



October 2023

## Reference Guide for Required Professional Development

### Introduction

Iowa Code section 256.9 subsection 66, established under 2023 Iowa Acts, ch. 96 (House File 604), directs the Iowa Department of Education to develop and distribute to school districts a list of all professional development programs and other training programs in which employees of school districts are required to participate pursuant to federal law or state law, including chapter 284. This chart provides a comprehensive list of required training.

### Required Professional Development Table

Training	Required Attendance	Legal Reference	Description	Contact Person
Abuse of Students by School Employees	Designated Level I Investigator and Alternates	281—IAC 102.5(4)	The board of directors of a public school district and the authorities in control of a nonpublic school shall arrange for in-service training for the designated investigator and alternate. Initial training should be undertaken within six months of appointing a level-one investigator or alternate. Follow-up training should be undertaken at least once every five years.	Thomas A. Mayes 515-242-5614 <a href="mailto:thomas.mayes@iowa.gov">thomas.mayes@iowa.gov</a>
Affirmative Action	All staff who hire or supervise personnel	281—IAC 95.4(5)	Each board of directors shall provide periodic training for all staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of its affirmative action plan.	SueAnn Johnson 515-336-3942 <a href="mailto:sueann.johnson@iowa.gov">sueann.johnson@iowa.gov</a>
Asbestos	Maintenance and Custodial Staff	29 CFR § 763.84	Each LEA shall ensure that all members of its maintenance and custodial staff who work in a building that contains asbestos containing building materials (ACBM) receive awareness training of a minimum of two hours, whether or not they are required to work with ACBM. New custodial and maintenance employees shall be trained within 60 days after commencement of employment and shall have a yearly refresher of two hours. The LEA shall ensure that all members of its maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM shall receive training and a minimum of 14 hours of additional training, including an annual update.	Scott Dryer 515-402-8700 <a href="mailto:scott.dryer@iowa.gov">scott.dryer@iowa.gov</a>

Training	Required Attendance	Legal Reference	Description	Contact Person
Attendance Center Professional Development	All Teachers in an Attendance Center	Iowa Code § 284.6	Each attendance center shall develop an attendance center professional development plan. The purpose of the plan is to promote group professional development. The attendance center plan shall be based, at a minimum, on the needs of the teachers, the Iowa teaching standards, district professional development plans, and the student achievement goals of the attendance center.	<p>Please find your <a href="#">School Improvement Consultant</a>:</p> <p>Janet Boyd  <a href="mailto:janet.boyd@iowa.gov">janet.boyd@iowa.gov</a>                      515-745-3385</p> <p>Buffy Campbell  <a href="mailto:buffy.campbell@iowa.gov">buffy.campbell@iowa.gov</a>                      515-954-8651</p> <p>Eric Heitz  <a href="mailto:eric.heitz@iowa.gov">eric.heitz@iowa.gov</a>                      515-326-1018</p> <p>Dennis McClain  <a href="mailto:dennis.mcclain@iowa.gov">dennis.mcclain@iowa.gov</a>                      515-822-2554</p> <p>Sara Nickel  <a href="mailto:sara.nickel@iowa.gov">sara.nickel@iowa.gov</a>                      515-971-7558</p> <p>Marietta Rives  <a href="mailto:marietta.rives@iowa.gov">marietta.rives@iowa.gov</a>                      515-360-5131</p> <p>Pam Spangler  <a href="mailto:pam.spangler@iowa.gov">pam.spangler@iowa.gov</a>                      515-210-5288</p>
Beginning Teacher Mentoring and Induction	Beginning Teachers	Iowa Code § 284.5	A beginning teacher mentoring and induction program is created to promote excellence in teaching, enhance student achievement, build a supportive environment within school districts and Area Education Agencies, increase the retention of promising beginning teachers, and promote the personal and professional well-being of teachers.	<p>Please find your <a href="#">School Improvement Consultant</a> here or above.</p>

