

Background: In December Full Board Meeting, staff brought a request from the Reports and Requirements Task Force to the Board to request changes to Utah Code and/or Board Rule for seven annual reporting requirements. In that discussion, the Board postponed the decision while directing staff to evaluate current educator training requirements and provide recommendations on potential changes to a committee, including pretest logistics, content, and the logistical commitments of the Board.

Purpose: To address the Board’s motion, staff have prepared a brief report covering four areas:

- 1) An updated annual training requirements overview as the one shared in December had some missing trainings and incorrect Code/Rule citations.
- 2) Pre-test logistics that allow teachers to demonstrate their competency and to comp out of all, some, or no portions of the training requirements
- 3) Sample trainings solicited from organizations, including DRM, USBE, and LEAs
- 4) An overview of the estimated costs associated with the Board taking responsibility for any of the 40+ annual trainings required by Federal or State Code or Board Rule

Area 1: Updated Annual Training Requirements Overview

The updated annual training requirements overview document that includes missing trainings that were put into law between 2019 and 2023 have been added as well as updates to code/rule references that were out of date can be found [here](#).

Area 2: Pre-Test Logistics

In consultation with personnel at UEN, the state’s Learning Management System (LMS), Canvas, has the functionality to be able to design training courses that allow for educators to demonstrate their current knowledge to determine what additional learning they may need to achieve the training requirements. If the state were to design training modules, they could be setup with a pre-test to measure current

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competency and generate, from the educator’s responses to the pre-test, assignments to the parts of the training module that they had yet to demonstrate competency in. To learn about this functionality in more detail, you can read more [here](#).

Area 3: Sample Trainings from Organizations

As per the Board’s request, staff solicited sample training modules for the Board’s review. Those sample trainings can be found at the following links:

- 1) Division of Risk Management for Harassment and Defensive Driving Trainings [LINK](#)
- 2) Utah State Board of Education Training Presentation for Standard Test Administration and Testing Ethics [LINK](#)
- 3) Utah State Board of Education Training for Educator Ethics [LINK](#)
- 4) LEA Sample (with thanks to Alpine School District for sharing) [LINK](#)

Area 4: Overview of Estimated Costs

Staff were asked to provide an estimate of associated costs if the Board were to assume responsibility for developing and hosting the required annual trainings. To get a sense of the costs, staff reached out to Utah’s Department of Risk Management (DRM) and USBE’s IT department for information. From the information gathered, costs estimates include:

Training Component	Cost
Training platform/dashboard	\$0 (Canvas Modules)
Training development costs (through a contractor)	\$10,000-\$15,000 per module (per email from DRM)
Training development software for design	\$1,399 per user, annually (based on costs from Articulate —used by the DRM)
Training video development	\$1,000 per minute of video

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Given the estimates gathered, staff would estimate the cost of a 30-minute training module to be created, designed, developed in Canvas, and distributed to the field for use to cost approximately between \$20,000 and \$25,000 per training.

In preparing this brief, HR director, Jessica Bennington from Ogden School District, shared that many LEAs use a training platform called Vector. Some screenshots of the platform are below for reference. The Vector system can create training materials aligned to Utah code for both educator and student training. Upon LEA request, Vector has developed state based trainings and gotten them approved through USBE staff for alignment to Utah law like trainings on concussions for coaches or human trafficking for educators. The Vector system allows LEAs to personalize the trainings by allowing them to upload their local policy and links to additional resources if they so choose. Also, they can set the training assignments of training by job code. So, if they hire new sport coaches, they can assign them the concussion training just by attaching it to the job code. With respect to competency, Vector generally has every user go through the training the first time. In subsequent iterations, modules can provide a pretest in which educators can demonstrate their knowledge and skip the training if they score at the LEAs established threshold for competency. Given the broad use of Vector by LEAs across the state, it may be useful to collaborate with Vector to create a training materials package that could easily be uploaded for LEA use.

