

2025-2026 LEA ANNUAL TRAINING REFERENCE GUIDE

The Alabama State Department of Education (ALSDE) has developed this LEA Annual Training Reference Guide to help you plan for meaningful training opportunities for your staff. It includes both mandated and optional annual training offered by different ALSDE sections. Please be mindful that it is not intended to be fully inclusive of all trainings. This is a reference guide, so we encourage you to verify training requirements and recommendations.

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The Alabama Reading Initiative (ARI)

Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
Alabama Literacy Act (ALA) ACT 2019-523 Original Alabama Literacy Act Ala. Code Section 16-6G ARI Annual Comprehensive Memorandum (FY24 -2067 linked here)	K-3 School Administrators and Teachers	APPROVED by the LTF, Continuum for Teacher Development (1).pdf Multiple offerings will be provided for teachers and principals. The following is required training, but not necessarily an annual training: - Foundational Science of Reading/Structured Literacy training (LETRS) at 80% mastery or higher - Dyslexia Awareness Training - Training in their comprehensive core reading program, any dyslexia-specific intervention program they may be using, and their early years' assessment program	Alabama Reading Initiative (ARI) Director Mrs. Bonnie Short Regional Literacy Leadership Specialist (RLLS) Regional Literacy Specialist (RLS)	ARI Webpage ARI Twitter ARI Facebook ARI Instagram ARI YouTube

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		• Principals should attend all Strong Leader. Strong Reader Sessions • Local Reading Specialists should attend an orientation session and ALL Coaching Communities • Unified Insight entry for all required reporting elements • Curriculum Directors/ARI Contact will be provided trainings this year to support their literacy work Annual Memorandum of Agreement/Understanding from districts and local reading specialists, principals, and CO outlining roles and responsibilities.		
Dyslexia Awareness <u>Alabama Administrative Code 290-3-1-.02 (20)</u> <u>ACT 2019-523</u> <i>Original Alabama Literacy Act</i>	K-12 Teachers and Administrators	Training regarding dyslexia and its implications for classroom teachers will be provided and annually reported. While all teachers will be reported, all teachers do not have to train annually. Training targets dyslexia awareness training, screening, dyslexia-specific classroom strategies, academic accommodations, and use of assistive technology.	Alabama Reading Initiative (ARI) Director <u>Mrs. Bonnie Short</u>	<u>Administrative Code 2015 concerning Dyslexia</u> <u>Dyslexia Resolution 2023</u>

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Early Literacy Professional Learning Activities <u>ACT 2019-523</u> <i>Original Alabama Literacy Act</i> <u>Ala. Code 16-6G §-with most current revisions as of Summer 2023</u> ARI Annual Comprehensive Memorandum (FY24 -2067 linked here)	Preservice and In-service Elementary Teachers	<u>APPROVED by the LTF. Continuum for Teacher Development (1).pdf</u> • Mentoring and shadowing with master teachers. • Job-embedded, classroom-based coaching in teaching reading for the first five years of a teacher’s career. • Curricula and resources in ALL the following reading content areas: Oral language development, phonemic awareness, phonics, fluency, vocabulary, writing, and comprehension.	Alabama Reading Initiative (ARI) Director <u>Mrs. Bonnie Short</u> Regional Inservice Centers (RIC) Teaching and Leading <u>Ms. Shavon Harris</u>	<u>ACT 2019-523</u> <i>Original Alabama Literacy Act</i>
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Federal Programs				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
Twenty-First (21st) Century Community Learning Centers (CCLC) <u>Every Student Succeeds Act (2015)</u>	Federal Programs Coordinators, Community Education Coordinators, 21st CCLC Grantees	Twenty-First Century Community Learning Centers grantees are required to participate in ALSDE cohort training throughout the year and attend the spring conference.	Office of Federal Programs <u>Mrs. Amanda Rylant</u>	<u>Alabama 21st CCLC Website</u>

