AED/First Aid | At least one staff member on site and at any school-sponsored event/trip should hold current Standard First Aid and CPR certification from a nationally recognized provider. The school should maintain a list of currently certified staff.  Training is suggested for all staff and coaches | Re-certification is generally required every two years | [CDE School Nursing and Health Training Tools](https://www.cde.state.co.us/shs/snh_traintools#cpr)  [American Heart Association CPR & First Aid Emergency Cardiovascular Care](https://cpr.heart.org/en/training-programs/aed-implementation)  [Project ADAM Heart Safe School Program](https://projectadam.com/Heart-safe-schools) |
| Crisis Prevention and Management | All Staff | Required annually | [Signs of Suicide](https://www.mindwise.org/sos-signs-of-suicide/)  [Safe2Tell](https://safe2tell.org/resources/student-and-community-training-resources/)  [Sources of Strength](https://sourcesofstrength.org)  [Say Something (Sandy Hook Promise)](https://www.sandyhookpromise.org/our-programs/say-something/)  [Kognito: Friend2Friend](https://kognito.com/pk-12/all-solutions/?_sfm_audience=Student)  [American Foundation for Suicide Prevention](https://afsp.org/bring-suicide-prevention-to-your-school/) (videos & local chapters)  Many schools choose to conduct in-house training for these components to train on their school specific protocols. To fulfill the requirement, these trainings must be documented, and topics noted. |
| Delegation of School Nursing Tasks | Staff who perform assigned duties in the absence of the School Nurse | Required annually | School nurse must provide training and communication instructions  [CDE Delegation Considerations for Colorado School Nurses](https://www.cde.state.co.us/shs/nurse_delegation#:~:text=The%20nursing%20task%20or%20procedure,with%20the%20corrective%20actions%20taken.)  [CDE Nursing Procedures and Delegation](https://www.cde.state.co.us/shs/snh_traintools#cpr) |
| Emergency Medication Administration | Appropriate Staff and Designated Staff as defined in the [Rules for the Administration of Medications](https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=10046) | Required annually | [CDE Medication Guidelines](https://www.cde.state.co.us/shs/medguidelinesco)  [CDE Medication Administration](https://www.cde.state.co.us/shs/snh_traintools)  [CDE Food Allergy Training](https://www.cde.state.co.us/shs/snh_traintools) |
| Emergency Response Procedures | All Staff | Required annually | School provides overview of EOP and conducts drills in partnership with local law enforcement. |
| Mandatory Reporter | All Staff | Required annually | [Colorado Mandatory Reporter Training](https://coloradocwts.com/public-training/mandated-reporter-training/)  [Mandatory Reporter Training](https://co4kids.org/contact-us)  Individual Colorado counties may offer their own Mandatory Reporter Trainings through their department of health services for more than 10 people. |
| National Incident Management System (NIMS) | School Safety and Incident Command Teams | IS 362A: Required for each member of Safety Planning Team and then every three years  IS 100: Require for Incident Command Team and suggested every three years thereafter | Safety Planning Team  [IS 362A: Multi-hazard Emergency Planning](https://training.fema.gov/is/courseoverview.aspx?code=is-362.a&lang=en)  Incident Command Team  [IS 100: Introduction to the Incident Command System](https://training.fema.gov/is/courseoverview.aspx?code=is-100.c&lang=en) |
| Signs and Symptoms of Seizures and Appropriate First Aid | One or more appropriate staff | Required annually | [CDE Epilepsy/Seizure Training](https://www.cde.state.co.us/shs/snh_traintools) |
| Suicide and Threat Assessment Referral Process | All Staff | Required annually | School provides overview of referral process. |
