

Training Requirements

New School Board Members (70 O. S. 5-110)

School Board Members must complete 12 hours of instruction as listed below. For new or appointed School Board Members these hours must be completed within 15 months preceding or following election. School Board Members may attend Workshops conducted by the State Department of Education, State Board of Education approved workshops/seminars, and Higher education institution workshops/seminars/classes to obtain the required number of hours. (Current 2013)

Required Topics	Required Hours
School Finance and reporting	2 Hours
Oklahoma Open Meeting/Open Records Act	2 Hours
New state and federal laws	1 Hour
Ethics, duties, and responsibilities	1 Hour
Legal issues	2 Hours
School employment and due process law	1 Hour
Specific instruction on Individuals with Disabilities Act (IDEA)	2 Hours
Educational issues	1 Hour

If a board member has not met the requirements within the allotted time, the local board shall declare the seat of such member vacant and shall fill the vacancy according to law.

Incumbent (Reelected) Member (70 O. S. 5-110)

Incumbent School Board Members are required to complete 6 hours emphasizing changes in school finance, Oklahoma education laws and ethics, duties and responsibilities of district board of education members, within 15 months following reelection plus the Continuing Education hours listed below. Continuing Education hours must be completed prior to filing for reelection.

School Board Members may attend Workshops conducted by the State Department of Education, State Board of Education approved workshops/seminars, and Higher education institution workshops/seminars/classes to obtain the required number of hours.

	Requirements of pledge for New and Incumbent Board Member Instruction under 70 O.S. § 5-110*	Additional local and continuing education requirements under 70 O.S. § 5-110.1	Total Training Hours (New Member Instruction + Continuing Ed requirements)
Newly-elected board members	Twelve (12) hours* within fifteen (15) months of date of election [§ 5-110(A),(C)]	Three (3) year term: 9 hours prior to filing for reelection Four (4) year term: 12 hours prior to filing for reelection Five (5) year term or more: 15 hours prior to filing for reelection [§ 5-110.1(A)] N/A	Three (3) year term: Twenty-one (21) hours Four (4) year term: Twenty-four (24) hours Five (5) year term or more: Twenty-seven (27) hours
Newly-appointed board members	Twelve (12) hours* within fifteen (15) months of date of appointment [§ 5-110(A)]	Note: 70 O.S. § 5-110.1 applies only to board members "elected to a full term of office ... "	Twelve (12) hours
Re-elected incumbent board member (had to be elected to the term immediately prior, and could not have held the seat by appointment)	Six (6) hours* within fifteen (15) months of date of reelection [§5-110(B)] Note: 70 O.S. § 5-110(B) is triggered "when an incumbent of a district board of education files a notification and declaration of candidacy for reelection." Thus, the six (6) hour refresher requirement is not triggered until the incumbent files to run for office at the next election and is reelected.	Three (3) year term: Nine (9) hours prior to filing for reelection Four (4) year term: Twelve (12) hours prior to filing for reelection Five (5) year term or more: Fifteen (15) hours prior to filing for reelection [§ 5-110.1(A)]	Three (3) year term: Fifteen (15) hours Four (4) year term: Eighteen (18) hours Five (5) year term or more: Twenty-one (21) hours
Appointed incumbent board member (must have held the seat in the term immediately prior)	N/A Note: 70 O.S. § 5-110(C) expressly exempts incumbents from the twelve (12) hour new board member training requirements in 70 O.S. § 5-110(A)	N/A Note: 70 O.S. § 5-110.1 applies only to board members "elected to a full term of office ... " Per 26 O.S. § 13A-110, persons appointed in the first half of a term serve only until the next year's regular election; persons appointed in the second half of a term serve the remainder of the term.	N/A

*Per 70 O.S. § 5-110(A) and (B), after 1/1/14 must include at least one (1) hour of instruction In school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act and one (1) hour of instruction in ethics.

Continuing Education Requirement (70 O. S. 5-110.1)

Length of School Board Term	Continuing Education Hours Needed To Complete
3-year term	9 Hours
4-year term	12 Hours
5-year or 7-year term	15 Hours

If a board member has not met the requirements within the allotted time, the local board shall declare the seat of such member vacant and shall fill the vacancy according to law