

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Employees						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Educator Evaluation	Policy 5310: Performance Evaluation of Professional Personnel and Athletic Coaches	§18A-2-12 §18a-3C-2 §18A-2-1a §18-2-8		Orientation training on the evaluation policy and procedures	All employees	Upon Employment WVDE Contact : Division of Accountability Programs (304)-558-3199
Active Shooter	N/A	§18-9F-10		Active Shooter training	All employees and Students	Annually, every school year WVDE Contact Division of Federal Programs & Support (304)-558-7805
First Aid	Policy 2422.7: Standards for Basic and Specialized Health Care Procedures	§18-9F10 §18-5-22e <i>et. seq.</i> §18-5-15d		First Aid including CPR, External Defibrillators, & Bloodborne Pathogens (SB 602 & HB 4830)	All employees and students	Upon Employment Recommendation: This Bloodborne Pathogen Training required by §18-5-15d is also required in First Aid training above; therefore, county boards should consider a combination training designed to satisfy both statutory requirements simultaneously.
Bloodborne Pathogens	Policy 2423: Health Promotion and Disease Prevention			In-service training programs on the prevention, transmission, spread, and treatment of acquired immune deficiency syndrome; and, parent attendance	All employees	WVDE Contact Division of Federal Programs & Support (304)-558-7805
Multicultural Education	Policy 2510: Assuring Quality of Education: Regulations for Education Programs	§18-5-15a		Multicultural education required to be held on a non-instructional day	All employees	Upon employment & every 3 years thereafter (HB 4830) WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389
Suicide Prevention (Jamie's Law)	Policy 4373: Expected Behavior in Safe and Supportive Schools	§18-2-40		Information on the warning signs and resources to assist in suicide prevention	All employees who have direct contact with students	Upon employment & every 3 years thereafter (HB 4830) WVDE Contact Division of Federal Programs & Support (304)-558-7805

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Employees						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency
Family Educational and Privacy Act (FERPA)	Policy 4350: Procedures for the Collection, Maintenance and Disclosure of Student Information	§18-2-5h §18-2-5h(c)	20 U.S.C. §1232g 34 CFR Part 99 20 U.S.C. §1400 20 U.S.C. §6301 <i>et. seq.</i> Public Law 107-107	Information on FERPA laws and issues	All employees	Regularly WVDE Contact Division of Data Management & Information Systems (304)-558-8869
Special Needs Students	Policy 2419: Regulations for the Education of Students with Exceptionalities	§61-8F-1 -7		8 hours on legal duties, behavioral characteristics, disabling conditions, and interventions for special needs students	All employees	Upon employment & every 3 years thereafter (HB 4600 2022RS; with timeline revisions in HB 4830 2024RS) WVDE Contact Division of Federal Programs & Support (304)-558-7805
Acceptable Use	Policy 2460: Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet	§18-2e-7 W.Va. 126CSR44N W.Va. 126CSR42 W.Va. 126CSR44A <i>et. seq.</i> §49-2-803 §18-2C-3	CIPA (Children's Internet Protection Act) OPPIA	Provide PD for technology use/application & copyright laws	All employees	Annually
			COPPA (Children's Online Privacy Protection Act) 47 U.S.C. 254. 17 U.S.C §101-810	Provide yearly reminder of copyright laws	All employees and students	Annual reminders WVDE Contact Division of Data Management & Information Systems (304)-558-8869
Education and Prevention of the Sexual Abuse of Children	Policy 4373: Expected Behavior in Safe and Supportive Schools	§18-2-41	N/A	4 hours on the prevention of sexual abuse	All employees	Upon employment & every 2 years thereafter WVDE Contact : Division of Accountability Programs (304)-558-3199
Self-Harm and Eating Disorders (Meghan's Law)		§18-2-40a	N/A	Receive information regarding self-harm and eating disorder signs prevention, and treatment.	All employees and school volunteers	Every 3 years WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Employees						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Employee Conduct	Policy 5902: Employee Code of Conduct	§18-2-5 §18-2E-5 §18A-1-1(a)		Training on appropriate employee conduct.	All employees	Not specified Recommendation: Upon employment & every 3 years Thereafter WVDE Contact Office of the Deputy Superintendent/Legal Services (304)-558-3667
Harassment, Intimidation or Bullying Prohibition	Policy 4373: Expected Behavior in Safe and Supportive Schools	§18-2C-5		Training on harassment, intimidation, or bullying policy	Employees and volunteers having direct contact with students	Upon employment & every 3 years thereafter (HB 4830) WVDE Contact : Division of Accountability Programs (304)-558-3199
Mandatory Reporting of Abuse	Policy 4373: Expected Behavior in Safe and Supportive Schools	§49-2-803		Written document provided with notification requirements. Signed document required acknowledging understanding of mandatory reporting abuse requirements.	All employees	Not specified Recommendation: Annually WVDE Contact : Division of Accountability Programs (304)-558-3199
Drug-Free Workplace	Policy 1461: Drug-Free Workplace	§16a-1-1 §16A-15-4 §16A-15-5(2) §18-2-5 §60A-2-201	41 U.S.C. 81 18 U.S.S.6.	Required drug-free workplace verification	All employees	Not specified Recommendation: Upon employment & every 3 years thereafter (HB 4830) WVDE Contact Office of the Deputy Superintendent/Legal Services (304)-558-3667

