

ESSA and Hourly Non-Represented Mandatory Training List

Required Courses	Frequency Requirements	Required by	Notes	Who
ALICE Elearning Training	Once	School District SBP 730, State AS 14.33.100	1 hour - Alice Link will be sent to you in an email from ALICE Training Institute	All Employees
Hepatitis B Vaccination Form	Once	Federal/OSHA Standard 29 CFR 1910.1030, BBP Exposure Control Plan	Form Hep B	Custodians, SPED Aides, Nurses, Health Asst, HVAC, Plumbers
Overtime Compliance	Once	School District Article 7.14 of Negotiated Agreement	15 min - Human Resources Training Web Page	All hourly staff
TimeClock Plus	Once	School District	15 min - Human Resources Training Web Page	All hourly staff
Staff and Student Boundaries	Once	School District SBP SB 543 & 614.3	15 min - Human Resources Training Web Page	All new employees & Coaches
Naloxone Administration for Opioid Overdose	Once	State Law	15 minutes - EED eLearning	Principals, Coaches, Nurses, Health Services, ASP staff, Behavioral Aides, School Safety, Social Service Managers, Intervention, Activity Coordinator, Head Teachers, BEST Staff
Metal Detector Training	Once	School District	15 Min	School Safety
Asbestos Training	Annually	Federal/OSHA 1910.1001	15 min - Human Resources Training Web Page	Maintenance Staff, Custodians
KnowBe4 - Technology Security Awareness	Annually	School District	15 min - Knowbe4 Link will be sent to you in an email	All staff

Fire Extinguishers - FE	Annually	Federal/OSHA Standard 29 CFR 1910.157	15 min - Human Resources Training Web Page	Custodians, Nutrition Services, Maintenance Staff
Bloodborne Pathogens Training - BBPA	Annually	Federal/OSHA Standard 1910.1030, BBP Exposure Control Plan	15 min - Human Resources Training Web Page	All Employees
CPI Training	1 - 3 years depending on job	State Regulation 4 AAC 2.260 Regulation 4 AAC 52.250 AS 14.33.127 State Alaska HB 210	Scheduled by SPED	SPED staff, Behaviors Aides, Safety Assistants
CPR	2 years	School District - National CPR Foundation OSHA 1910.151	Scheduled by Director of Nursing Services	Nurses, Swim Aides, Safety Assistants, Health Asst
Food Handlers/Certified Food Protection Manager	3 / 5 years	State 18 AAC 31.330	Scheduled at NTS	Nutrition Services Staff
Medication Administration for Unlicensed Staff	2 years	State 12 AAC 44.965	1 hour FED eLearning	Designated by principal, Health Asst, Nurses
Mandated Reporter Child Abuse & Neglect Training - AKC	4 years	State SBP & Admin Reg. 1065, AS 14.30.355, AS 47.17.022	1.5 hours - FED eLearning	All Employees
Concussion Training - CNS	4 Years	School District, State SBP 1062.4 AS 14.30.142	1.5 hours - Human Resources Training Web Page	Instructional ESSA Staff
Family Educational Rights and Privacy Act (FERPA)	4 years	Federal 20 U.S.C. § 1232g; 34 CFR Part 99, SBP 1080	30 minutes - Human Resources Training Web Page	All staff with access to student records

Suicide Awareness - SAPT	4 years	State AS 14.30.362	1.5 hours - EED eLearning Only 1 section needed	Nurses, Behaviors Aides, Safety Assistants, Health Asst
Title IX Training	4 years	Federal 34 CFR 106.45	30 minutes - Human Resources Training Web Page	All Employees
Instructional Support Staff Educational Requirement	Once	State 4 AAC 04.220	• 48 college credits; or • ParaPro Assessment; or • WorkKeys Assessment Please click here for more information or to register for assessments with Human Resources	Instructional Support Staff including Aides, Tutors, Assistants, and Library Associates



<https://www.k12northstar.org/departments/human-resources/training>

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