Training	Required Attendance	Legal Reference	Description	Contact Person
Bus Driver Training	All School Bus Drivers	Iowa Code § 321.376	A person applying for employment or employed as a school bus driver shall successfully complete a Department of Education-approved course of instruction for school bus drivers before or within the first six months of employment and at least every twenty-four months thereafter.	Max Christensen 515-336-3965 <a href="mailto:max.christensen@iowa.gov">max.christensen@iowa.gov</a>
Child and Dependent Adult Abuse	Mandated child abuse reporters, which includes all school employees who are eighteen years of age or older (including substitute teachers and para educators) Mandated dependent adult abuse reporters, which includes all licensed school employees (including substitute teachers) who have regular contact with 18-21-year olds. Holders of a coaching authorization and Instructors employed by a community college Accordingly, all school employees will need to complete the trainings.	Iowa Code § 232.69(3)(b), Iowa Code § 235B.16 HF 430	Persons required to report child and dependent adult abuse shall complete two hours of training relating to the identification and reporting of child abuse and of dependent adult abuse within six months of initial employment. Within one month of initial employment or self-employment, the person shall obtain a statement of the abuse reporting requirements from the person's employer or, if self-employed, from the Department of Education. The person shall complete at least two hours of additional child abuse and dependent adult abuse identification and reporting training every five years. A person required to complete both child abuse and dependent adult abuse mandatory reporter training may complete the training through a program that combines child abuse and dependent adult abuse curricula and thereby meet the training requirements of both simultaneously. A person who is a mandatory reporter for both child abuse and dependent adult abuse may satisfy the combined training requirements of this subsection through completion of a two-hour training program, if the training program curriculum and content are approved by the Department of Human Services.	Please find your <a href="#">School Improvement Consultant</a> here or above.  <a href="#">Iowa Board of Educational Examiners</a>
District Developed Professional Development	All Teachers in the District	Iowa Code § 284.6	The district professional development plan shall include a description of the means by which the school district will provide access to all teachers in the district to professional development programs or offerings that meet the requirements of Iowa Code § 284.6 subsection 1. The plan shall align all professional development with the school district's long-range student learning goals and the Iowa teaching standards. The plan shall indicate the	Please find your <a href="#">School Improvement Consultant</a> here or above.

Training	Required Attendance	Legal Reference	Description	Contact Person
			school district's approved professional development provider or providers.	
Dropout Prevention and Returning Dropout Prevention	Staff implementing the program plan	Iowa Code § 257.38	Boards of school districts, individually or jointly with boards of other school districts, requesting to use additional allowable growth for programs for returning dropouts and dropout prevention, shall annually submit comprehensive program plans for the programs and budget costs, including requests for additional allowable growth for funding the programs, to the Iowa Department of Education. The program plans shall include staff in-service education design (among other requirements).	Scott Dryer 515-402-8700 <a href="mailto:scott.dryer@iowa.gov">scott.dryer@iowa.gov</a>
Educational Aide Training	All newly hired Educational Assistants	281—IAC 12.4(9)	During the initial year of employment, an educational assistant shall complete staff development approved by the board as provided in sub-rule 12.7(1).	Please find your <a href="#">School Improvement Consultant</a> here or above.
Evaluator Training	Teacher Evaluators	Iowa Code § 284.10 (1) (2)	<p>An administrator licensed under chapter 272 who conducts evaluations of teachers for purposes of this chapter shall complete the evaluator training program.</p> <p>The training covers how to conduct evaluations for employment, make recommendations for licensure, and make recommendations that a teacher is qualified to advance from one career path level to the next career path level pursuant to Iowa Code § 284.10. Certification is for a period of five years and may be renewed.</p>	Stephanie TeKippe 515-326-5333 <a href="mailto:stephanie.tekippe@iowa.gov">stephanie.tekippe@iowa.gov</a>
Free Speech	Equity Coordinator	Iowa Code § 279.75	The board of directors of a school district shall provide training on free speech under the First Amendment to the Constitution of the United States developed and distributed pursuant to section 256.9, subsection 64, annually to any Equity Coordinator employed by the school district.	SueAnn Johnson 515-336-3942 <a href="mailto:sueann.johnson@iowa.gov">sueann.johnson@iowa.gov</a>
			Periodic professional development shall be offered for all classroom teachers to maintain and update understandings and skills about individualizing programs for identified gifted and talented students.	Molly McConnell 515-326-0260

