



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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To: Superintendents, Member School Districts (K-12)

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Subject: Mandatory Employee Trainings
Memo No. 07-2026

California law requires local educational agencies (“LEAs”) to provide or ensure completion of a variety of employee trainings. While numerous additional trainings may be advisable based on an employee’s position, assigned duties, or an LEA’s local policies and practices, only certain trainings are specifically required by federal or state law.

Attached is SCLS’s updated **Mandatory Employee Trainings Chart**, which is intended to provide LEAs with a consolidated reference identifying legally required employee trainings, the employees to whom each requirement applies, the applicable frequency or timing, and the primary statutory or regulatory authority.

The chart includes generally applicable requirements, such as mandated reporter, sexual harassment prevention, workplace violence prevention, and occupational safety training, as well as requirements that apply only to particular employees or assignments, including food service personnel, athletic coaches, school security and police officers, custodial and maintenance employees, and employees designated to administer emergency medications.

Not every training identified in the chart applies to every LEA employee. Some requirements are triggered by an employee’s classification, assignment, occupational exposure, voluntary designation, or the programs and equipment maintained by the LEA. Accordingly, LEAs should review their training programs by employee group and job duties rather than applying every listed training uniformly to all employees.

The chart also identifies certain notable trainings that should be distinguished from generally mandated employee training requirements. For example,



Education Code section 32283.5 requires LEAs to annually make available specified California Department of Education online bullying training resources to qualifying schoolsite employees.

Finally, governing boards may adopt additional training requirements that are not independently mandated by statute or regulation when appropriate as a matter of policy, risk management, or best practice. Collective bargaining obligations should also be considered when implementing new locally imposed training requirements for represented employees.

Please find the updated **Mandatory Employee Trainings Chart** attached to this Legal Update for additional information regarding covered employees, training frequency, and applicable legal authority.

Please contact our office with questions regarding this Legal Update or any other legal matter.

The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.

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Mandatory Employee Trainings Chart

Training	Staff	Frequency
Mandated Reporter/Child Abuse and Neglect Training (Education Code § 44691; Penal Code §§ 11165.7, 11166.5)	All LEA employees (including specified adult volunteers, contractors with student contact, and board members)	Within first 6 weeks of employment/service and first 6 weeks of each school year.
Prevention of Child Abuse (including sexual abuse) ¹ and Neglect (Education Code § 44691; Penal Code § 11165.7)	All LEA employees	Annually Must provide LEA with proof of training completion within first six (6) weeks of employment and within first six (6) weeks of each school year.
Sexual Harassment Prevention (Government Code §§ 12950 & 12950.1)	All LEA employees and Governing Board members	Non-supervisors – One (1) hour, within six (6) months of hire. Supervisors – Two (2) hours, within six (6) months of hire and/or assuming supervisory role. Every two (2) years thereafter.
Title IX (34 C.F.R. §106.8(d)(2))	Title IX Coordinator, investigators, decision-makers, or any person designated to facilitate an informal resolution process under Title IX.	If designated, must receive this training.

¹ Effective from January 1, 2025.

Ethics Training² <i>(Government Code §§ 53234 – 53235.2)</i>	A member of a local agency legislative body (as defined under the Brown Act) or an elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties; or Employees designated by a local agency governing body to receive the training; or A member of the governing board of a school district, a county board of education, or the governing body of a charter school, whether or not that member receives any type of compensation, salary, stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties.	Every two (2) years Local agency “officials” of school districts, county offices of education, and charter schools in service as of January 1, 2025, are to receive two (2) hours of ethics training before January 1, 2026, then every two (2) years thereafter.
Lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) cultural competency³ <i>(Education Code § 218.3)</i>	All teachers and other certificated employees serving pupils in grades 7 to 12.	Annually One (1) hour of training each school year. A teacher or other certificated employee is exempt for a given year if they completed the required training within the same year at another LEA in California.
Workplace Violence Prevention Plan (“WVPP”) ⁴ <i>(Labor Code §§ 6401.7(a)(7), 6401.9(c) and (e))</i>	All LEA employees	Annually This training can be part of the occupational safety and health training described later below, and must include an opportunity for interactive Q&A.

² Effective from January 1, 2025.

³ Effective from July 1, 2025.

⁴ Effective from July 1, 2024.

Homeless Education Training <i>(42 U.S.C. § 11432(g)(6)(A)(ix))</i>	LEA shall ensure professional development and other support for any staff who provides services (including, but not limited to, education, transportation, and meals) to homeless youth.	Annually
Pest Management <i>(Education Code § 17614; Food and Agricultural Code § 13186.5)</i>	Integrated Pest Management Coordinator and any employee that will apply pesticides, including disinfectants and disinfecting wipes.	Annually
Bloodborne Pathogens Safety <i>(8 C.C.R. § 5193; 29 C.F.R. § 1910.1030)</i>	Any employee with occupational exposure to bloodborne pathogens	At the time of initial assignment and annually thereafter.
Food Safety and Related Training <i>(Health and Safety Code §§ 113947-113947.3, 113948; 7 C.F.R. § 210.30)</i>	Food service staff – Work average of 20 hours/week or more	Six (6) hours of annual training and obtain a food handler card from an ANSI-accredited training provider, within 30 days of hire.
	Food service staff – Work less than 20 hours/week	Four (4) hours of annual training and obtain a food handler card from an ANSI-accredited training provider, within 30 days of hire.
	Food service directors	Eight (8) hours of food safety training not more than five (5) years prior to their starting date or within 30 days of their starting date; 12 hours of training annually.
	Food service managers	10 hours annually
	At least one employee at each food facility or site must have successfully passed an approved and accredited food safety certification examination.	Every five (5) years.