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Dependent Care Department of Human Resources (DHR)	Federal Programs Coordinators OPTIONAL	Dependent Care grantees are also asked to attend an optional professional development in the fall and participate in a required training in the spring .	Office of Federal Programs Mrs. Yolonda Averett	
Federal Programs Annual Spring Conference Every Student Succeeds Act (2015)	Federal Programs Coordinators CFSO's	This training is required for Federal Programs Coordinators and optional for CSFOs. The conference provides training and information regarding ESSA program requirements, federal updates, and best practices for administering federal grants.	Office of Federal Programs Dr. Molly Killingsworth	Federal Programs Website eGap Information Alabama Cognia Support USDOE ESSA Consolidated State Plan Information
Homeless Liaison Training The McKinney-Vento Homeless Assistance Act within the Every Student Succeeds Act (2015)	LEA Homeless Liaisons	This is a required professional development under the federal McKinney-Vento Act as reauthorized by the Every Student Succeeds Act. The ALSDE must identify and meet the needs of children and youth experiencing homelessness to comply with federal training requirements.	Office of Federal Programs Jennifer Connell	42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths NCHE: The McKinney Homeless Assistance Act

Special Education Services				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
Gifted Updates Continuation of OCR Title VI Resolution Agreement (1999) and OCR Case No. 04-98-5030	Gifted Coordinators and Specialists	Mandatory training that includes information on the gifted education continuous improvement process, identification procedures (i.e., Child Find, Second Grade Child Find), and gifted programming.	Special Education-Gifted Mrs. AlFreda Pruitt Mrs. Ashley Strickland	The mandatory gifted training is typically delivered by ALSDE gifted specialists at regional trainings after school starts each year in August and September. See: ALSDE Memorandum "Gifted

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				Regional Trainings” for training dates and other information: Gifted Regional Training 2025
Addressing Disproportionality in Alabama Schools U.S. Department of Justice Compliance Agreement Lee v. Macon Co. Board of Education, 231 F. Supp 743	All New Certified Employees who have not previously completed requirement	Required one-time training and certificate of completion provided upon completion and kept by participant in addition to providing it to LEA. This training must be accessed through Cognia’s Mandatory Training Learning Library. • Component 1 & 2: Behavior & Classroom Management Training 2024-25 • Component 3: Universal Design for Learning 2024-25	Special Education Mr. Brian Dunn	Addressing Disproportionality in Alabama Public Schools - Cognia
Special Education Mandatory Training U.S. Department of Education, Office for Civil Rights	All Administrators, Teachers, and Support Staff	Annual inservice topics required regarding confidentiality, surrogate parent, and shortened school day.	Special Education Mr. Brian Dunn	Shortened School Day Memo Help Guide for School Administrators Plain Language February 2020 Mastering the Maze 2024

Support Services

Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
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Alcohol and Drug Abuse Student Prevention <u>16-40A-1 Code of Alabama (1975)</u>	School Administrators, Teachers, and Counselors	Alcohol and drug prevention training	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>Alabama State Alliance of Health, Physical Education, Recreation, and Dance (ASAHPERD)</u> <u>National Institute of Drug Abuse</u>
Anaphylaxis Preparedness <u>16-1-48 Code of Alabama (1975)</u>	Teachers CNP Staff Coaches Athletic Directors After-School Volunteers Bus Drivers	Annual training on the school program information, the signs and symptoms of anaphylaxis, the location of the medication and forms, and how to recognize and respond to anaphylactic emergencies.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>Anaphylaxis Preparedness</u>
Caring for Students with Diabetes <u>The Safe at Schools Act 16-30A.3</u>	Unlicensed Medication Assistants	Annual diabetes training for “Unlicensed Medication Assistants” in the school setting.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marsha</u>	<u>Alabama Health Services Diabetic Curriculum</u>
Juvenile Sex Offender Behaviors <u>Annalyn’s Law 16-1-51.1. Code of Alabama (1975)</u> Page 63	School Personnel, including K-12 Administrators, Counselors, Teachers, etc.	Comprehensive training on taking appropriate action upon noticing an increase or escalation of those behaviors in a low-risk juvenile sex offender student.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. Johnny Whaley</u>	<u>Annalyn’s Law</u> <u>Model Sex Offender Supervision Policy</u>