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Employees

Training	Relative Policy	W. Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
The Fentanyl Prevention and Awareness Education Act (Laken's Law)		§18-34-1	N/A	The Fentanyl Prevention and Awareness Education Act (Laken's Law)	All employees	Annually

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Students						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Active Shooter		§18-9F-10	N/A	Active Shooter training	Students	Annually <u>WVDE Contact</u> Division of Federal Programs & Support (304)-558-7805
Suicide Prevention	Policy 4373: Expected Behavior in Safe and Supportive Schools	§18-2-40	N/A	Provide information and discussion opportunities	Middle and high school students	Annually <u>WVDE Contact</u> Division of Federal Programs & Support (304)-558-7805
Education and Prevention of the Sexual Abuse of Children (Body Safety Toolkit)	Policy 4373: Expected Behavior in Safe and Supportive Schools	§18-2-41	N/A	Age-appropriate safety information on sexual abuse	K-12 students	Annually <u>WVDE Contact :</u> Division of Accountability Programs (304)-558-3199
Self-Harm and Eating Disorders (Meghan's Law)		§18-2-40a		Provide training on preventing, recognizing, and responding to students' self-harm behaviors and eating disorders.	Students in grades 5-12	Annually <u>WVDE Contact</u> Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389
The Fentanyl Prevention and Awareness Education Act (Laken's Law)		§18-34-1	N/A	Students are required to be taught about Fentanyl, heroin, opioid awareness, prevention and abuse, addiction, community resources, substance abuse among young people, and how to administer opioid reversal agents	Students in grades 6-12	Annually <u>WVDE Contact</u> Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Students						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Acceptable Use	Policy 2460: Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet	§18-2e-7	CIPA (Children's Internet Protection Act) OPPA	Provide PD for technology use and application, Copyright laws	Students	Annually
		W.Va. 126CSR44N W.Va. 126CSR42 W.Va. 126CSR44A §49-2-803 §18-2C-3	COPPA (Children's Online Privacy Protection Act) 47 U.S.C. 254 17 U.S.C §101-810	Provide yearly reminder of copyright laws		Annual reminders <u>WVDE Contact</u> Division of Data Management & Information Systems (304)-558-8869

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Specific Groups						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Dyslexia	Policy 2419: Regulations for the Education of Students with Exceptionalities	§18-20-10			Elementary teachers, special educators, reading interventionists, or specialists, and other personnel determined by local education agency (LEA)	Upon Employment
	Policy 2512: Tiered System of Support for Early Literacy and Numeracy				Appropriate Personnel as determined by the LEA	Annually WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389
Dyscalculia	Policy 2512: Tiered System of Support for Early Literacy and Numeracy	§18-20-10			Elementary teachers, special educators, reading interventionists, or specialists, and other personnel determined by local education agency (LEA)	Upon Employment
					Appropriate Personnel as determined by the LEA	Annually WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Specific Groups						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Restraint Training	Policy 4373: Expected Behavior in Safe and Supportive Schools		Federal IDEA	Team at each school trained in restraint process, prevention, and de-escalation techniques	Team per school	Annually WVDE Contact Division of Federal Programs & Support (304)-558-7805
Pre-K Personnel	Policy 2525: West Virginia's Universal Access to a Quality Early Education System		DHHR Vol. No. 190 45 CFR Part 98 Federal Register CCDF	When Transporting Pre-K students, bus operators trained in supervision of young children	School Bus Operators & bus aides	Annually
				Orientation training required for Pre-K staff within the first 30 days of employment – 15 hours Annual 15 hours based on needs determined by the county continuous quality improvement process	County collaborative, early childhood team	Upon employment & annually WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389
Third Grade Success Act	Policy 2512: Tiered System of Support for Early Literacy and Numeracy	§18-2E-10	N/A	Training and implementation of the Science of Reading and Numeracy	K-3 teachers, ECCATs, paraprofessionals, aides, and interventionists in K-3	Upon employment and ongoing PD WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Specific Groups

Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Advanced Placement® (AP®) Training	Policy 5202: Minimum Requirements for the Licensure of Professional/ Paraprofessional Personnel and Advanced Salary Classifications	W.Va. 126CSR136		Teachers of AP® courses must attend an Advanced Placement Summer Institute (APSI). Teachers of AP® courses may also meet the requirement for attendance at the APSI by holding the Advanced Placement® credentials	AP® teachers	Every 3 years WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389
Homeless Children and Youth	Policy 4110: Attendance		42 U.S.C. §11432(g) (6)(A)	The liaison will ensure school personnel receive professional development and support	Personnel serving homeless children and youth	Not specified Recommendation: Upon employment & every 3 years Thereafter WVDE Contact Division of Federal Programs & Support (304)-558-7805
Local School Improvement Council	Policy 2322: WV System of Support and Accountability	§18-2E-5 §18-5A-2 §18-5G-1-15 §6-9A-10 §6-9A-2(6) §18-5-14 §18-5-1a §6-6-7 §18-2E-4	Public Law 89-90 Public Law-114-95	Principal shall ensure training on the roles and responsibilities of LSIC members.	LSIC members and parents	Organizational meeting prior to October 1 st annually
				Overview of the role and governance of LSICs.	County board members & all employees	Upon employment & every 3 years thereafter (SB 172) WVDE Contact : Division of Accountability Programs (304)-558-3199

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Specific Groups						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Building & Trades Apprenticeship Programs	N/A	§18-5-18b	N/A	Training on building and trades apprenticeship programs available to students	School Counselors serving 7th – 12th grade students	Every two years (HB 5262) WVDE Contact Division of PK-12, Adult Instruction & Career Engagement (304)-558-2389
State Assessment	Policy 2340: West Virginia Measures of Academic Progress	§18-2E-1a	Every Student Succeeds Act (ESSA) Public Law 114-95 20 U.S.C. §6301-6602 20 U.S.C. §9621-9622 20 U.S.C. 9501-9584	Any public/nonpublic school employee involved in any phase of the testing program shall be trained in secure materials and/or assessment administration procedures	Appropriate district office personnel	Before each assessment every school year and verified by signing appropriate security agreements and training verification forms WVDE Contact Division of Federal Programs & Support (304)-558-7805
					Appropriate school building level professional staff and personnel	
Specialized Health Care	Policy 2422.7: Standards for Basic and Specialized Health Care Procedures	§16-1-1 §18-1-1 §18-2K-2 §18-5-22 §18-5-22a-d §18-20-3 (HB 5158) §18A-4-8 §18A-4-8 §30-7-1 §30-7A-1		Training required for all school personnel performing health care procedures and must demonstrate competency	School personnel providing specialized health care to students	As needed for personnel providing specialized health care to students WVDE Contact Division of Federal Programs & Support (304)-558-7805

Required Training per Federal Law, WV Code, or WVBE Policy

Revised 7/18/25



Specific Groups						
Training	Relative Policy	W.Va. Code	Federal Law	Requirement Overview	Required For	Frequency & WVDE Contact
Special Needs Students	Policy 2419: Regulations for the Education of Students with Exceptionalities	§18A-2-3		Training required for long-term substitute teachers on the uses and implementation of IEPs and 504 Plans	Long-term substitute teachers	Upon employment & every 3 years thereafter (HB 4838) WVDE Contact Division of Federal Programs & Support (304)-558-7805
Special Needs Students	Policy 2419: Regulations for the Education of Students with Exceptionalities	§18-20-2		12 hours of challenging & aggressive behaviors	Teacher's Aides	Annually (HB 5158) WVDE Contact Division of Federal Programs & Support (304)-558-7805
School Bus Transportation	Policy 4336: West Virginia School Bus Transportation Regulations, Procedures, and Specifications for the Design and Equipment of School Buses	§17C-12-7(h) §17-C-12-7(j) §29A-3B-1 §17C-12-8 §18-5-13 §17E-1-1	49CFR 382.203 49CFR 382.701 49CFR 383-385 49CFR 380 49CFR396 4 9CFR571	6 hours initial, 1-hour refresher every year if transporting students with special health care needs	School bus operators Including substitutes	Annually WVDE Contact Office of the Deputy Superintendent /School Transportation (304)-558-2711
		§17C-14-12 §17C-17-2 §17C-17-4 §18A-2-4	49CFR 571.111	18 hours of PD in transportation related subjects	School bus operators	
Youth Sports Cardiac Arrest Emergency Care	N/A	§18-5-22e	N/A	Receive a copy of cardiac emergency response plan; know locations of AED at facilities; train youth sports coaches in CPR/ADE; and, regularly practice skills	Youth sports coaches using school facilities and/or venues	Annually (SB 652-2025 Regular Session) WVDE Contact Division of Federal Programs & Support (304)-558-7805
Special Education Regulations	Policy 2419: Regulations for the Education of Students with Exceptionalities	§18A-3-13		Training on IDEA, & Policy 2419. (Must include LRE, class size restrictions, teachers and parental rights; and, due process.)	Principals Central Office Staff County Board Members	All required to be trained by December 31, 2025; Within 30 days of hiring, appointment, or election thereafter. (HB 2499 – 2025 Regular Session) WVDE Contact Division of Federal Programs & Support (304)-558-7805