

# How to Get Your 45-Hour Childcare Classes

*A step-by-step guide for new early childhood professionals*

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## Chapter 1

# Understanding the 45-Hour Requirement

The 45-hour Introduction to Child Care course is a foundational training required in many states for anyone working in a licensed child care center, group family home, or family day care. It introduces you to the principles of safe, healthy, and developmentally appropriate care for infants, toddlers, and preschool-age children.

This requirement exists to protect children and to ensure that every adult in a classroom understands the basics of supervision, hygiene, child development, and emergency response. Completing the course is usually one of the first credentials a new teacher or assistant earns.

### Who needs it?

- New child care teachers, assistants, and aides.
- Family child care providers preparing to register their home.
- School-age program staff working with younger children.
- Substitutes who plan to work more than a few days per year.

## Chapter 2

# What the 45 Hours Cover

Although the exact curriculum varies by state, every approved 45-hour course is built around the same core competency areas. Knowing them in advance helps you plan study time and decide which delivery format works best for you.

- Health, safety, and nutrition.
- Child growth and development from birth through age 12.
- Family and community relationships.
- Observation and assessment of young children.
- Curriculum planning and learning environments.
- Professionalism, ethics, and the role of the teacher.
- Statutes and regulations that govern child care in your state.
- Identification and reporting of child abuse and maltreatment.

Most courses also include a short final assessment and a certificate of completion that you submit to your employer or licensing agency.

## Chapter 3

# Choosing an Approved Training Provider

Hours only count toward licensing when they are delivered by a state-approved trainer or training organization. Before you pay for a class, confirm that the provider appears on your state's official approved list.

### What to look for

- Provider listed on your state's child care training registry.
- Clear breakdown of the 45 hours across required topic areas.
- Instructors with credentials in early childhood education.
- Refund and transfer policy in writing.
- Certificate that includes the provider ID, your name, and date.

In and Out Visions LLC offers approved coaching to help you select the right provider for your state and career goals.

## Chapter 4

# Online, In-Person, or Hybrid?

The 45 hours can usually be completed online, in person, or as a hybrid of both. Each format has trade-offs.

### Online self-paced

Best for working adults who need flexibility. You log in, complete modules, and take quizzes on your own schedule. Make sure the platform tracks time accurately, since many states require proof of seat time.

### Live virtual or in-person

Best for learners who prefer discussion, role-play, and immediate feedback. Live formats also build relationships with mentors and peers you'll see again throughout your career.

### Hybrid

Combines self-paced reading with live sessions for hands-on topics like CPR awareness, classroom setup, and lesson planning.

## Chapter 5

# Step-by-Step Enrollment Checklist

- Confirm your state's exact training requirement and deadline.
- Choose an approved provider and verify the course covers all required topic areas.
- Register and pay; save your receipt for employer reimbursement.
- Block out study time on your calendar — plan for about 5 to 8 weeks.
- Complete every module and pass the final assessment.
- Download and print your certificate of completion.
- Submit the certificate to your employer and your state's training registry.
- Keep a digital backup — you will reference it for years to come.

## Chapter 6

# Paying for the Course and Next Steps

Many states offer scholarships, employer reimbursement, or workforce-development funds that cover the cost of the 45-hour course. Always ask before paying out of pocket.

### Common funding sources

- T.E.A.C.H. Early Childhood scholarships.
- State child care workforce registry stipends.
- Employer tuition reimbursement programs.
- Local workforce investment boards.

Once your 45 hours are complete, you are positioned to begin your CDA credential, pursue your director credential, or open a family child care home. The next ebooks in this series walk you through each path.

# Thank you!

We're proud to support your journey in early childhood education. For coaching, registration help, and additional resources, visit **In and Out Visions LLC**.

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