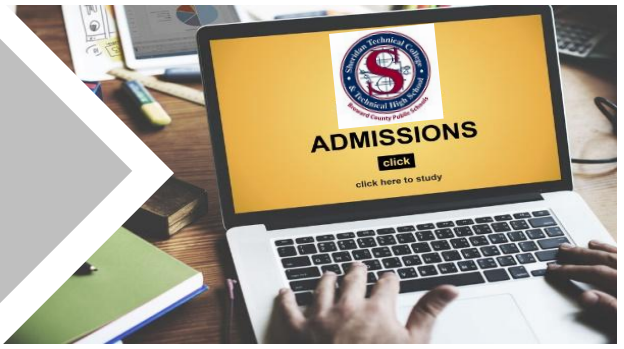


Sheridan Technical College

Child Care Center Operations 2026-27 Admissions Checklist



Welcome to Sheridan Technical College! STC’s Child Care Center Operations (CCCO) 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. Follow the instructions below to complete the admissions process. Documents can be submitted online or in-person.

Admissions Process: Child Care Center Operations

Step 1: Attend Orientation	<p>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.</p> <p>Register for orientation at www.sheridantechncollege.edu/online-orientation-schedule.</p>
Step 2: Request Applicant Account	<ul style="list-style-type: none"> Complete this step only if you wish to submit admissions documents online (see next bullet for instructions). If submitting documents in person, disregard this step and move to step 3. After completing the online orientation, prospective students will need to request an applicant account to securely submit documents online. Once the request is submitted, your account details will be emailed to you within 2 school days. Please refer to the information below for the link and password to access the applicant account request form. <p><i>Applicant Account Request Link:</i> www.sheridantechncollege.edu/request-applicant-account <i>Password:</i> CCC101</p>
Step 3: Request Disability Services (OPTIONAL)	<p>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 about the disability services process, visit www.sheridantechncollege.edu/disability-services. Forms are available on campus upon request.</p>
Step 4: Complete & Upload Documents	<p>Complete and submit all the required admissions forms and supporting documents listed below. Admissions forms are provided starting on page 3. The forms are fillable. Be sure to save the forms on your device. Forms must be signed. Simply typing a signature is not permitted. For online submissions, upload admissions forms to the applicant account (Focus Student Portal) OR submit in-person at Sheridan Technical College (5400 Sheridan Street, Hollywood, FL 33021 – Building 11). For instructions on how to sign and upload your admissions documents to your Focus student portal, visit tinyurl.com/CCCO-HowTo.</p> <ol style="list-style-type: none"> 1. Workforce Education Registration Application <i>(form attached)</i> 2. Workforce Education Registration Application Addendum <i>(form attached)</i> 3. Explanation of Learner Rights and Responsibilities <i>(form attached)</i> 4. Florida Residency Affidavit for Tuition Purposes <i>(form attached)</i> 5. 2 proofs of FL residency (Refer to “Florida Residency for Tuition Purposes” on the next page for acceptable proof) 6. Admissions Interview Form <i>(see attached form)</i> 8. Valid (not expired) picture ID (i.e. driver’s license, passport, etc.)
Step 5: Register	<p>Once admissions documents are uploaded to the Focus student portal, contact Ms. Copeland at dorie.copeland@browardschools.com or 754.321.5459 to process the application. Once the application processed, payment can be made online via the Focus student portal or in-person. For online payment instructions, visit tinyurl.com/CCCO-HowTo.</p>

Note: 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.



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.)*

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. For online payment instructions, visit tinyurl.com/CCCO-HowTo.

Tuition

For more details about tuition and fees refer to the program flyer at www.sheridantechnicalcollege.edu/program-flyers.

Book & Supplies

Please note the required textbook for the course is *Developing and Administering a Child Care and Education Program: 10th Edition* (ISBN:9780357513200). 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

Dorie Copeland
Dorie.Copeland@browardschools.com
754.321.5459

Additional Resources

Program Flyer- CCCO	MyFIFamilies.com-Child Care	BC Articulation	Student Catalog
Community Resource List	STC Website	Veterans Assistance	International Students



Career, Technical, Adult & Community Education

WORKFORCE EDUCATION REGISTRATION APPLICATION

REGISTRATION APPLICATION DIRECTIONS: Please print and use legal names. Please complete each item. Every item on this application is required by Florida Statute and/or Florida Administrative Code. If you feel you need assistance to complete this form please see a staff member at the time of registration.

