

# Sheridan Technical College

## Office of Student Affairs (2021-22)

### Child Care Center Operations Online Admissions Checklist



Welcome to Sheridan Technical College! Thank you for your interest in the Child Care Center Operations program. The administrator of a child care facility is a multifaceted position that requires an extensive amount of skill, knowledge and expertise in program administration. Florida Legislature mandates per Child Care Licensing Standards that directors of licensed child care facilities have a Director's Credential.

The Child Care Center Operations program is an approved Department of Children and Families (DCF) course and is included on the State of Florida's approved "Overview of Child Care Management" course list for earning a Florida Director's Credential. The program is 45 hours (8 weeks) and is available online only. The tuition for students who are considered Florida residents for tuition purposes is **\$174.00**. The out-of-state tuition cost is **\$552.00**. Classes are available every 9 weeks. Please refer to the [program flyer](#) for further details.

Follow the instructions below to complete the online admissions process. Please read this document in its entirety before starting the admissions process. For your convenience, all the forms are fillable with an electronic or digital signature option, so printing is optional. Forms must be signed. Simply typing a signature is not permitted. To scan printed documents with a desk-top or phone app scanner, refer to step 4 (Complete & Upload Documents) for instructions on signing forms, uploading documents and free scanner apps.

### Admissions Process: Child Care Center Operations

<b>Step 1: Attend Orientation</b>	All students must attend an orientation prior to enrollment. Please select one (1) orientation option below. <b>Online Orientation:</b> <a href="http://www.sheridantechicalcollege.edu/how-to-apply/online-orientation/">www.sheridantechicalcollege.edu/how-to-apply/online-orientation/</a> Password: <b>counselor</b> Click "View Now" to access the online orientation. <a href="#">View Now &gt;&gt;</a>
<b>Step 2: Request Applicant Account</b>	After completing the online orientation, prospective students will need to request an applicant account to securely submit documents. Once the request is submitted, your account details will be emailed to you within 2 school days. This is a password protected page, so type the password <b>CCC101</b> where indicated on the page. Information requested on this application is required to create an STC applicant account. Click "View Now" to access the request form. <a href="#">View Now &gt;&gt;</a>
<b>Step 3: Request Disability Services (OPTIONAL)</b>	Prospective students who wish to self-identify as having a documented disability may request reasonable accommodations for testing and classroom instruction. <b>This step is optional</b> , so move to step 4 if you don't require disability services. Click "View Now" for instructions. <a href="#">View Now &gt;&gt;</a>
<b>Step 4: Complete &amp; Upload Documents</b>	All required documents will need to be uploaded to your applicant account (Focus Portal) in order for STC to process your request for admissions. Click "View Now" for instructions. <a href="#">View Now &gt;&gt;</a>
<b>Step 5: Register</b>	Once you have uploaded your admissions documents, please contact the program secretary Ms. Nelson at <a href="mailto:mrs.nelson@browardschools.com">mrs.nelson@browardschools.com</a> to process your application. You will be instructed to pay for the class online via your Focus student portal (applicant account) once your application has been successfully processed. Click "View Now" for the online payment instructions. <a href="#">View Now &gt;&gt;</a>

The course instructor is Lisa Hatter-Garcia. The weekend prior to the start of class, she will send a welcome email which will entail the course outline, instructions on accessing the course online, etc. If you do not receive the email the weekend prior to the start of class, please email Mrs. Hatter-Garcia at [lisa.garcia@browardschools.com](mailto:lisa.garcia@browardschools.com).

## 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 students)—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) forms of documentation submitted must include the following:**

1. Florida Voter Registration Card
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

If you are under the age of 24, you are considered a dependent student and a parent or legal guardian is considered the FL residency claimant. You are considered an independent student for the determination of residency for tuition purposes if...

- 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.)*
- You are or were until age 18, a ward of the court. *(Copy of Department of Children and Families or court documents required.)*

### Level 1 Florida Director's Credentials Requirement

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 program.

- 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.

### Registration & Payment Options

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 online must refer to [Step 5](#) (pg. 9) for online payment instructions.

### Tuition

Tuition for students who are considered Florida residents for tuition purposes is **\$174.00**. Out-of-state tuition cost is **\$552.00**.