Summer Food Service Program Training <i>(42 U.S.C. § 1761; 7 C.F.R. §§ 225.7 & 225.15)</i>	Administrative and site personnel implementing Summer Food Service Program	Annually
Sudden Cardiac Arrest Training <i>(Education Code §§ 33479.2, 33479.6; 5 C.C.R. § 5593)</i>	Coach of athletic activity	Before coaching, every two (2) years thereafter.
Coaching Training Program Including CPR and Concussion Signs and Symptoms <i>(Education Code §§ 35179.1, 49032)</i>	High school athletic coach	Once before coaching (can make an exception for one (1) season).
Peace Officer Standards and Training & Firearm Training (if applicable) <i>(Education Code § 38001.5; Business and Professions Code § 7583.45; Penal Code § 832)</i>	School security officers employed by a school district working for more than 20 hours a week.	Once For firearm training: complete course and pass examination before carrying a firearm; retake exam if not employed within three years of previously passing exam (some exceptions apply).
School Peace Officer Training <i>(Education Code § 38000; Penal Code §§ 830.32, 832 & 832.3)</i>	School police officers	Complete introductory course and pass exam before starting employment; retake exam if not employed within three (3) years of previously passing exam (some exceptions apply). Complete supplementary specialized training within first two (2) years of employment.

Occupational Safety and Health <i>(Labor Code § 6401.7; 8 C.C.R. 3203(a)(7))</i>	All LEA employees	Training should be given to new employees, employees in new assignment with occupational hazard, and whenever a new occupational safety or health hazard is introduced into workplace.
Custodial, Maintenance – Asbestos 2-hour Training <i>(40 C.F.R. § 763.91)</i>	New hires	Required when there are Asbestos-Containing Building Materials present, or assumed to be present, in a building used as a school building.
Custodial, Maintenance – Asbestos Hazard Awareness <i>(40 C.F.R. § 763.92)</i>	All impacted employees	Required when employees will be operating in spaces that have asbestos containing building materials or presumed asbestos containing building materials.
Custodial, Maintenance – Hearing Conservation <i>(8 C.C.R. § 5099)</i>	Mandatory for employees exposed to 85 dba or higher over an 8-hour work day	
Custodial, Maintenance – Heat-Illness Awareness/Prevention <i>(8 C.C.R. § 3395)</i>	Mandatory for Outdoor Workers or employees who work indoors with temperatures greater than 82 degrees.	
Custodial, Maintenance – Ladder Safety <i>(8 C.C.R. § 3276)</i>	Mandatory before using a ladder	May be incorporated as a piece of a larger injury and illness prevention program training.

Personal Protection Equipment <i>(8 C.C.R. § 3380)</i>	Assessment of hazards and training for staff that are required to use PPE as a result of any workplace hazards.	Required for new employees who need to use PPE.
Fire Safety and Fire Extinguisher Use <i>(8 C.C.R. § 6151)</i>	All Employees	Initial and annual training on the use of fire extinguishers when provided for employee use. Exceptions: if the fire extinguishers are provided only for use on the outside of structures, or if they are not intended for employee use and the workplace has a fire prevention plan that meets specific criteria, including evacuation.
Storage and Administration of Epinephrine Auto-Injector <i>(Education Code § 49414)</i>	Any employee-volunteer designated by LEA to administer epinephrine auto-injectors to person suffering from anaphylaxis.	Initial training and annual refresher training. Superintendent to review minimum standards of training every five (5) years.
Administration of Opioid Antagonist <i>(Education Code § 49414.3)</i>	Any employee-volunteer designated by LEA to administer opioid antagonist to person suffering from opioid overdose.	Initial training and annual refresher training. Superintendent to review minimum standards of training every five (5) years.
Automated External Defibrillator Use <i>(Education Code § 49417; Health and Safety Code § 1797.196)</i>	If AED is at site, at least one person at site.	Annually

Notable Trainings:		
California Department of Education's Online Bullying Training Module <i>(Education Code § 32283.5)</i>	Certificated schoolsite employees and all schoolsite employees who have regular interaction with pupils.	Annually make available the CDE's updated list of online training modules developed by the Department.
Human Trafficking <i>(Education Code 51950)</i>	All instructors who teach sexual education, that includes education on human trafficking and sexual abuse.	Continuation training.

These materials have been prepared by School & College Legal Services of California for informational purposes only and are not intended to constitute legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. Persons receiving this information should not act on it without seeking professional counsel. This information is not intended to create and does not constitute an attorney-client relationship between parties.

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