STUDENTS WITH DISABILITIES: Accommodations and services are available to students with documented disabilities. If you have any special needs, please arrange an appointment for advisement/counseling with designated personnel at the school. Reasonable efforts will be made to accommodate your needs.

PROGRAM / COURSE REQUESTED		SECTION(S)	
FIRST NAME	LAST NAME		MI
BIRTH DATE (MM/DD/YYYY) ____/____/____	STUDENT ID #	Do you have a standard diploma/GED? <input type="checkbox"/> Yes (31) <input type="checkbox"/> No (30)	SOCIAL SECURITY # ____-____-____
FORMER OR MAIDEN NAME (if applicable)	IN WHAT COUNTRY WERE YOU BORN?		GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male
RESIDENCY FOR TUITION PURPOSES: (Check one) Are you:			
<input type="checkbox"/> A Florida Resident? (4) (F) <input type="checkbox"/> An Out-of-State Resident? (5) (N)			

Please answer **BOTH** questions 1 and 2.

Ethnicity:

1. Are you Hispanic or Latino? (Please choose only one)

- Not Hispanic or Latino
 Yes, Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

Race:

2. What is your race? (Please mark all that apply)

- American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment
 Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
 Black or African American – A person having origins in any of the black racial groups of Africa
 Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands
 White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa

IN WHAT COUNTY DO YOU LIVE?

- Broward Miami - Dade Palm Beach Other _____

PERCEIVED EMPLOYMENT BARRIERS

Do you feel that you possess attitudes, beliefs, customs or practices that influence the way you think, act or work which may be a barrier to employment?

- Yes (C) No (N)

EX- OFFENDER

Previously or currently subject to any stage of the criminal justice process?

- Yes (E) No (N)

ARE YOU CURRENTLY EMPLOYED? (Check one)

- Yes (E) Not employed (looking and eligible for employment) (U)
 Employed but with a Notice of Termination or in transition of military service (S) Not in Labor Force (incarcerated, not eligible for employment or seeking employment) (N)

HOMELESS/RUNAWAY YOUTH (Check one)

- Homeless but staying without a fixed, regular nighttime residence (A)
 Homeless but staying in non-traditional housing (ex. park, abandoned building, or bus station) (B)
 Child of migrants who have changed school districts in the last 3 years due to parents' seasonal employment (C)
 Under 18 years of age and who has run away from home or legal residence without permission of his or her family (D)
 Does not apply (N)

MIGRANT/SEASONAL FARM WORKERS (Check one)

- Low-income individual (or their dependent) employed primarily in farming and currently unemployed or finding difficulty obtaining work for 12 months out of the last two years. (A)
- Migrant or seasonal farm worker (or their dependent) (B) Does not meet the conditions described above. (N)

HIGHEST SCHOOL GRADE COMPLETED (Check one)

- Completed at least part of 1st through 11th grade
Highest grade completed _____
- Completed 12th grade but did not attain a diploma or equivalency (12)
- Have a disability and attained a special diploma or high school certificate of attendance (15)
- Completed some college (16)
- Earned a Career Certificate (17)
- Earned AAS degree (18)
- Earned AS degree (19)
- Earned AA degree (20)
- Earned BA degree (21)
- Attained beyond a BA degree (22)
- Earned a High School Diploma (D1)
- Earned a high school equivalency (GED® Diploma) (G1)
- No school grades completed (ZZ)

Where was this level achieved? U.S.-based school (U) Not U.S.-based school (N) Unknown (X)

ARE YOU A U.S. MILITARY VETERAN? (Check one)

- Active Duty (A)
- Eligible Dependent (spouse or child) (D)
- Veteran (service dates unknown) (E)
- Active Member of the National Guard (N)
- Active Member of the Reserves (R)
- Veteran (service prior to 9/11/2001) (V)
- Veteran (service on or after 9/11/2001) (W)
- No Military History (Y)