| Suicide Assessment | Mental Health Clinicians | Required annually | [American Association of Suicidology: Recognizing & Responding to Suicide Risk: Essential Skills for Clinicians](https://suicidology.org/training-certifications/rrsr-clinicians/)  [Counseling on Access to Lethal Means](https://zerosuicidetraining.edc.org/enrol/index.php?id=20)  [The Patient Safety Screener: A Brief Tool to Detect Suicide Risk](https://sprc.org/micro-learning/the-patient-safety-screener-a-brief-tool-to-detect-suicide-risk/)  [Suicide Risk Assessment: Reducing Liability and Improving Outcomes](https://sprc.org/event-training/suicide-risk-assessment-reducing-liability-and-improving-outcomes/)  [Assessing and Managing Suicide Risk-Outpatient Training](https://solutions.edc.org/solutions/zero-suicide-institute/events/amsr-outpatient-training-june-2023)  [Training Institute for Suicidal Assessment & Clinical Interviewing: Chronological Assessment of Suicidal Events (CASE Approach)](https://suicideprevention.onlinecourses.suicideassessment.com/)  [Collaborative Assessment and Management of Suicidality (CAMS)](https://cams-care.com/training-certification/cams-trained/)  [Columbia-Suicide Severity Risk Scale Training](https://docs.google.com/forms/d/e/1FAIpQLSe-zRhM-8nsAKxUz-mVRBw2t7a1QD8l_c_wDOXvrli39qsQ2A/viewform)  [Question, Persuade, Refer Training (QPR)](https://qprinstitute.com/professional-training) |
| Threat Assessment | Threat Assessment Team | Required annually | The Colorado School Safety Resource Center (CSSRC) trains any school teams in the Colorado Threat Assessment & Management Protocol (CTAMP). Simply call the Center for your no-cost training. 303.239.4435  [National Association for Behavioral Intervention and Threat Assessment (NABITA)](https://www.nabita.org/training/advanced-threat-management/)  [Comprehensive School Threat Assessment Guidelines (CSTAG)](https://navigate360.com/safety-solutions/comprehensive-school-threat-assessment-guidelines-training/)  [Third Degree Communications: Behavioral Threat Assessment](https://www.tdcorg.com/course-type/behavioral-threat-assessment/) |
| **Student Matters** | | | |
| Admissions Process and Non-discriminatory Enrollment | Admissions Staff | Required annually | [CSI Equitable School Enrollment Training](https://resources.csi.state.co.us/legal-policy/admissions-enrollment/) |
| Expulsion Hearings | Expulsion Hearing Officer | Initial five-hour training within 30 days of starting the role and additional annual training program to stay informed on school discipline updates | [CDE Expulsion Hearing Officer Training](https://www.cde.state.co.us/dropoutprevention/expulsion-hearing-officer-training)  [CDE Student Discipline Training Series for Administrators](https://www.cde.state.co.us/dropoutprevention/expulsion-hearing-officer-training) |
| Harassment and Discrimination **(NEW)** | All Staff | Required upon hire and at least every three years thereafter. Also required when an employee transitions from a position working with elementary school-aged student to secondary school-aged students, and vice versa. | [CDE Required Prevention of Harassment, Discrimination, and Bullying in Colorado Schools Training](https://www.cde.state.co.us/mtss/required-prevention-of-harassment-discrimination-and-bullying-in-colorado-schools-training-0) |
| Restraint Intervention | Staff who use restraint or seclusion | Required every two years | [CDE On-Demand Protection of Individuals from Restraint and Seclusion Act](https://sitesed.cde.state.co.us/course/view.php?id=535) (for an overview of Colorado’s restraint and seclusion laws)  CSI provides annual restraint and crisis de-escalation training free of charge to CSI schools. |
| Title IX Training | The school’s core Title IX Team. At minimum, this should include ensuring the Title IX Coordinator has received role-specific training on the 2020 Regulations and creating a plan for appointing a third party on an as-needed basis to fill additional roles. | One-time requirement, annual refresher training suggested | Each school receives a complimentary training from Institutional Compliance Services (ICS).  [ICS K-12 Trainings and Webinars](https://icslawyer.com/k-12-trainings-webinars/) |

# Recommended Trainings

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| **Topic** | **Audience** | **Cadence** | **Resources** |
