

# Annual Ongoing Training Hours

Many states require child care professionals to complete **ongoing training hours each year** to renew licensing/credentials and stay current on health, safety, and best practices. Requirements vary by **state, role, and setting** (home daycare vs. center, teacher vs. director).

**Quick note:** Always confirm your exact hours and required topics with your state's licensing agency. ChildCare.gov provides a state/territory lookup for licensing and training requirements

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## Step 1: Find your state's requirements

Use your state's licensing/training page to confirm:

- annual training hours (clock hours / CEUs)
- required topic areas (health & safety, child development, etc.)
- whether trainings must be “approved”
- documentation rules (certificates, training logs)

ChildCare.gov points providers to state pages for training requirements.

<https://childcare.gov/state-resources>

## Common continuing education topic areas

These are widely used training categories across states and align with federal health & safety training topics referenced on ChildCare.gov:

Topic area	What it covers
CPR & First Aid	Responding to injuries and emergencies



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Infectious Disease Prevention	Hygiene, cleaning, illness policies, immunizations
Safe Sleep (Infants)	Reducing sleep-related risks, safe sleep environments
Child Abuse Prevention & Reporting	Recognizing and reporting abuse/neglect; prevention
Medication Administration	Consent, storage, logging, safe procedures
Allergies & Food Reactions	Allergy plans, anaphylaxis response, prevention
Emergency Preparedness	Disaster plans, drills, reunification, communication
Hazardous Materials	Safe storage and disposal of chemicals and toxins
Indoor/Outdoor Safety	Playground safety, water safety, traffic hazards
Transportation Safety (if applicable)	Vehicle safety, supervision during transport
Child Development	Developmentally appropriate expectations and guidance

## Sample annual training hour plans

States can range widely. For instance, Florida requires **10 hours annually** after initial training, and North Carolina's annual hours can vary (examples include 5–20 depending on qualifications/role).

Texas shows higher annual hours for some roles (example: directors may have larger annual requirements).

### Example A: Home daycare / family child care provider (10–15 hours)

- 3 hrs: Health & Safety updates (infection control, sanitation)
- 2 hrs: Child abuse prevention & mandated reporting
- 2 hrs: Emergency preparedness



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- 2 hrs: Child development (mixed ages)
- 1–3 hrs: Nutrition, positive guidance, inclusion, or business/recordkeeping

### **Example B: Child care staff/teachers (12–20 hours)**

- 4 hrs: Health & Safety + indoor/outdoor safety
- 2 hrs: Child development
- 2 hrs: Guidance & behavior support
- 2 hrs: Family engagement & communication
- 2–10 hrs: Curriculum/lesson planning, inclusion, special needs, trauma-informed care

### **Example C: Directors/administrators (20–30 hours)**

- 6 hrs: Leadership & supervision
- 4 hrs: Compliance/documentation/audit readiness
- 4 hrs: Health & safety oversight / risk management
- 3 hrs: Staff training/coaching practices
- 3–13 hrs: Program quality, family engagement, business operations

*(These are planning examples—your state may require specific topic minimums.)*

### **Annual CE Checklist**

- ☐ *Confirm state-required annual hours and deadline*
- ☐ *Confirm required topic categories (and any minimum hours per category)*
- ☐ *Verify course approval rules (state registry, approved trainers, online allowed, etc.)*



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- ☐ *Create your annual training plan (topics + hours)*
- ☐ *Track completions (date, course name, hours, provider, certificate)*
- ☐ *Save certificates in one place (digital folder + printed binder)*
- ☐ *Renew CPR/First Aid and other time-limited certifications as required*



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