IS ENGLISH YOUR NATIVE LANGUAGE? Yes No

If not, do you have difficulty reading and/or writing the English language? Yes (Y) No

CITIZENSHIP (Please indicate your citizenship)

- Non-Resident Alien (A) U.S. Citizen (C)
- Permanent Resident Alien (P) Unknown (X)

DISPLACED HOMEMAKER (Check one)

- Previously unemployed or underemployed while caring for home and family (unpaid) (A)
- Previously supported by public assistance or family, and now unemployed and underemployed (B)
- Parent of a child within two years of no longer receiving TANF (formerly AFDC) (C)
- Unemployed dependent spouse of a member of the Armed Forces who is on active duty/deceased or disabled as a result of military service (D)
- Does not apply (Z)

SINGLE PARENT/SINGLE PREGNANT WOMEN (Check one)

Are you a: Single Parent (S) Single Pregnant Woman (W) Both (B) Does not apply (Z)

STUDENT'S ADDRESS**APT.****CITY****STATE****ZIP CODE****STUDENT'S E-MAIL****STUDENT'S TELEPHONE NUMBER**

CELL (____) _____ - _____ HOME: (____) _____ - _____

EMERGENCY CONTACT NAME

PHONE: (____) _____ - _____

INTERNATIONAL STUDENTS (Technical Program Applicants)

Do you have an approved M-1 Visa? Yes No International Student Advisor verification: _____ (INITIALS)

I hereby certify that the information on this application is accurate to the best of my knowledge. I further certify that I am not currently expelled from the Broward County Public Schools.

Student Signature _____ **Date** _____

FINANCIAL ASSISTANCE (Check all that apply) Has student **received**:

- Pell Grant (A) SEOG (B) ITA (WIA) (D) Other need-based Financial Assistance such as scholarships or loans (E)
- District Financial Assistance (FAFTF) (F) Florida Public Postsecondary Career Education Student Assistance Grant (H)

STUDENT DISABILITY

Does the student request an appointment for Advisement/Counseling to discuss the need for testing/instructional accommodations?

- Yes No If yes, obtain an **Accommodation Advisement/Counseling Request Form** to begin the process.

FEE STATUS

- Fee Required (R) Fee Waived (W) Fee Deferred (D) Fee Exempt Code: _____

Counselor or Designee _____ **Date** _____

Assistance was provided to the student in completing this form by: _____ **Date** _____

- OFFICIAL USE ONLY -



Workforce Education Information Management

BROWARD COUNTY PUBLIC SCHOOLS 2026 – 2027 WORKFORCE EDUCATION REGISTRATION APPLICATION ADDENDUM

Name: _____ Student ID: _____

Income Status

Please answer **ALL** questions related to any income barrier you feel you possess. This information is required by the Florida Department of Education. **All responses are kept secure and confidential.**

1. Will you exhaust your TANF (Temporary Assistance for Needy Families) benefit within the next two (2) years?

- Yes (A)
- No
- Does Not Apply

2. Have you been unemployed for the last 27 or more weeks?

- Yes (B)
- No

3. Do you identify yourself as being low-income? Some examples of being low income may include:

Examples

- Being a member or having a member of your immediate family receiving benefits through SNAP/TANF, SSI and/or other state public assistance.
- A youth who receives free or reduced lunch in school.
- Currently in a foster care program.
- Being a person with a disability AND a personal income at or below the poverty line, regardless of family income.
- Currently homeless.
- Currently a youth who is living in a high-poverty area.

- Yes, one or more of the above in Question #3 apply to me (C)
- No, none of the above in Question #3 applies to me

For Reference ONLY

Persons in Household	Low Income Guidelines
1	15,960
2	21,640
3	27,320
4	33,000
5	38,680
6	44,360
7	50,040
8	55,720

For households with more than 8 persons, add \$5,680 for each additional person.

