

# Sheridan Technical College

## Commercial Class "B" Driving & Commercial Vehicle Driving

### 2024-25 Admissions Checklist



Welcome to Sheridan Technical College! Whether you are starting your career, changing careers or recently unemployed, we are confident you will gain the essential skills needed to be successful and we are here to support you every step of the way! Follow the instructions below to complete the admissions process.

#### Step 1: Attend Orientation

- The 1-hour orientation is conducted online and on-campus. Orientation provides an overview of the admissions process, services, policies/procedures and program info. A confirmation email will follow immediately after registration. Register for orientation at [www.sheridantechcollege.edu/online-orientation-schedule](http://www.sheridantechcollege.edu/online-orientation-schedule).

#### Step 2a: DOT Physical

- A Department of Transportation (DOT) physical examination must be conducted by a licensed "medical examiner" listed on the Federal Motor Carrier Safety Administration (FMCSA) National Registry. A list of certified medical examiners can be found at: <https://nationalregistry.fmcsa.dot.gov/home>. STC conducts random drug testing, therefore drug testing is not required during the DOT physical. Please verify the expiration date of the DOT Medical Examiner's certificate before submitting it for admissions.

#### Step 2b: Class A/B Permit

- Obtain the Class A or Class B permit from the Department of Motor Vehicles (DMV). Please review the CDL Handbook to ensure passing scores on the CDL permit exam ([www.flhsmv.gov/pdf/handbooks/englishcdlhandbook.pdf](http://www.flhsmv.gov/pdf/handbooks/englishcdlhandbook.pdf)). For a list of DMV locations visit: [www.flhsmv.gov/locations/broward](http://www.flhsmv.gov/locations/broward).

#### Step 2c: Driving Record

- Obtain your 7 year driving record from the Department of Motor Vehicles (DMV). If you have less than 7 years driving experience, please obtain a 3 year record. For a list of DMV locations visit: [www.flhsmv.gov/locations/broward](http://www.flhsmv.gov/locations/broward).

#### Step 3: Submit Documents

• Admissions documents are to be submitted in person. Save time by having the following documents completed prior to your visit (click on the form title below to access the form). Forms are also conveniently available on campus. An admissions interview with the program counselor/advisor is required to finalize the admissions process once all the following documents are submitted. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival. Refer to page 3 for counselor/advisor contact information and office hours.

1. [Workforce Education Registration Application](#)
2. [Workforce Education Registration Addendum](#)
3. [Explanation of Learner Rights and Responsibilities](#)
4. [Florida Residency Affidavit for Tuition Purposes](#)
5. 2 proofs of FL residency (See "[Florida Residency for Tuition Purposes](#)" on the next page for acceptable proof)
6. [Admissions Interview Form](#)
7. Valid (not expired) picture ID (i.e. driver's license, passport, etc.)
8. Department of Transportation (DOT) Physical
9. Class A or B permit
10. 7 or 3 year driving record

Click to open each form

#### Step 4: Request Disability Services

- This step is **OPTIONAL**.
- Prospective students who wish to self-identify as having a documented disability may request reasonable accommodations for testing and classroom instruction. For more information regarding the disability services process please visit [www.sheridantechcollege.edu/disability-services](http://www.sheridantechcollege.edu/disability-services). Forms are available on campus upon request.

#### Step 5: Apply for Financial Aid

- This step is **OPTIONAL**.
- Prospective students requesting financial assistance must complete the online Free Application for Federal Student Aid (FAFSA) as soon as possible. For more information regarding the financial aid process please visit [www.sheridantechcollege.edu/financial-aid](http://www.sheridantechcollege.edu/financial-aid) and select "Online Financial Aid Process".

## Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit required supporting documents. [Guide to Complete Florida Residency Form](#)

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

### Acceptable Proof

#### First Tier

**At least one (1) of the two (2) document(s) submitted must include:**

1. Florida Voter Registration Card ([Voter Information Lookup](#))
2. Florida Driver's License
3. Florida Identification Card
4. Florida Vehicle Registration
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida
7. Transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months.
8. Proof of Permanent full-time employment in Florida for at least 30 hours per week for a 12 month period.

#### Second Tier

**One (1) of the forms of documentation may include the following:**

1. A Florida professional or occupational license
2. Florida Incorporation
3. A document evidencing family ties in Florida
4. Proof of membership in a Florida-based charitable or professional organization.
5. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; legal agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

### Determining Dependency

Individuals meeting any of the following criteria shall be classified as an independent student for tuition purposes:

- You are 24 years of age or older.
- You are married. (*Copy of marriage certificate required.*)
- You have a child, or other dependent, who lives with you and receives more than half their support from you. (*Copy of most recent federal tax return required.*)
- You are a veteran of the U.S. Armed Forces or on active duty. (*Copy of military documents required.*)
- Your parents are deceased and you are, or were until age 18, a ward of the court. (*Copy of Department of Children and Families or court documents required.*)

### Academic Records

#### Approved Accrediting Agencies

Sheridan Technical College accepts academic records from educational institutions that are regionally accredited and their subsidiaries. Click [Approved Accrediting Agencies](#) for the approved list. Contact the program counselor/advisor for questions.

