

Sheridan Technical College

Commercial Class "B" Driving & Commercial Vehicle Driving

2025-26 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.sheridantechnicalcollege.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). For a list of DMV locations visit: 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.

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 Application 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.sheridantechnicalcollege.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.sheridantechnicalcollege.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 consecutive 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. For more information, refer to the *Florida Residency Affidavit for Tuition Purposes* form in step 3.

Academic Records

Academic Records Recognition Criteria

Sheridan Technical College accepts academic records from other institutions for the purpose of decisions regarding admissions, eligibility for financial aid, basic skills exemption/exit, and recognition of prior academic work. To ensure the academic integrity and quality of educational programs, STC recognize academic records only from institutions that meet one of the following criteria:

Accredited Institutions:

Educational institutions accredited by agencies listed on the BTC's Approved Accrediting Agency list. Contact the program counselor/advisor or click on [Approved Accrediting Agencies](#) for a comprehensive list of approved agencies.

Public School Districts or U.S. Territories:

Public school districts or U.S. territories that do not utilize a formal accrediting body but are registered with their respective State or Territorial Departments of Education. Educational records issued by U.S. territories must be translated into English if not already provided in English. Credential evaluation is not required in such cases.

Registered Home Education Programs:

Home education program completers must submit this institution's Affidavit of Home School Completion form in compliance with Florida Statutes s. 1002.41 and s. 1007.263(2)(a), F.S. The affidavit must be completed, signed by the designated Home School Official (parent or legal guardian), and notarized. All required supporting documentation, as specified by this institution, must be submitted with the affidavit. Contact the program counselor/advisor or click on [Affidavit of Home School Completion](#) to obtain the form.

Foreign Institutions with Evaluation Reports:

Academic records from foreign institutions must be evaluated by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), the Association of International Credential Evaluators (AICE), FLDOE Bureau of Educator Certification (BEC), or an accepted accredited four-year college or university in the United States. The evaluation must certify that the academic records are equivalent to a secondary and/or postsecondary education in the United States. Contact the program counselor/advisor or click on [Foreign Education Credentials Evaluation Agencies](#) for a comprehensive list of approved agencies.

High School Diploma/ GED

To enroll in certain Certificate and Applied Technology programs, students must have a high school diploma or GED. If a student is using their diploma or GED to qualify for basic skills exemption or financial aid, an official transcript is required. Students who have earned a GED must request their official GED transcript through [GED.com](#) and should designate Sheridan Technical College as the recipient.

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.

Financial Aid Options

Financial Aid is available and awarded based on each student's individual financial need. The Office of Financial Aid will assess eligibility and provide guidance on application requirements. To ensure compliance with federal financial aid regulations, students are not permitted to receive federal aid from more than one postsecondary institution at the same time. Receiving aid from multiple institutions may result in over-awards, which can lead to repayment obligations, loss of eligibility, and potential legal consequences. To remain compliant, students who are enrolled at more than one institution must inform the Office of Financial Aid to ensure that only one institution administers their financial aid. Sheridan Technical College does not participate in federal student loan programs and does not offer loans of any kind. However, various funding sources may be available to students depending upon the course of study and/or financial need. Students are encouraged to meet with a financial aid advisor or visit the Office of Student Affairs to explore available funding options and determine eligibility.

School Policies and Procedures

The Broward Technical College (BTC) Student Handbook serves as a comprehensive guide for students, outlining the rules, policies, procedures and expectations of Atlantic, McFatter and Sheridan Technical College. To access the BTC Handbook online visit, www.sheridantechnicalcollege.edu/student-handbook.

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. Acceptable forms of payment include cash, Visa or MasterCard. The cardholder must be present for in-person payments.

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
June Armstrong June.Armstrong@browardschools.com 754.321.3903	<ul style="list-style-type: none"> Commercial Class “B” Driving Commercial Vehicle Driving Diesel Systems Technician Manufacturer Specific Automotive Service Technology – Audi/Dealer Exclusive Training Manufacturer Specific Automotive Service Technology – Mazda MAST 	<i>Online</i> Wednesdays 11:00 a.m. – 12:00 p.m. <i>On-Campus (Dates vary)</i> Tuesday 4:00 p.m. – 5:00 p.m.	M,W,TH,F 8:00 a.m.- 4:00 p.m. T 9:30 a.m.- 5:30 p.m. *Unavailable during orientation

Financial Aid Advisor Contact

Financial Aid Advisor	Programs
Sabine Baur Sabine.Baur@browardschools.com 754.321.5506	Commercial Class “B” Driving - Commercial Vehicle Driving

Additional Support Services

Exceptional Education Specialist	Veterans Certifying Official	International Student Advisor
Ervean Shannon-Goff Ervean.Shannon-Goff@browardschools.com 754.321.5447	Jessica Clark Jessica.Clark@browardschools.com 954.614.1608	Vera Fernandez Vera.Alvarez@browardschools.com 754.321.5737

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

www.SheridanTechnicalCollege.edu

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