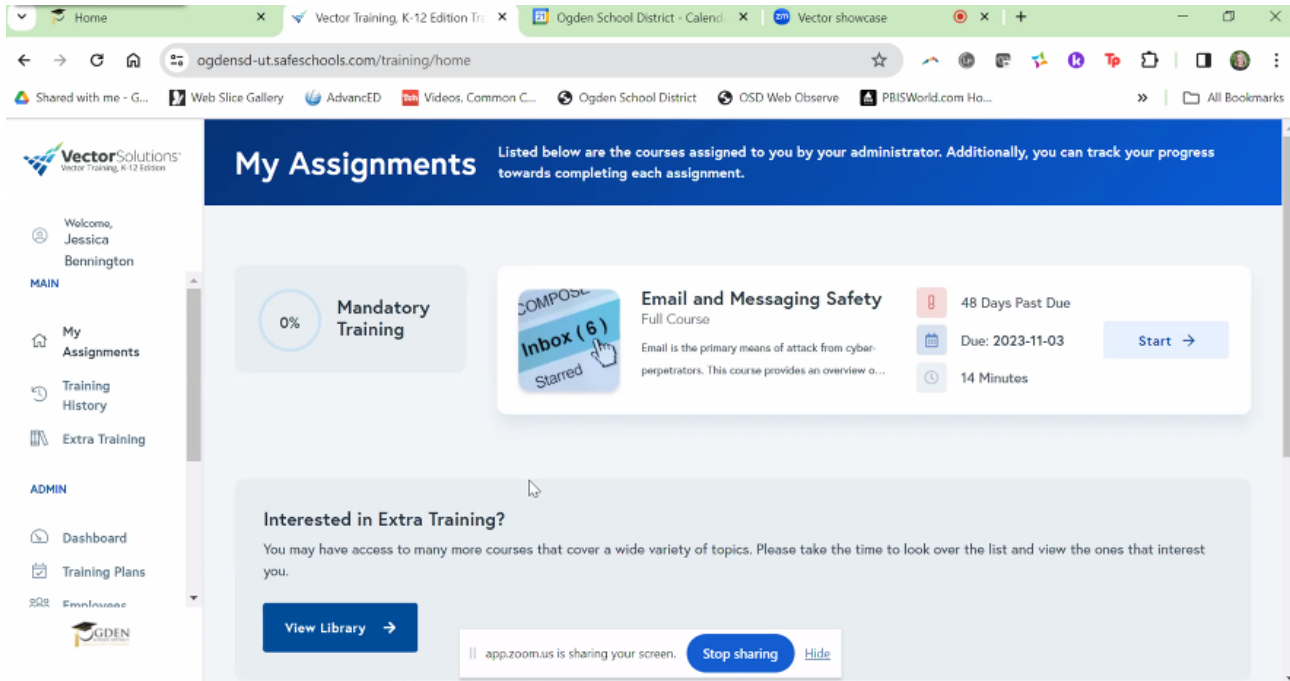
Additional Considerations for the Board. With there being over 40 trainings required by law, one decision the Board would need to make is which trainings, if not all, would the Board want to provide. Additionally, if the Board selected multiple trainings to be the developer and host of, then the Board would need to prioritize or direct staff to determine which trainings should be developed first.

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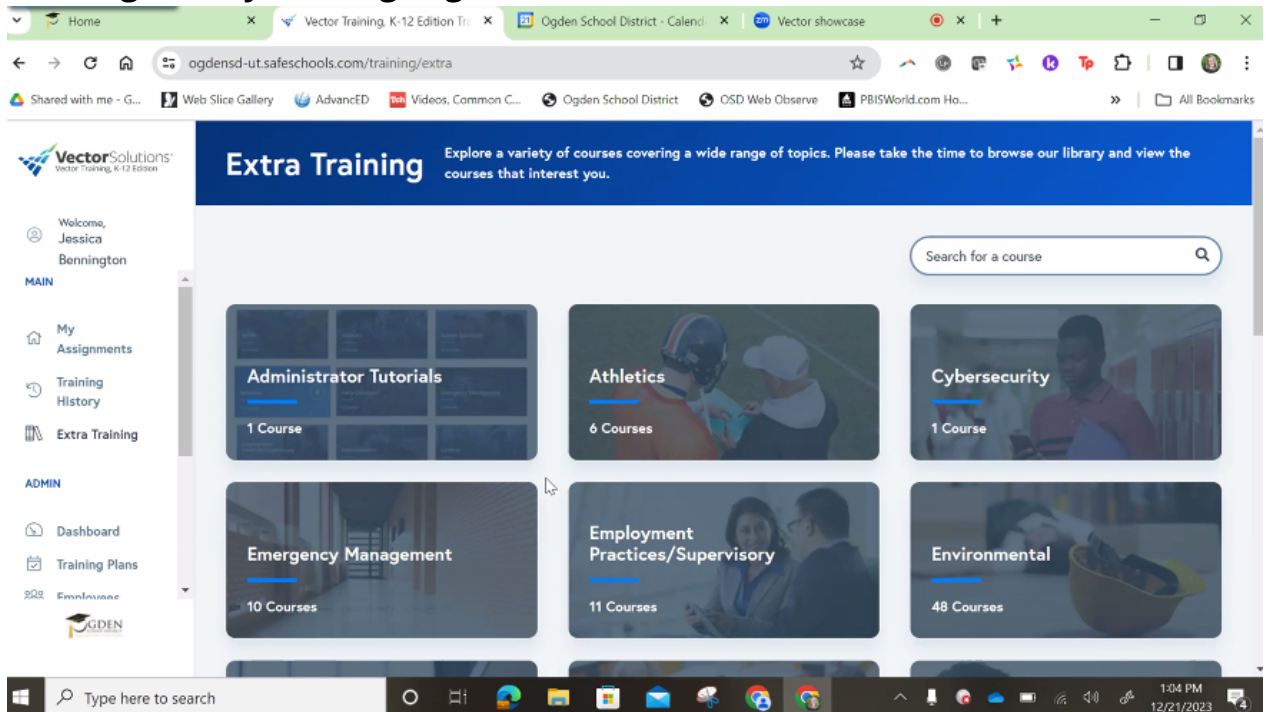
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My Assignments Tab in Vector