#### High School Diploma/ GED

A high school diploma or GED is required for some Certificate and Applied Technology programs and to obtain federal student aid. When using the high school diploma/GED for basic skills exemption or financial aid, a transcript is required GED transcripts must be requested from [GED.com](#). Be sure to select Sheridan Technical College as the recipient for the transcript.

#### Foreign Academic Records Evaluation

Prospective students with foreign education records wishing to receive a basic skills exemption, financial aid or admittance to a program that has a diploma requirement will need to get the records evaluated from an active National Association of Credential Evaluation Services member. Request an evaluation of educational records. Just a translation of a foreign transcript is not sufficient. Records must be certified as equivalent to a secondary or postsecondary education in the United States. Translation services may also be required for records in languages other than English. Click the [Approved Foreign Transcript Evaluation Agencies](#) list for approved agencies.

#### Experiential Credit

Prospective students with work or educational experience related to the program of interest may be eligible for Experiential Performance Awards. This allows students to accelerate the instructional process by applying past experiences toward the competencies taught in each Certificate and Applied Technology Program. Inform the program counselor/advisor if you would like to request experiential credit.

### Registration & Payment Options

Prospective students can register after receiving an acceptance letter from the program counselor/advisor. Registration is on a first come, first served basis, so payment is required to reserve your seat in the course. Payments can be made online or in person. Acceptable forms of payment include cash, Visa or MasterCard. The cardholder must be present for in-person payments.

### Additional Resources

[BC Articulation](#)

[Community Resource List](#)

[International Students](#)

[Student Catalog](#)

[Veterans Assistance](#)

## Additional Considerations

### Random Drug Testing

Mandatory random drug testing is part of this industry and this program. Therefore, if tested positive for drug/alcohol or refuse to submit to testing, you will be recommended for immediate withdrawal and fees paid for the drug screening test, tuition, books/supplies, etc. are nonrefundable.

### Attendance and Skills Testing

Students must attend at least 280 hours for Class A and 130 hours for Class B to remain enrolled or run the risk of being withdrawn and/or not earning a certificate of completion. Students must complete the three skills tests (pre-trip examination, basic skills maneuvers, and road test) prior to the course midpoint to move to the road portion of instructions.

### Driving and Legal Record

History of felony convictions and some traffic offenses may impact your ability to secure employment in the Commercial Driving industry.

## Counselor/Advisor Contact & Office Hours

| Counselor/Advisor  | Programs   | Orientation   | Office Hours   |
|--|--|---|--|
| <b>June Armstrong</b><br>June.Armstrong@browardschools.com<br>754.321.3903 | Adv. Auto: Audi<br>Commercial Class "B" Driving<br>Commercial Vehicle Driving<br>Diesel Systems Technician | <p style="text-align: center;"><i>Online</i></p> Wednesdays<br>11:00 a.m. – 12:00 p.m.<br><br><p style="text-align: center;"><i>On-Campus (Dates vary)</i></p> Tuesday<br>4:00 p.m. – 5:00 p.m. | <p style="text-align: center;"><b>M,W,TH,F</b></p> 8:00 a.m.- 4:00 p.m.<br><p style="text-align: center;"><b>T</b></p> 9:30 a.m.- 5:30 p.m.<br>*Unavailable during orientation |

## Financial Aid Advisor Contact

| Financial Aid Advisor  | Programs  |
|--|---|
| <b>Sabine Baur</b><br>Sabine.Baur@browardschools.com<br>754.321.5506 | Commercial Class "B" Driving - Commercial Vehicle Driving |

## Additional Support Services

| Exceptional Education Specialist   | Veterans Certifying Official               | International Student Advisor  |
|--|--|--|
| <b>Ervean Shannon-Goff</b><br>Ervean.Shannon-Goff@browardschools.com<br>754.321.5447 | <b>TBD</b><br>954.614.1608 or 754.321.5400 | <b>Vera Fernandez</b><br>Vera.Alvarez@browardschools.com<br>754.321.5737 |

## Program Information

| Program  | Hours | Length (Full-time) |
|--|-------|--------------------|
| **Click the program name for more information**      |       |                    |
| <a href="#">Commercial "Class B" Driving</a>         | 150   | 5-6 Weeks          |
| <a href="#">Commercial Vehicle Driving - Class A</a> | 320   | 9-10 Weeks         |

**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