



# 2018-19 NEW STUDENT ADMISSIONS CHECKLIST

## Child Care Center Operations

### 1. Orientation

All students must attend an orientation prior to enrollment. Please select **one (1)** orientation option below.

#### **Online Orientation:**

[www.sheridantechnicalcollege.edu/how-to-apply/online-orientation/](http://www.sheridantechnicalcollege.edu/how-to-apply/online-orientation/)

Password (**counselor**)

#### **On-campus Orientation:**

Main (Hollywood) Campus: Tuesdays at 9 a.m.-10 a.m.

Report to Building 11, Office of Student Affairs no later than 8:30 a.m. to register.

### 2. Complete Requested Paperwork

Please complete the following admissions forms using **black ink** only.

- *Workforce Education Registration Application*
- *Learner's Rights & Responsibilities form*
- *Admissions Interview Sheet (Initial each item)*
- *Florida Residency Declaration for Tuition Purposes form*
- Provide 2 forms of documentation as listed on the *Acceptable Proof of Residency Affidavit Documents*.
- *Credit Card Authorization Form (Not required if registering in-person)*  
**Note: The authorized credit card charge amount is \$174.00 for tuition.**

### 3. Submit Documents for Counselor/Advisor Review

Submit requested documents by fax (754.321.5422) or in-person at the Main campus (Building 11, Office of Student Affairs).

#### **Items to provide:**

- Valid picture ID
- Two (2) acceptable proof of FL residency
- *Florida Residency Declaration form*
- *Workforce Education Registration Application*
- *Learner's Rights & Responsibilities form*
- *Admissions Interview Sheet*
- *Credit Card Authorization Form (Not required if registering in-person)*
- Proof of name change and/or additional documents may be required (*if applicable*)

### 4. Register for Class

Registration is on a first come, first served basis and is complete once payment is processed. Prospective students can register upon receiving approval from the program counselor/advisor or designee. Registration is held throughout the year, so verify course availability and registration dates. Students registering by fax must submit the *Credit Card Authorization* form along with the required admissions documents. Students registering in person should report to the Building 12 at the Main Campus, Monday-Thursday 7:30 am- 8:00 pm or Friday 7:30 am – 4:30 pm.

#### **Note:**

- Please note the required textbook for the course is *Developing and Administering a Child Care and Education Program: 9th Edition (ISBN:9781305088085)*. The textbook can be purchased at the STC bookstore or other book vendors (Amazon, Ebay, the publisher, etc). Please allow sufficient time for delivery prior to the start of class.
- All forms and resources are provided at <https://www.sheridantechnicalcollege.edu/child-care-center-operations/>.

Sheridan Technical College (Main)  
5400 Sheridan Street  
Hollywood, FL 33021  
754.321.5400

[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

Sheridan Technical College (West)  
20251 Stirling Road  
Pembroke Pines, FL 33332  
754.321.3900

## Level 1 Florida Director's Credential

Although the following is not a requirement for admissions, it is a requirement to obtain the Level 1 Florida Director's Credential after completing this course.

- 18 years of age
- High School Diploma or GED
- 45 hour Introductory Child Care Training (Part I, Part II and Early Literacy)
- Active Staff Credential
- 8 hour Special Needs Training
- \*Overview of Child Care Management approved course  
*(\*Child Care Center Operations is included on the Department of Children and Families (DCF) list of approved "Overview of Child Care Management" courses)*

### Contacts/ Office Hours/ Orientation Schedule

Program Secretary/ Designee	Program Counselor/Advisor	Program Instructor
<p><b>Ashley Lutchi</b>                      754.321.5471 (Phone)                      754.321.5422 (Fax)</p>	<p><b>Jessica Clark</b>                      Jessica.Clark@browardschools.com                      754.321.5445</p> <p><b>Office Hours:</b>                      M                      10:30 a.m.-6:30 p.m.                      T, W, Th, F                      7:30 a.m.-3:00 p.m.</p> <p><small>*Unavailable during orientation (Tuesday: 9 a.m.-10 a.m.)</small></p>	<p><b>Lisa Hatter-Garcia</b>  <a href="mailto:Lisa.Garcia@browardschools.com">Lisa.Garcia@browardschools.com</a>                      754.321.5486</p>
Exceptional Education Specialist	Veterans Certifying Official	International Student Advisor
<p><b>Ervean Shannon-Goff</b>                      Ervean.Shannon-Goff@browardschools.com                      754.321.5447</p>	<p><b>Joanne Santana</b>                      Joanne.Santana@browardschools.com                      954.614.1608</p>	<p><b>Vera Fernandez</b>                      Vera.Fernandez@browardschools.com                      754.321.5737</p>



Sheridan Technical College  
 is accredited by  
 the Commission of the Council on Occupational Education.  
 7840 Roswell Road, Building 300, Suite 325  
 Atlanta, GA 30350  
 Tel: 770.396.3898 • Fax: 770.396.3790  
[www.council.org](http://www.council.org)



Sheridan Technical College  
 Practical Nursing Program is accredited through  
 Accreditation Commission for Education in Nursing, Inc.  
 Accreditation Commission for Education in Nursing, Inc. (ACEN)  
 3343 Peachtree Road NE, Suite 850  
 Atlanta, GA 30326  
 Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



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