Signature of Student _____

Date _____



Career, Technical, Adult & Community Education

WORKFORCE EDUCATION

EXPLANATION OF LEARNER RIGHTS & RESPONSIBILITIES

It is the District's responsibility to inform all students that sometimes accommodations may be available for basic skills testing as well as instruction, such as extended time or testing in a separate room.

Persons with documented disabilities including, but not limited to, a learning disability, ADHD, emotional, orthopedic impairment, vision, or hearing impairment, are protected under law with the right to accommodations in instruction and testing.

EACH STUDENT has the right:

- To participate in adult education programs, services, and activities without discrimination
- To choose whether to disclose a disability
- To receive reasonable accommodations in class and on tests
- To meet with staff to discuss his/her needs

EACH STUDENT has the responsibility:

- To self identify, or notify a teacher or registrar if he or she needs or wishes to request accommodations for testing or instruction
- Provide documentation of your disability. Documentation is required, but will be kept strictly confidential.

Possible accommodations may include:

- Extra time for testing
- Frequent breaks
- Private work area
- Sign Language Interpreters
- Alternate test formats (Braille, audiotape, large print)
- Assistive devices

I understand the Learner Rights and Responsibilities as explained to me.

Student Name (Print): _____ **Student ID #:** _____

Student Signature: _____

School: Sheridan Technical College **Date:** _____

IF 031a-WEIM - rev: 6/27/18-daa

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.



Career, Technical, Adult & Community Education

Broward Technical Colleges

RESIDENCY AFFIDAVIT FOR TUITION PURPOSES (CERTIFICATE & APPLIED TECHNOLOGY DIPLOMA STUDENTS ONLY)

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen or foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes (see "Qualification by Exception" below). All other persons are ineligible for classification as a Florida "resident for tuition purposes."
- Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

Please print if submitting hard copy:

part

1

Name of Student: _____ Date of Birth: _____

Student is a: U.S. Citizen Non-U.S. Citizen Permanent Resident Other

Alien Registration Number: _____ Issue Date: _____

Visa Category _____

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

NON-FLORIDA RESIDENT

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form, with the exception of signing below.

Student Name: _____

Signature of Student: (Electronic or ink): _____ Date: _____

TO BE COMPLETED BY THE STUDENT SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES:

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that: (select one of the options below):

part

2 →

Select One (1)

- I am a dependent student, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s.222.17." A copy of your parent's tax return may be requested to establish dependence.
- I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence.) A copy of your tax return may be requested to establish independence.
- I meet residency requirements through one of the Qualifications by Exception below (check appropriate exception):

QUALIFICATION BY EXCEPTION (to be completed by the student.)

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (documentation required):

- I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (Required: Copy of Florida Prepaid Recipient card.)
- I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)
- I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a FL resident)
- I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders or DD2058 showing home of record.)
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. (Required: Copy of military orders.)

- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. (Required: Copy of marriage certificate or proof of dependency.)
- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution or higher education. (Required: proof of scholarship and Latin America or Caribbean residency.)
- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. (Required: Certification letter from State Academic Common Market Coordinator.)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Employment verification/payment agreement).
- McKnight Doctoral Fellows and Finalists who are United States citizens. (Required: Verification from graduate studies.)
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. (Required: Proof of enrollment in graduate program for FL teaching certificate.)
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. (Required: Proof of active duty membership for specified purpose.)
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. (Required: Proof of active duty membership for specified purpose.)

TO BE COMPLETED BY THE CLAIMANT/PERSON CLAIMING FL RESIDENCY:

Note: If the student is a dependent, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. If the student is independent, the student is the claimant and will complete this section and provide evidence of residency supporting the claim. **No single document shall be conclusive in establishing residency. Additional documentation, other than what is prescribed, may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.**

part
3 →

Claimant/Name of Person Claiming FL Residency: _____

Claimant's Relationship to Student: _____

Claimant's Address: _____

Telephone Number: _____

Date Claimant began establishing legal FL residence: _____

(if upon birth, enter birthdate):

PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY

Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes **two or more of the documents identified below**. No single piece of evidence shall be conclusive.

part

4

Two (2) proofs required from the provided list. At least 1 must be from category "A".