### Book & Supplies

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.

### Contacts

#### Program Counselor

**Jessica Clark-Flournoy**  
Jessica.Clark@browardschools.com  
754.321.5445

#### Program Secretary

**Adreia Nelson**  
Mrs.Nelson@browardschools.com  
754.321.5442

### Additional Resources

[Program Flyer- CCCO](#)

[MyFIFamilies.com-Child Care](#)

[Career Center Flyer](#)

[Student Catalog](#)

[Community Resource List](#)

[STC Website](#)

[Veterans Assistance](#)

[International Students](#)

# Sheridan Technical College

## Office of Student Affairs

### Step 3: Request Disability Services Child Care Center Operations



Welcome to step 3 of the Child Care Center Operations online admissions process! This step is optional, so move to step 4 (Complete & Upload Documents) if you do not require disability services. Sheridan Technical College assures students with disabilities equal access and reasonable accommodations as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. The Exceptional Education Specialist facilitates this process. Please note, self-identification of disability status is strictly voluntary. Individuals wishing to receive services and accommodations due to a documented disability must complete the following process.

### Request Disability Services

1. Complete steps 1 (Attend Orientation) and 2 (Request Applicant Account) of the online admissions process.
2. Submit official documents which verify your disability and/or medical condition from a qualified medical professional (physician, psychologist, or psychiatrist) **or** an IEP/504 Plan from a Florida public high school. Documents must be current (**within the last 4 years**). If you are not in possession of verification documents, you may use STC's *Verification of Disability Form* (refer to Required Disability Services Forms below). This form must be completed by a qualified medical professional and must include: the medical professional's signature, credentials and official office stamp. Once completed, upload the *Verification of Disability Form*, supporting documents and the forms listed below in the "Verification of Disability" folder in your applicant account (Focus Portal). **The original Verification of Disability Form must be submitted to Ervean Shannon-Goff (Exceptional Education Specialist) in Building 11 when STC reopens.** Please note, all submitted documents are subject to verification.
3. After submitted documents are verified and eligibility has been determined, students will participate in an intake interview with the Exceptional Education Specialist. During the interview, students will have the opportunity to discuss their request for services and a 504 Plan may be generated which will indicate diagnosis, impact on learning, independent functioning and accommodations.

### Additional Requirements

Although the FAFSA is optional, this is a requirement for students who are funded by Vocational Rehabilitation. Please refer to step 3 (Apply for Financial Aid) for details on completing the FAFSA.

### Required Forms

**For your convenience, most forms are fillable with an electronic or digital signature option, so printing is optional.** Refer to step 5 (Complete & Upload Documents) for instructions on signing forms, uploading documents and free scanner app resources. Forms must be signed. Simply typing a signature is not permitted. Please be sure to appropriately scan printed documents with a desk-top or phone app scanner.

1. [Verification of Disability Form](#)
2. [Explanation of Learner Rights & Responsibilities](#)
3. [Section 504 Acknowledgement](#)
4. [Student Information Form](#)
5. [Student Medical Information Form](#)
6. [Authorization for Release of Information](#)

### Contact

For questions, contact Ervean Shannon-Goff at (754) 321-5447 or email [ervean.shannon-goff@browardschools.com](mailto:ervean.shannon-goff@browardschools.com).

# Sheridan Technical College

## Office of Student Affairs

### Step 4: Complete & Upload Documents Child Care Center Operations



Welcome to step 4 of the online admissions process for Child Care Center Operations! The admissions forms must be uploaded into your Focus Student Portal. **Most forms are fillable with an electronic or digital signature feature, so printing is optional.** **Instructions on [signing forms](#), [uploading documents](#) and free [scanner app resources](#) start on page 2.** Forms must be signed. Simply typing a signature is not permitted. Be sure to appropriately scan printed documents with a desk-top or phone app scanner.

#### Admissions Forms

Upload forms and supporting documents to the “Admissions Documents” folder in Focus Student Portal.