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Pediatric Palliative and End of Life Health Plan (PPEL) <u>Alabama Administrative Code 290-4-5-.02</u> and <u>16-30B-3, Code of Alabama (1975)</u>	District Lead and School Nurses	Annual Training for PPEL Care through the “Train the Trainer” course for PPEL Care. Training to care for students with PPEL-IHPs must occur before the school accepts an Order of Pediatric Palliative and End-of-Life Care.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>Alabama State Department of Education: Alabama Health Services: Pediatric Palliative and End of Life Curriculum</u> (REVISED JUNE 2019)
Seclusion and Restraint Training <u>Alabama Administrative Code r. 290-3-1-.02</u>	All District and Local School Staff who may have to use Physical Restraints	As part of the AAC rule, LEAs must document all incidents of seclusion and restraint and annually submit a report to the Alabama State Department of Education (ALSDE).	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. Johnny Whaley</u>	<u>Alabama SBOE Guidance</u> <u>Guidance Seclusion and Restraint AL Guide</u>
Sexual Abuse Prevention/ Mandatory Reporting <u>Erin’s Law 16-40-9, Code of Alabama (1975)</u> <u>26-14-3, Code of Alabama (1975)</u>	PK-12 Administrators, Teachers, and Other School Personnel	Public schools shall establish a child sexual abuse prevention instructional program for students that includes a professional training component on talking to students about child sexual abuse prevention, the effects of child sexual abuse on children, handling of child sexual abuse disclosures, and mandated reporting.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. Johnny Whaley</u> Health and PE <u>Jonathan Thompson</u> Guidance and Counseling <u>Sean Stevens</u> AMSTI Digital Literacy <u>Dr. Jennifer McCrary</u>	<u>Governor’s Report Erin’s Law Task Force</u> <u>FY18-2133 Erin’s Law Memo</u> <u>Erin’s Law</u> <u>Training for Mandated Reporters</u>

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School Emergency Operations Safety Plan <u>16-1-44 (g), Code of Alabama (1975) Act 2019-533 amends Sections 16- 1-44 and 36-19-10</u>	All School Employees	Principal or designee will hold annual training session regarding school lockdown plan, drills, and procedures to be conducted during a school year.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. Johnny Whaley</u>	<u>Emergency Operations Plan Safety Brochure</u> <u>Recovery Presentation</u> <u>Recovery Crisis Plan</u>
Seizure Management in Public K-12 schools <u>Seizure Safe Schools Act HB 76 208658-4 Code 290-4-5-.05</u> (Page 6) <u>Code 290-4-5-.06</u> (Page 7) <u>Code 290-4-5-.07</u> (Page 8)	District Lead and School Nurses	In accordance with Chapter 30C of Title 16, Code of Alabama 1975, seizure management and treatment plan shall be submitted and reviewed by the lead nurse employed by the LEA. The school nurse shall follow the training guidelines developed by ALSDE in the Safe at School Seizure Curriculum.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>Alabama Health Services Safe Schools Seizure Curriculum</u> Tier 1 <u>Overview of Epilepsy and Seizure First Aid on YouTube</u> Tier 2 <u>Seizure First Aid Ready</u> Tier 3 <u>Seizure Training for School Personnel</u>
Requirements for Seizure Management and Treatment Plans Training <u>Code of Alabama (1975),16-30c-1</u>	District Lead and School Nurses	Annual training for seizure management provided through the ALSDE “Train the Trainer” program located in the ALSDE Seizure Safe at School Curriculum.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>ALSDE Health Services Safe Schools Seizure Curriculum</u>

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Suicide Awareness Prevention and Bullying Prevention <u>Ala. Code Section 16-28B-8</u>	All Certified School Personnel	Annual suicide education training.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. Johnny Whaley</u>	<u>Jason Flatt Act</u> <u>Jamari Terrell Williams Student Bullying Prevention Act</u>
Universal Precautions <u>Course For Bloodborne Pathogens</u>	All Certified and Classified School Personnel	Annual training of standard precautions (bloodborne pathogens, process of disease transmission, communicable, and infectious diseases, etc.) in the school setting.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>Standard Precautions in the School Setting</u>
Caring for Students with Adrenal Insufficiency <u>Ala. Code Section 16-30A-3</u> <u>Act 2023-75</u>	Unlicensed Adrenal Insufficiency Medication Assistants District Volunteer Employees and School Nurses	Annual training for emergency injection of hydrocortisone for “unlicensed adrenal insufficiency medication assistants” in the school setting.	Support Services <u>Dr. Autumm Jeter</u> <u>Dr. LaBrenda Marshall</u>	<u>Safe Schools Adrenal Insufficiency Curriculum</u>