Training	Required Attendance	Legal Reference	Description	Contact Person
Gifted and Talented	Classroom Teachers	281—IAC 59.5(8) and 12.7(1)	A staff development plan for personnel responsible for gifted and talented programs shall be provided. This plan shall be based upon the assessed needs of the gifted and talented instructional and supervisory personnel.	<a href="mailto:molly.mcconnel@iowa.gov">molly.mcconnel@iowa.gov</a>
Hazardous Chemical Risks-- Right to Know	All Staff	347—IAC Chapter 110, Iowa Code Chapters 88 and 89B	Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. An employer shall provide special training when the employer either assigns an employee to a special assignment or task which increases the employee's potential exposure to a hazardous chemical or when the employee is reassigned to another area with different hazardous materials.	Scott Dryer 515-402-8700 <a href="mailto:scott.dryer@iowa.gov">scott.dryer@iowa.gov</a>
Human Growth and Development	Teachers who provide instruction in human growth and development	Iowa Code § 279.50(2)	Each Area Education Agency shall periodically offer a staff development program for teachers who provide instruction in human growth and development.	Lyn Jenkins 515-689-3607 <a href="mailto:lyn.jenkins@iowa.gov">lyn.jenkins@iowa.gov</a>
Individual Teacher Development Plan	Career Teachers	Iowa Code § 284.4 and 284.6	The individual teacher development plan is developed to promote individual and group professional development. The individual plan shall be based, at minimum, on the needs of the teacher, the Iowa teaching standards, and the student achievement goals of the attendance center and the school district. The individual plan shall include goals for the individual which are beyond those required under the attendance center professional development plan developed.	Please find your <a href="#">School Improvement Consultant</a> here or above.
Medication Administration to Students	Persons who administer medication to students other than licensed registered nurses, physicians, or the students' parents	281—IAC 41.12, 657—IAC 8.32	Persons administering medication shall include licensed registered nurses, physicians, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners.	Melissa Walker 515- 864-6701 <a href="mailto:melissa.walker@iowa.gov">melissa.walker@iowa.gov</a>

Training	Required Attendance	Legal Reference	Description	Contact Person
Multicultural Gender Fair Approaches (MCGF), Diverse Learners	All Staff	281—IAC 12.7(1)	Staff development activities shall prepare all employees to work effectively with diverse learners and to implement multicultural, gender fair approaches to the educational program by embedding into all professional development. As of July 1, 2023, this includes a requirement that approaches to the educational program be age-appropriate.	SueAnn Johnson 515-336-3942 <a href="mailto:sueann.johnson@iowa.gov">sueann.johnson@iowa.gov</a>
Occupational Exposure to Blood or Other Potentially Infectious Materials	All employees with reasonably anticipated occupational exposure to blood or other potentially infectious materials	29 Code of Federal Regulations (CFR), Part 1910.1030	Employers with employees who have occupational exposure to blood or other potentially infectious materials are to develop an occupational exposure to blood borne pathogens program, written policy, guidelines, and employee training. On initial assignment and annually, employers ensure all employees with reasonably anticipated occupational exposure participate in a training program at no cost and during work hours.	Iowa OSHA Consultation and Education Division 515-281-7629 <a href="mailto:oshaconsultation@iwd.iowa.gov">oshaconsultation@iwd.iowa.gov</a>
Statewide Voluntary Preschool Program (SWVPP)	All SWVPP staff (licensed teachers and teacher assistants) including community partner location staff providing SWVPP	Iowa Code Chapter 256C; 281—IAC 16.3(8)	Requires districts to ensure appropriate staff development is provided to district SWVPP teachers as addressed in the career development plan. Iowa Administrative Rules in 281-- 16.3(8) requires staff development to be specific to early childhood and to be offered to community partner teachers. The district must also ensure that teacher assistants receive appropriate staff development in early childhood education.	Mary Breyfogle 515-326-1030 <a href="mailto:mary.breyfogle@iowa.gov">mary.breyfogle@iowa.gov</a>
Suicide Prevention Intervention and Prevention and ACES	All school personnel who hold a license, certificate, authorization or statement of recognition issued by the Board of Educational Examiners and who have regular contact with students in kindergarten through grade twelve	Iowa Code § 279.70 and 281-IAC 14.4	The board of directors of a school district shall require annual, evidence-based training at least one hour in length on suicide prevention and postvention. The content of the training shall be based on nationally recognized best practices.	Barb Anderson 515-664-6732 <a href="mailto:barb.anderson@iowa.gov">barb.anderson@iowa.gov</a>