1. [Workforce Education Registration Application](#)
2. [Explanation of Learner Rights and Responsibilities](#)
3. [Florida Residency Affidavit for Tuition Purposes](#)  
\* Upload 2 proofs of FL residency. **(See below “Florida Residency for Tuition Purposes” for more information)**
4. [Counselor Interview Form](#)
5. High School or GED Transcript (If required by program or applying for basic skills exemption)
6. Valid (not expired) picture ID (i.e. driver’s license, passport, etc.)



#### 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](#)

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#### Acceptable Proof

##### First Tier

**At least one (1) of the two (2) forms of documentation submitted must include the following:**

9. Florida Voter Registration Card ([Voter Information Lookup](#))
10. Florida Driver’s License
11. Florida Identification Card
12. Florida Vehicle Registration
13. 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.
14. Proof of a homestead exemption in Florida
15. 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.
16. 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:**

6. A Florida professional or occupational license
7. Florida Incorporation
8. A document evidencing family ties in Florida
9. Proof of membership in a Florida-based charitable or professional organization.
10. 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

If you are under the age of 24, you are considered a dependent student and a parent or legal guardian is considered the FL residency claimant. You are considered an independent student for the determination of residency for tuition purposes if...

- 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.)**
- You are or were until age 18, a ward of the court. **(Copy of Department of Children and Families or court documents required.)**

## Scanning Documents: Free App Resources

**Be sure to appropriately scan printed documents with a desk-top or phone app scanner.** We understand there may be some scanning capability limitations when submitting documents. For this reason, provided below are some sample scanner apps that may be of assistance. These apps are free and compatible with IOS and Android devices (GooglePlay or App Store). Note, this is merely a short list of suggested apps for your convenience, so conduct your own research to find a scanning solution that works best for you.

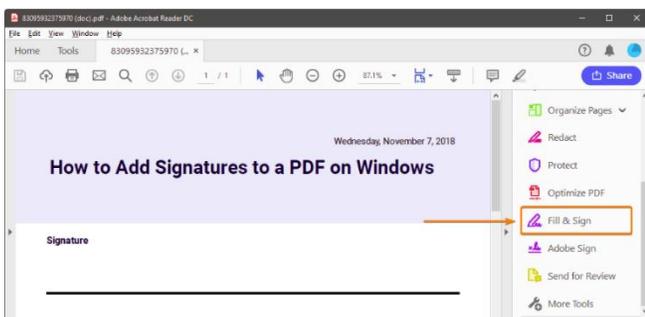
1. Adobe Scan
2. Microsoft Office Lens
3. CamScanner

## Signing a PDF Form Electronically or Digitally

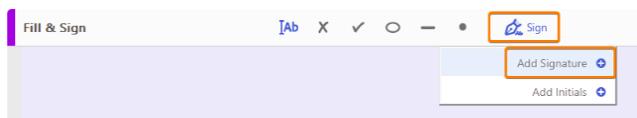
For your convenience, most forms are fillable with an electronic or digital signature feature, so printing is optional. If you wish to sign the form electronically or digitally, this must be done via Adobe. If you do not have Adobe, you may be able to download Adobe for free online. The web-based PDF form(s) does not have the electronic or digital signing capabilities, however, users can electronically complete the form and print to sign. Forms must be signed. Simply typing a signature is not permitted. Please select one of the following two signature options:

### OPTION 1: Electronic Signature

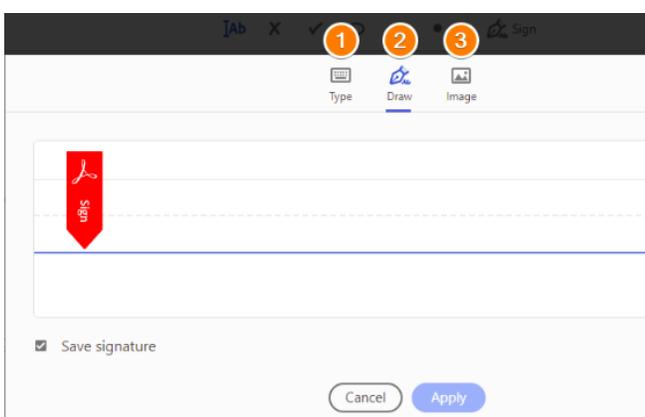
1. If the form is a web-based PDF file, you must download and save the PDF file to your computer in order to electronically or digitally sign the form via Adobe.
2. Open the PDF file in **Adobe Acrobat**.
3. Click on **Fill & Sign** in the **Tools** pane on the right.