Assessment				
Training	Target Audience	Requirement(s)	ALSDE Contact(s)	Additional Information
Novice District Test Coordinators	New District Testing Coordinators	Required training for all District Test Coordinators who have been in this position for less than 3 years.	Student Assessment <u>Mrs. Maggie Hicks</u>	<u>Assessment Website</u>
District Test Coordinators Fall and Spring Training	District Testing Coordinators	Required training to receive instruction on the procedures, requirements, and logistics involved with administering statewide	Student Assessment <u>Mrs. Maggie Hicks</u>	<u>Assessment Website</u>

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		assessments.		
Testing Security and Monitoring Process	K-12 Counselors, Teachers, and Administrators	Annual (minimum) training must take place prior to the testing day(s).	Student Assessment Mrs. Maggie Hicks	Assessment Website
One Percent (1%) Cap Requirements on Students Assessed with Alternate Assessment (AA) U.S. Department of Education - May 16, 2017, Memorandum ESEA section 1111(b)(2)(D)(i)(I)	All LEAs, with more in-depth webinar sessions for the identified Tier 3 and Tier 2 LEAs (upcoming) Recommended for Building Test Coordinators Special Education Coordinators General Education Lead Teachers Special Education Lead Teachers Principals Administrators in the role of LEA Representative for IEP meetings	Annual Required Training on One Percent (1%) Cap Requirement for Alternate Assessments Hosted as a collaboration of Assessment and Special Education Services	Special Education Mrs. Elisabeth Newell Mrs. Maggie Hicks and Akina Canty	All LEAs over the 1.0 Percent Cap must complete the activities within their tier of support. Details will be clarified within the annual required training.

The Office of Math Improvement (OMI)				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
Alabama Numeracy Act (ANA) ACT 2022-249 <i>Alabama Numeracy Act</i> ANA Recommendation from Elementary Math Task Force	K-5 School Teachers, Building-Based Math Coaches, and Principals	Guidelines for the Mathematical Preparation of Elementary School Teachers Multiple offerings will be provided for teachers, math coaches, and administrators through AMSTI. The following is required training for full and limited support schools but not necessarily an annual training. In addition to these trainings, building-based	Office of Mathematics Improvement (OMI) Director Dr. Karen Anderson OMI Regional Administrators Mrs. Dawn Zinn Mrs. Amy Tilford	AMSTI Math OMI YouTube OMI X (formerly Twitter) OMI Facebook OMI Padlet

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FY2024-2046 (linked here)		math coaches are required to attend Coaching Academy and ALL Coaching Communities. Principals in Full and Limited Support Schools are required to attend Everyone Counts, MFT, and COS training. All principals are encouraged to attend all Everyone Counts sessions as the approved numeracy high-quality professional learning experience through the APLDS.	OMI Regional Coordinators	OMI Numeracy News APLDS High-Quality Professional Learning
OMI: Everyone Counts ACT 2022-249 Alabama Numeracy Act	K-5 Administrators, District C&I Leaders	Everyone Counts is designed to address the distinct needs of principals and assistant principals within all Alabama Schools catering to kindergarten through fifth-grade students. These professional learning sessions aim to enhance the foundation necessary for developing a strong and comprehensive mathematics program. Participants will explore collaborative team structures to engage in high-quality, evidence-based practices and leverage the strengths of all stakeholders to maximize student opportunities. <i>After the face-to-face Everyone Counts there will be Virtual Professional Learning Communities (PLCs) to deepen administrators' understanding of four core evidence-based instructional practices:</i> ● <i>Systematic Instruction</i> ● <i>Multimodal Instruction</i> ● <i>Mathematical Language</i> ● <i>Assessment & Feedback</i> <i>Each session connects these practices to practical, school-based strategies, equipping leaders to support effective, equitable instruction across classrooms.</i>	Office of Mathematics Improvement (OMI) Director Dr. Karen Anderson OMI Regional Administrators Mrs. Dawn Zinn Mrs. Amy Tilford OMI Regional Coordinators	Everyone Counts This year, an ACLD-PLU may be earned, pending approval, for participation in the Everyone Counts sessions.