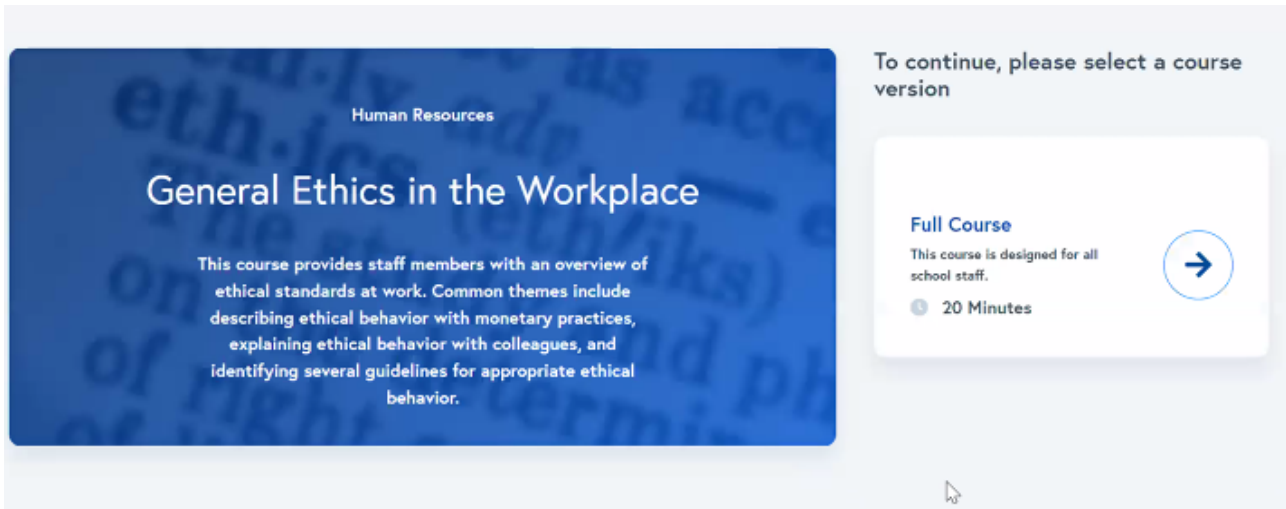
Training Library Landing Page in Vector



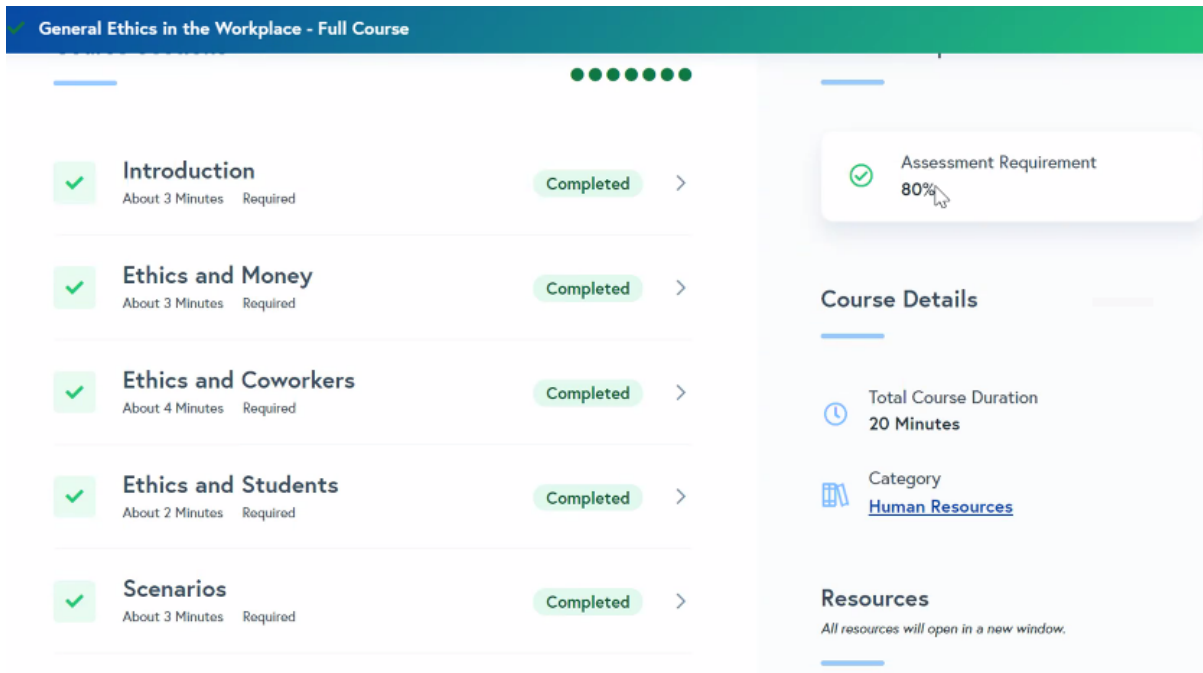
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Example Ethics in the Workplace Module Landing Page



Example of Ethics in the Workplace Course Elements



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Example of FERPA Training Landing Page and Availability in English and Spanish



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