

# Bushue HR, Inc.

**\*\*Upon Hire\*\***

<b>Training</b>	<b>Length test not incl.</b>	<b>Linked to other sources</b>	<b>Mandated <u>M</u> Recommended <u>R</u></b>	<b>Type of School Employee</b>	<b>School Code &amp;/or Federal or State Standard</b>	<b>Frequency</b>
<b><u>ADA</u></b> – This training will cover the definition of ADA as well as provide example of what disabilities are covered under ADA. Also, this training will review how ADA pertains to the school environment for employees, students, etc.	<b><u>7:45</u></b>		<b><u>M</u></b>	Certified school employees and Admin.	105 ILCS 5/3-11	Upon Hire and then every 2 years thereafter
<b><u>AD/HD</u></b> - The information provided in this training on AD/HD: Attention Deficit/Hyperactivity Disorder will provide you with information on the disorder as well as effective strategies for working with children who have AD/HD in the classroom setting.	<b><u>18:01</u></b>		<b><u>M</u></b>	Certified school employees and Administrators	105 ILCS 5/10-20.35	Upon Hire and then every 2 years thereafter
<b><u>Asthma Training</u></b> - This training is provided directly through the Illinois State Board of Education website. The purpose of this online course is to help all school employees recognize the signs and symptoms of asthma as well as how to treat it.	<b><u>41:00</u></b>	<b><u>L</u></b>	<b><u>M</u></b>	All Employees	Illinois Public Act 099-0843	Upon Hire and then every 2 years thereafter
<b><u>Bloodborne Pathogens</u></b> - This presentation will review what bloodborne pathogens are, how bloodborne pathogens are transmitted, how to prevent exposure to infectious materials, and finally, what to do if you are exposed to potentially infectious material.	<b><u>8:12</u></b>		<b><u>M</u></b>	All employees	OSHA 29CFR 1910.1030 Section (g)(2)(ii)	Upon Hire and Annually thereafter
<b><u>Bullying</u></b> – This training reviews the definition of bullying, what is considered to be crossing the line, why students bully, the characteristics of a bully and the victims, cyber bullying, reporting bullying and what schools can do to help eliminate bullying.	<b><u>11:17</u></b>		<b><u>R</u></b>	All Employees	105 ILCS 5/27-23.7	Recommended that employees complete a training bi-annually. District's Bullying Policy should be communicated to students and parents annually and policy needs updated every 2 years.

<b>Concussions</b> - This course highlights the impact of sports-related concussion on athletes, teaches how to recognize a suspected concussion, and provides protocols to manage a suspected concussion with steps to help players return to play safely after a concussion. Each state's requirements for concussion management are included as part of the course.	<u>40:00</u>	<u>L</u>	<u>M</u>	Coaches, a nurse who is an employee of the school and serves on the concussion protocol team, or a game official	105 ILCS 5/22-80 Public Act 099-0245	Upon Hire and then every 2 years thereafter
<b>Cultural Competency and Racial Bias</b> – This training is provided through the UCLA website. The purpose of this training is to develop cultural competency, including understanding and reducing implicit racial bias, including affective, behavioral, and cognitive bias.	<u>14:47</u>	<u>L</u>	<u>M</u>	All Employees	105 ILCS 5/10-20.60	At Least Once
<b>DCFS: Child Abuse and Neglect</b> – This training is provided directly through the DCFS website. The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse.	<u>1hr</u> <u>20m</u>	<u>L</u>	<u>M</u>	Employees working with students Kindergarten through 8th grade	105 ILCS 5/10-23.12	Upon Hire and at least every 5 years thereafter
<b>Diabetes Care</b> – This training covers the basics of diabetes care, how to recognize medical emergencies for those with diabetes, and who to call in case of an emergency.	<u>10:55</u>		<u>M</u>	All Employees	P.A. 096-1485	Upon Hire and whenever a diabetes plan is changed or at least annually
<b>Diabetes Care Continued:</b>			<u>M</u>	Classroom teachers and all school personnel who have responsibility for the student with diabetes during the school day	P.A. 096-1485	Beginning of each school year and should be repeated when an enrolled student is diagnosed with diabetes or when a student with diabetes enrolls
<b>Ethics in Education</b> - This training reviews the definition of Ethics, Ethical behavior, types of ethical conduct, who ethical codes apply to and how to report non-compliant personnel and abused or neglected children.	<u>10:49</u>		<u>M</u>	All Employees	105 ILCS 5/10-22.39f	Upon Hire and the opportunity to complete training should be given at least every 2 years
<b>First Aid/CPR/AED</b> – This training covers the basis of first aid, CPR training, and how to properly use an AED. This training does not take the place of the in person training required.	<u>15:46</u>		<u>R</u>	AED mandated for Coaches, Activity Supervisors, and P.E. Teachers	210 ILCS 74, Part 525.400	Upon Hire and then every 2 years thereafter