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EMTF Recommended Evidence-Based Practices for Mathematics	District Administrators, K-5 Administrators and K-5 Teachers	The <i>Alabama Numeracy Act</i> requires the identification of evidence-based practices. One requirement of all K-5 math teachers is to consistently implement evidence-based math teaching practices recommended by the Elementary Math Task Force (EMTF). Additionally, this is a requirement of math intervention services and supports for students with a mathematics deficiency. Nine practices have been approved by the EMTF and a plan has been developed to provide training over the next three years.	Office of Mathematics Improvement (OMI) Director Dr. Karen Anderson OMI Regional Administrators Mrs. Dawn Zinn Mrs. Amy Tilford OMI Regional Coordinators	ANA Recommendation from Elementary Math Task Force FY2024-2046 (linked here)
Dyscalculia Awareness	K-5 Building-Based Math Coaches, K-5 Teachers, and Math Interventionists	Training regarding dyscalculia and the implications for classroom teachers and interventionists will be provided. This awareness training will target screening, dyscalculia-specific intervention strategies, academic accommodations, and the use of assistive technology as well as reporting requirements related to the Alabama Numeracy Act.	Office of Mathematics Improvement (OMI) Director Dr. Karen Anderson OMI Regional Administrators Mrs. Dawn Zinn Mrs. Amy Tilford OMI Regional Coordinators	

Transportation				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information

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Bus Drivers Alabama Administrative Code 290-2-4.04 and 16-27-4, Code of Alabama (1975)	All Bus Drivers Seeking Recertification	Annual training required for anyone new or certified as a bus driver	Mr. Chad Carpenter	New Transportation Supervisor Orientation Alabama School Bus Driver Handbook
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Educational Technology				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
E-Rate Boot Camp	LEA E-Rate Coordinators and/or Technology Directors	Although training is not mandatory, it is imperative that local E-Rate Coordinators and/or technology directors attend this important training annually. Failure to adhere to FCC and USAC requirements could be costly to school districts.	Educational Technology Sue Ellen Gilliland Bradley Strother	Universal Service Administrative Co. (USAC) E-Rate Resources
ACCESS Facilitator Training	ACCESS Virtual Learning Facilitators	Annual training requirement for all ACCESS Virtual Learning facilitators to complete before being assigned rights to view students enrolled in ACCESS courses. Recommended for Special Education case managers who have students who take ACCESS courses.	Educational Technology Steve Blair	PSPL Course # for 25-26 School Year 330545

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Novice Technology Director Summit	District Technology Directors with 3 years of experience or less	Annual training, but not required. Novice Technology Director Summit is designed for TDs who are new to the position and provides an opportunity to establish a strong professional learning community while learning about technology planning, E-Rate, and key state EdTech programs.	Educational Technology Sue Ellen Gilliland	Date: September 24-26, 2025
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Athletics				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
Athletic Head Injury Safety Training Section 22-11E-2 Code of Alabama (1975)	All Coaches of Athletic Teams	Annual training before the beginning of practice for school athletic teams to learn how to recognize the symptoms of concussion and how to seek proper medical treatment for anyone suspected of having a concussion.	AHSAA Central Board Member Chuck Marcum	AHSAA Website Concussion Course Concussion-Law ACT No. 2011-541 Concussion Form.pdf (ahsaa.com)
NFHS Sudden Cardiac Arrest Course Tyrell Spencer Act Ala. Code § 16-30D-1	All Coaches of Athletic Teams	It is required that once every two years, each coach of any athletic team shall complete a cardiac arrest training provided by the AHSAA.	AHSAA Central Board Member Chuck Marcum	Sudden Cardiac Arrest Awareness

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Accountability				
Training	Target Audience	Requirement(s)	ALSDE Contact(s)	Additional Information
Accountability Coordinator Training & Refresher	Accountability Coordinators	Training & refresher for all Accountability Coordinators to develop an understanding of general accountability information and resources, system similarities and differences, business rule updates, system calculations, processes for developing support school and state school lists, and navigation and utilization of the ALSDE Report Card website.	Accountability Dr. Marcus Vandiver	Accountability Website

Other				
Training	Target Audience	Description	ALSDE Contact(s)	Additional Information
Accountability Coordinator Training & Refresher	All Accountability Coordinators	One-time professional development in instruction, school finance, and education law is required to hold office.	Chief of Staff Chuck Marcum	
Educator Ethics	Determined by LEAs	Although training is not mandatory, it focuses on prevention of behaviors that violate the appropriate boundaries between teachers and students.	Office of General Counsel James R. Ward 334-694-4699	Legal - Alabama Department of Education

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