| **Assessments** | | | |
| READ Act Training for Librarians | School Librarians | No frequency requirement | [CDE READ Act Teacher Training](https://www.cde.state.co.us/coloradoliteracy/teacher-training#about) |
| **Information Sharing** | | | |
| Colorado Open Records Act (CORA) | All Staff | Annually for staff who regularly handle records or receive CORA requests and upon hire for all new administrators and office professionals. Refresher sessions as needed. | CSI schools may chose to train all staff and should train designated staff on the Colorado Open Records Act.  [CSI Colorado Open Records Requests](https://resources.csi.state.co.us/legal-policy/cora/) |
| Family Educational Rights and Privacy Act (FERPA) | All Staff | Annually for all staff and immediately when onboarding new hires | [CSI Working with FERPA](https://resources.csi.state.co.us/legal-policy/ferpa/)  [DOE: Online Training Modules](https://resources.csi.state.co.us/legal-policy/cora/) |
| **Employee Matters** | | | |
| Employee Handbook | All Staff | Annually | School provides overview of key policies/procedures |
| Principal, Teacher and SSP Evaluation System | Principals, Teachers and Special Services Providers | Annually | School provides overview of evaluation process |
| Support Staff Evaluation System | Support Staff | Annually | School provides overview of evaluation process |
| School Grievance Policy | All Staff |  | School provides overview of policy/procedures  [CSI Grievances](https://resources.csi.state.co.us/legal-policy/grievances/) |
| **Student Matters** | | | |
| Bullying Prevention and Education | All Staff | Annually | [National Center for School Safety’s “Key Considerations for Bullying Prevention”](https://www.nc2s.org/wp-content/uploads/2023/12/Key-Considerations-for-Bullying-Prevention-Guide.pdf)  [Stop Bullying.gov Videos for Kids](https://www.stopbullying.gov/kids/kid-videos)  [National Center on Safe Supportive Learning Environment’s Anti-Bullying Modules](https://safesupportivelearning.ed.gov/training-technical-assistance/training-products-tools/training-toolkits/creating-safe-and-respectful-environment-our-nation%25E2%2580%2599s-classrooms)  [National Education Association’s Micro-credentials in Bullying Prevention](https://www.nea.org/professional-excellence/just-equitable-schools/core-values/preventing-violence-bullying)  Stop Bullying.gov Bullying Presentation  [Second Step Bullying Prevention](file:///\\cde-fs-01\csi$\Legal%20and%20Policy\Guidance%20Documents%20and%20Sample%20Policies\Staff%20Training\Stop%20Bullying.gov%20Bullying%20Presentation)  [Right To Be](https://righttobe.org/) |
| Child Sex Abuse and Prevention | All Staff | Annually | School provides overview of school’s Child Sex Abuse and Prevention Plan |
| Conduct and Discipline Procedures, Including the Discipline Referral Process | All Staff | Annually | School provides overview of policy/procedures  [CDE Student Discipline Series for Administrators](https://www.cde.state.co.us/dropoutprevention/expulsion-hearing-officer-training) |
| Restorative Practices | All Staff | Annually | [Longmont Community Justice Program](https://www.lcjp.org/training-schools)  [Peace Circles](http://www.peacecircles.com/)  [Conflict Center](https://conflictcenter.org/programs-training/schools/restorative-practices-program/)  [ReSolutionairies Inc](https://www.resolutionariesinc.com/restorative-services)  [Restorative Justice Education](https://www.restorativejustice.com/trainings.html)  [Restorative Solutions](https://www.restorativesolutions.us/schools/restorative-training-modules)  [The RJ Solution](https://the-rj-solution.mykajabi.com/offers/Y2zPAazJ/checkout) |
| Harassment and Discrimination Referral Process | All Staff | Annually | School provides overview of harassment and discrimination policy/procedures, including  [CSI Nondiscrimination/Equal Opportunity Resources](https://resources.csi.state.co.us/legal-policy/anti-discrimination/)  [CSI Title IX Resources](https://resources.csi.state.co.us/legal-policy/title-ix/) |