<b>Food Allergies</b> – This training reviews the basics of different types of food allergies and their associated symptoms. It also reviews anaphylaxis, the administration of medication through auto-injectors, and the steps to prevent exposure to food allergens.	<b><u>9:04</u></b>		<b><u>M</u></b>	All employees working directly with students	105 ILCS 5/2-3.148	Upon Hire and then every 2 years thereafter
<b>Hazardous Communications</b> – The purpose of this training is to ensure that employers and employees know about work hazards and how to protect themselves so that the incidence of illnesses and injuries due to hazardous chemicals are reduced.	<b><u>12:45</u></b>		<b><u>M</u></b>	Employees working with hazardous materials on a regular basis	105 ILCS 5/10-20.17a	Upon Hire and Annually for those with regular contact with materials
<b>Hazardous Communications Continued</b>			<b><u>M</u></b>		OSHA 29CFR 1910.1200 Section (h)(1)	Upon Hire and whenever a new chemical is introduced into their work area
<b>Identity Protection Act</b> - This training pertains to the Illinois State Law that was entered into effect June 1 <sup>st</sup> , 2010 for the purpose of controlling the collection and use of Social Security Numbers by state and local government agencies.	<b><u>8:54</u></b>		<b><u>M</u></b>	All Employees that have access to Social Security Numbers	105 ILCS 179/35 (2)	Upon Hire
<b>Mental Health</b> – This training covers different mental health issues and the best way to address them. Also addressed is how to recognize certain mental health issues.	<b><u>14:43</u></b>		<b><u>M</u></b>	Licensed school personnel and administrators	105 ILCS 5/10-22.39 105 ILCS 5/34-18.7	Upon Hire and then every 2 years thereafter
<b>Suicide Prevention</b> - This presentation trains employees to identify the warning signs of suicidal behavior as well as teachers' appropriate intervention and referral techniques.	<b><u>19:11</u></b>		<b><u>M</u></b>	Guidance Counselors, Teachers, and other school employees working with grades 7-12	105 ILCS 5/10-22.39	Upon Hire
<b>Student Discipline</b> – In this training we cover some information on the adverse consequences of school exclusion, effective classroom management strategies, and developmentally appropriate disciplinary methods.	<b><u>11:24</u></b>		<b><u>M</u></b>	All School Employees	105 ILCS 5/10-22.6(c-5)	Upon Hire
<b>Substitute Teacher Training</b> – This training covers the required materials for short term substitute training.	<b><u>17:09</u></b>		<b><u>M</u></b>	Short Term Substitutes Recommend for Regular Substitutes as well	105 ILCS 5/10-20.67	Upon Hire

<b><u>Teen Dating</u></b> – This training covers characteristics of healthy and unhealthy teen relationships, early warning signs and factors that may increase a teen’s risk for dating violence, statistics, examples, and consequences of teen dating violence, and ways to promote healthy relationships and prevent unhealthy and violent relationships.	<b><u>50:00</u></b>	<b><u>L</u></b>	<b><u>M</u></b>	School employees for grades 7-12	105 ILCS 110/3.10	Upon Hire
<b><u>Aids</u></b> - This training covers basic information about AIDS. Some information covered is the nature of the illness, causes and effects, and means of how it can be transmitted.	<b><u>7:25</u></b>		<b><u>R</u></b>	Staff working with children	105 ILCS 5/10-22.39(c) 105 ILCS 5/34-18.8	Upon Hire
<b><u>Emergency Action Planning</u></b> – This training prepares employees of the district to be prepared for emergencies as well as make sure there is a plan in place for proper response of emergencies.	<b><u>6:42</u></b>		<b><u>R</u></b>	All employees	OSHA 29CFR 1910.38 Section (e)	Upon Hire
<b><u>Fire Prevention</u></b> – Provides employees with the basics of fire safety and what they can do during an emergency situation that involves a fire or flammable objects.	<b><u>8:04</u></b>		<b><u>R</u></b>	All employees	OSHA 29CFR 1910.39 Section (d)	Upon Hire
<b><u>GATA Training</u></b> – This training provides insight on monitoring grant fund recipients to help protect the grant process from violations such as fraud, waste, and abuse. The course also outlines the proper reporting procedures to take when one suspects fraud, waste, or abuse.	<b><u>6:51</u></b>		<b><u>M</u></b>	All Employees	30 ILCS 708/2CRP 200.113	Upon Hire
<b><u>Sexual Harassment and Misconduct</u></b> - This presentation will review the definition of sexual misconduct & sexual harassment, how sexual harassment can occur, who can commit sexual harassment, who can experience sexual harassment, and what to do when/if you are subjected to sexual harassment or sexual misconduct.	<b><u>12:05</u></b>		<b><u>R</u></b>  <b><u>M</u></b>	Recommended for All Employees  Mandated for Title IX Coordinator	Illinois Human Rights Act 775 ILCS 5/2-105(B)(5)	Upon Hire and Review Regularly

<b>Gang Resistance</b> – The purpose of this training is to assist employees with recognizing the signs of gang activity amongst students as well as find ways to prevent these activities from taking place.	<b>9:54</b>		<b><u>R</u></b>	Certified Staff for all Grades	105 ILCS 5/27-23.10	Upon Hire
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**\*\*Annually\*\***

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**\*\*Every 2 Years\*\***

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**Videos**

**(Recommended)**

- **Epi-Pen injection Demonstration – Video demonstration on the proper administration of an Epi-Pen Injection (4:24) Linked**
- **Glucagon Injection Demonstration – Video demonstration on the proper administration of a Glucagon Injection (2:15) Linked**