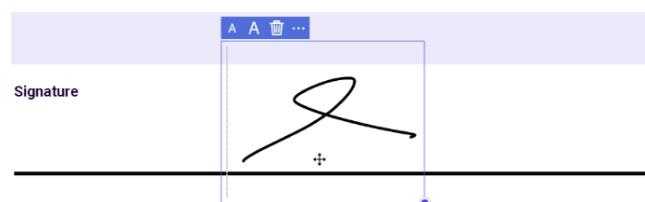
4. Click **Sign**, and then select **Add Signature**. (Select **Add Initials** if you wish to add your initials to a form)



5. A popup will open, giving you three options—**Type**, **Draw**, and **Image**. Select **Draw** and sign your name using the mouse or your finger/stylus pen for touch screen devices. Then click the **Apply** button. If you already have a saved image of your signature on file, you can select the Image option instead. Please **do not** select the option to **Type**.



6. Drag and position the signature on the signature line of your PDF form. You can resize the signature as you wish.



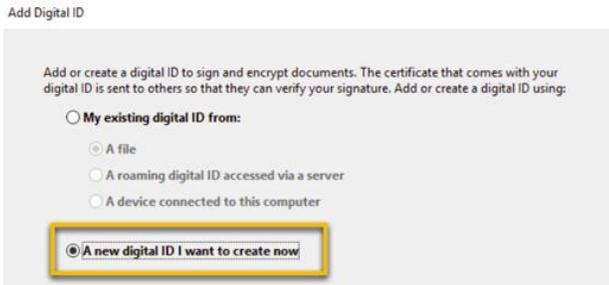
7. Save the document to your computer.
8. Follow the same process for adding your initials to a form.

## OPTION 2: Digital Signature

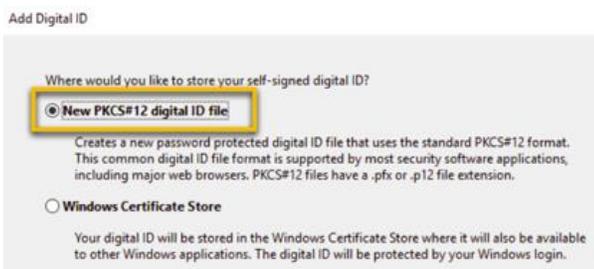
1. If the form is a web-based PDF file, you must download and save the PDF file to your computer in order to electronically or digitally sign form via Adobe.
2. Open the PDF file in **Adobe Acrobat**.
3. In Acrobat, click the **Edit** menu and choose **Preferences**, then **Signatures**.
4. On the right, click **More** for **Identities & Trusted Certificates**.
5. Select **Digital IDs** on the left, and then click the **Add ID** button. 



6. Select the option **A New Digital ID I Want to Create Now**, and click **Next**.



7. Specify where to store the digital ID, and click **Next**.



8. Do the following:
  - a. **Name:** enter first and last name (as shown on your picture ID or driver's license)
  - b. **Organizational Unit and Organization Name:** leave blank or fill-in if you wish
  - c. **County/Region:** select **US-United States** from dropdown box
  - d. **Key Algorithm:** select **2048-bit RSA** from dropdown box
  - e. **Use Digital ID for:** select **Digital Signature and Data Encryption** from dropdown box

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe

Organizational Unit: Sales

Organization Name: Sales and Marketing Inc.

Email Address: doe@salesandmarketinginc.com

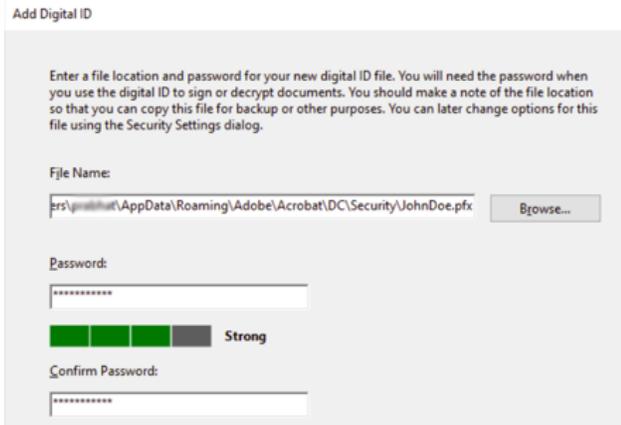
Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

9. Do the following:

- a. Type a **Password** for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength. Reconfirm your password. If you must write down your password, store it in a secure location.
- b. The digital ID file is stored at a default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.
- c. Click **Finish**.



