

SBDM MEMBER CHECKLIST



Kentucky Revised Statute (KRS) 160.345(6) outlines the training requirements and the timeline by which council members should be trained. The number of hours and how quickly they are elected to council depends on whether they are a new or experienced councilmember and if they were elected during a general or special election. Per KRS 160.380(6), school-based decision making council (SBDM) members are required to have a state and criminal background check by the Department of Kentucky State Policy and the Federal Bureau of Investigation and have a clear child abuse/neglect (CA/N) check.



FOR MEMBERS ELECTED DURING THE GENERAL ELECTION

New member

- Six hours of training within 30 days of their council term starting
- National and state criminal background check by Kentucky State Police and FBI
- Child abuse and neglect or CA/N check

Experienced member

- Three hours of training within 120 days of their council term starting
- National and state criminal background check by Kentucky State Police and FBI (if break in service)
- CA/N check recommended by the Kentucky Department of Education (if there is a break in council service)

FOR MEMBERS ELECTED TO FILL A VACANCY

New member

- Six hours of training within 30 days of the election
- National and state criminal background check by Kentucky State Police and FBI
- Child abuse and neglect or CA/N check

Experienced member

- Three hours of training within 30 days of the election
- National and state criminal background check by Kentucky State Police and FBI (if break in service)
- CA/N check recommended by the Kentucky Department of Education (if there is a break in council service)

More information on elections and requirements for annual training can be found in Chapter 7 of the [SBDM Handbook](#).