

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

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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