10. The digital signature is now created. To sign the form click on the signature line.



11. Select your digital signature and click **Continue**.

12. Check the **Lock Document After Signing** box, enter your digital ID password and click **Sign**.



13. Your digital signature will now appear on the signature line of the form. You may be prompted to save the document.

14. If you haven't done so, save your document.

## Uploading Documents in Applicant Account (Focus Portal)

You must first **download and save the desired form(s) onto your computer** and then complete the following steps to upload the forms to your applicant account (Focus Portal). **Please be sure to appropriately scan printed documents with a desk-top or phone app scanner.**

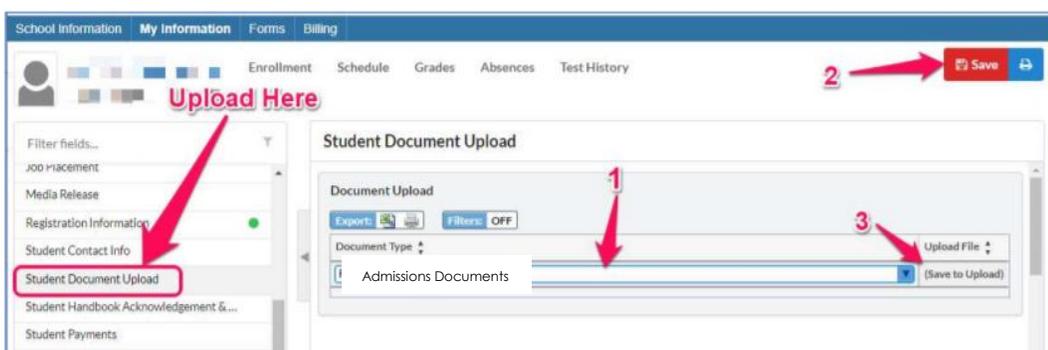
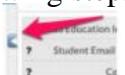
1. Download and save the desired form to your computer. Click [signing forms](#) for instructions on electronically or digitally signing PDF forms if you have not signed the form(s).
2. Using Chrome, Firefox, or Safari go to [browardfocus.com](http://browardfocus.com).
3. Login to your applicant account (Focus portal). *Refer to your account confirmation email for step 2 (Request Applicant Account) of the online admissions process for account information.*
  - a. **Username:** 10 digit student ID number
  - b. **Password:** "P"+Date of birth (PMM/DD/YYYY)
  - c. Note, your password is defaulted to your birthday **unless** you have logged into Focus before and changed your password. If you have already set a unique password for yourself, please use that one.



4. Click on **My Information** then **Demographic/Address Info**



5. On the left side, scroll down and click on **Student Document Upload** and complete the following steps. If you are using your phone, click the little arrow on the left side of your screen to expand the menu.
  - a. Select the type of document you are uploading from the **Document Type (1)** dropdown.
  - b. Then click **Save (2)** after you have selected your Document Type.
  - c. After you save, hover over the **Upload File (3)** box  
You will see options to Scan or Upload



6. You will see options to **Scan** or **Upload**. **Upload** forms to the appropriate folder. If you are using your phone click, **Upload** and it will allow you to take or upload a photo. Allow the file to upload completely. You do not need to hit Save again.



# Sheridan Technical College

## Office of Student Affairs

### Step 5: Register Child Care Center Operations



Registration is on a first come, first served basis and is complete once payment is processed. Once you have uploaded your admissions documents, please contact the program secretary Ms. Nelson at [mrs.nelson@browardschools.com](mailto:mrs.nelson@browardschools.com) to process your application. You will be instructed to pay for the class online via your Focus student portal (applicant account) once your application has been successfully processed. Registration is held every 9 weeks, so verify course availability and registration dates.

