

# Sheridan Technical College

## Office of Student Affairs (2021-22)

### Step 5: Take Basic Skills Test



Welcome to step 5 of the online admissions process! The basic skills requirement must be met to earn your certificate and to participate in graduation. Not all students are required to test, so please read the following guidelines carefully.

#### Basic Skills Test Requirements & Process

##### Who Should Test

Career Technical Education (CTE) students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. Some students may be exempt from testing, so please refer to the Basic Skills Exemption/Exit Criteria below for details.

##### Who Should Not Test

Career Technical Education (CTE) students enrolled in a postsecondary program that is less than 450 hours or students who have met one of the exemption/exit criteria listed below, are not required to test. Child Care Center Operations, Commercial Class "B" Driving, Commercial Vehicle Driving, Facials Specialty and Phlebotomy students are **not** required to test due to program length.

##### Subject/ Length/ Format

The CASAS Goals (Reading/Math) and TABE 11/12 (Language) computer-based tests assess students in the areas of reading, math and language. Testing will take approximately 3 to 3.5 hours to complete.

##### Schedule

**Main Campus (Building 12):** Testing is available Monday - Thursday starting at 9:30 am **&** Wednesday - Thursday at 5:30 pm.

**West Campus (Main Office):** Testing is available Tuesdays starting at 9:00 am.

##### Registration Procedures

Testing is by appointment only. There is a \$15.00 testing fee and a valid picture ID is required. Acceptable forms of payment are cash, Visa or MasterCard. The cardholder must be present in order to process in-person payments. Please report to the following locations at least one day prior to the desired test day to register.

**Main Campus:** Building 11

**West Campus:** Main Office

##### Acceptable Identification

A valid (not expired) photo ID is required to register and test. Examples of acceptable identification include: state issued driver's license, state issued identification card, permanent resident card, employment authorization card or passport.

##### Test Accommodations

Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing. Refer to Step 4 of the online admission process for details.

##### Results

Test results are available 24 hours after testing. Please contact the program counselor/advisor for an appointment. Remediation is available online or on-campus for students who do not meet the required scores.

##### Special Considerations

Please note, children are not permitted in the testing room. Face mask is required.

#### Basic Skills Exemption/Exit Criteria

*You may be exempt from testing if you:*

1. Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma (*official high school transcript required*);
2. Possess a college degree at the Associate in Applied Science (AAS) level or higher from an accepted accredited college or university (*official diploma or transcript required*);
3. Demonstrate readiness on the 2014 GED® (*official transcript required*);
4. Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (*official test results required. Valid up to 2 years prior to the start of program*);
5. Active duty member of any branch of the United States Armed Services (*paper order or ID card required*);
6. Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (*official test results required*); or
7. Enrolled in an apprenticeship program that is registered with FLDOE.

#### Test Preparation

Click [TABE 11/12 Language](#)

Click [CASAS Goals Reading & Math](#)

STC/ME/7-6-21

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Online Admissions Checklist

Go To  
Step 1

Go To  
Step 2

Go To  
Step 3

Go To  
Step 4

Go To  
Step 6

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