

Required Training Checklist 2025-2026

Name: _____ School: _____

- ❖ Please have all training completed by August 31, 2025
- ❖ All certified staff must complete the form and turn in to the Central Office
- ❖ Non-certified staff will note their completion on the August timesheet
- ❖ It is NOT necessary to print off the certificates for trainings completed through MyBenefitsChannel
- ❖ Certified staff will receive 1 day of PD credit once complete
- ❖ Non-certified staff have an additional day of pay prorated into their salary
- ❖ Failure to complete the trainings will result in one day of pay being docked
- ❖ Transportation Department and School Nutrition Department employees may be handled differently

2025 Trainings to be completed online via My Benefits Channel (it is not necessary to print certificates):

AIDS Policy Training - (All employees)	Date Complete: _____
Bloodborne Pathogens – (All employees)	Date Complete: _____
Bullying, Hazing, Harassment & the Law – (All employees)	Date Complete: _____
Child Abuse Recognition & Response – (All employees)	Date Complete: _____
Civil Rights Training - (All employees)	Date Complete: _____
Cybersecurity Awareness (All employees)	Date Complete: _____
De-Escalation Training (All employees)	Date Complete: _____
Drug Free Workplace Compliance (All employees)	Date Complete: _____
Education for Students in Foster Care - (All employees)	Date Complete: _____
English as a Second Language – (All teachers)	Date Complete: _____
FERPA Training (2 links) – (All employees)	Date Complete: _____
Human Trafficking 101 – (All employees)	Date Complete: _____
Internet Agreement – (All employees)	Date Complete: _____
Sexual Harassment – (All employees)	Date Complete: _____
Staff Time Schedules - (All employees)	Date Complete: _____
TN Teacher Code of Ethics – (All teachers)	Date Complete: _____
Title VI of the Civil Rights Act – (All employees)	Date Complete: _____
Title X (Homeless Students) – of ESEA - (All employees)	Date Complete: _____

_____ Misty Smith, misty.smith@smithcoedu.net, is the Point of Contact for Homeless and Foster Care Students in Smith County. *(Initial as read and understood)*

Drug Free Workplace Training - 1 hour (All <u>NEW</u> employees)	Date Complete: _____
Suicide Prevention Training – 2 hours (All employees)	Date Complete: _____
Jason foundation.com - Send Certificate to James Gibson by September 1, 2025	

I certify that I have completed the above mandatory trainings for my job assignment by signing on the line below.

Signature _____
This form will be kept on file at the CO for monitoring