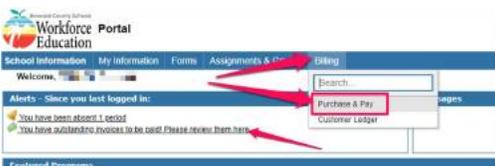
Once registered, you will receive a welcome email from the course instructor Lisa Hatter-Garcia the weekend prior to the start of class. The email will contain the course outline, instructions on accessing the course online, etc., etc. If you do not receive the email the weekend prior to the start of class, please email Mrs. Hatter-Garcia at [lisa.garcia@browardschools.com](mailto:lisa.garcia@browardschools.com).

## Instructions: How to Pay Online

**Step 1:** Login to your applicant account (Focus Student Portal) at [browardfocus.com](http://browardfocus.com).



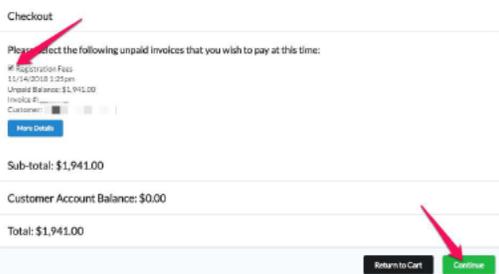
**Step 2:** Either click the alert stating, "You have outstanding invoices to be paid!" Or look under the **BILLING** dropdown and select, **PURCHASE & PAY**.



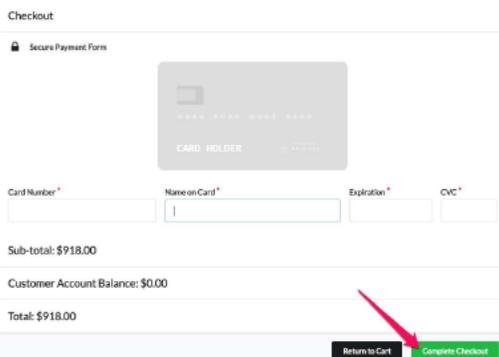
**Step 3:** At the top, it will say, "You have outstanding invoices". Click **VIEW NOW**.



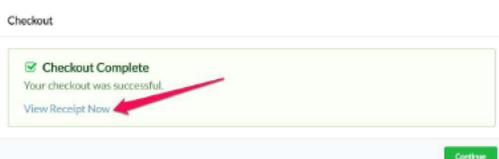
**Step 4:** Check the box next to the invoice that you are paying. If there are multiple invoices, make sure to select the invoice that matches your acceptance letter. Then click, **CONTINUE**.



**Step 5:** Enter your credit card information and click, **COMPLETE CHECKOUT**.



**Step 6:** In the popup box, you can click **VIEW RECEIPT NOW** to view and print your receipt.



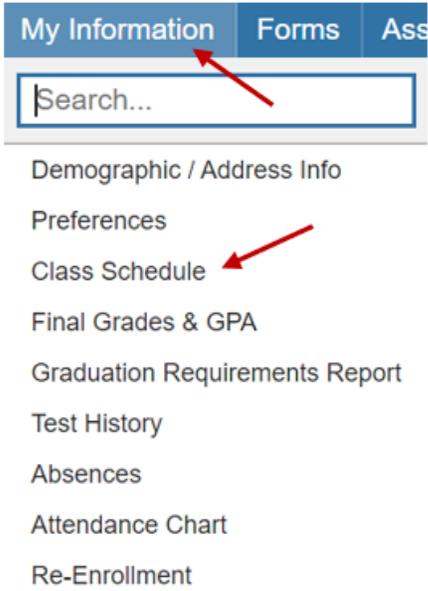
## Instructions: How to View Schedule

Once the payment is processed, your class schedule may take up to 2 business days to be available to view.

**Step 1:** Login to your applicant account (Focus Student Portal) at browardfocus.com.



**Step 2:** Select **MY INFORMATION**, then select **CLASS SCHEDULE**



## Instructions: How to View Receipt

Once the payment is processed, you can view your receipt immediately.

**Step 1:** Login to your applicant account (Focus Student Portal) at browardfocus.com.



**Step 2:** Select **BILLING**, then select **CUSTOMER LEDGER**