A. Claimant must provide at least one of the following of his/her personal documentation:

- Florida Voter's registration card Number: _____ Issue Date: ____/____/____
- Florida Driver's license Number: _____ Original Issue Date: ____/____/____
Current Issue Date: ____/____/____
- Florida State identification card Number: _____ Original Issue Date: ____/____/____
Current Issue Date: ____/____/____
- Florida Vehicle registration Number: _____ Original Issue Date: ____/____/____
Current Issue Date: ____/____/____
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
(Dates of Attendance: _____ Graduation Date: ____/____/____). (Transcript Required)
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.
(Required: pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties in Florida.

RESIDENCY DECLARATION:

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes.

Student Name (Please Print): _____

part

5

Claimant Name (if not the Student): _____

Signature of Claimant (Electronic or ink): _____ Date: _____

OFFICE USE ONLY:

- Non-Florida Resident Qualification by Exception Fee Status Code (Circle One): AA - B - BB - CC - H - I - M - P





Admissions Interview Child Care Center Operations

STUDENT NAME: _____
(Last) (First)

STUDENT #: _____ **PROGRAM:** _____

Welcome to Sheridan Technical College! Our counselors and advisors look forward to meeting with you to finalize the admissions process. Please read the information provided carefully and make note of any questions or concerns you would like to discuss during your admissions interview. Some of the statements included are abbreviated versions of official policies and procedures. For complete details, please refer to the appropriate source. Statements marked with an asterisk (*) reference content from the Broward Technical Colleges (BTC) Student Handbook, while those marked with a double asterisk (**) can be found on the Policies webpage for further review. To access the BTC Student Handbook and our Policies webpage please visit <http://www.sheridantechicalcollege.com/policies> or scan the QR Code on the next page.

- Orientation:** I confirm that I attended a program orientation where I was informed about the admissions process, financial aid, support services and program specifics.
- Student Handbook**:** I have read and understand the BTC Student Handbook, which serves as a comprehensive guide for students, outlining the rules, policies, procedures and expectations of Sheridan Technical College. I agree to comply with all policies described therein.
- Code of Conduct*/**:** I understand students are expected to adhere to the Conduct and Discipline Code for Adult Students enrolled in Career, Technical, Adult, and Community Education programs. These include safety and health rules, and the expectation that students will conduct themselves in a manner consistent with a safe and productive work environment. The rules apply to all activities occurring on the grounds or other sites being used for such activities. I have read and understand the Conduct and Discipline Code for Adult Students as outlined in the BTC Student Handbook. I understand that failure to adhere to these policies may result in disciplinary action, up to and including dismissal from the program. I agree to fully comply with all rules, guidelines, and expectations set forth therein.
- Internet Acceptable Use**:** I have read and understand the *Internet Acceptable Use* policy and I agree to comply with all policies and guidelines described therein.
- Media Release:** I hereby do or do not give permission to Broward County Public Schools to photograph, videotape, or interview me for educational purposes and/or to promote the positive aspects of our learning communities. By giving permission, I understand that pictures and interviews may be used on the school and district website, in school or district publications, external media outlets, and in electronic/social media. I further realize that all such uses and distribution by Broward County Public Schools shall be within their sole discretion.
- Assessment Acknowledgement & Score Release:** I authorize Broward County Public Schools to release my GED Test Scores and/or Industry Certification Exam results to my instructor, the school counselor/advisor and other instructional, non-instructional and/or administrative personnel directly related to instruction and/or the processing the test scores.
- 1098-T Tuition Statement**:** I have read and understand the guidelines set forth in the *1098-T Tuition Statement* form. I understand the 1098-T will be provided electronically via the Focus student portal. I understand a valid social security number must be provided to the school to receive a 1098-T Tuition Statement for tax purposes.
- Consumer Guide**:** I have read and understand the Consumer Guide.
- Refund Policy*:** I have read and understand the refund policy as stated in the BTC Student Handbook. Specifically, I understand that if I choose to drop this course, I must appear in person within the first 5 days of the term and will be entitled to a full refund except for the registration and Health Science fees.
- Experiential Credit*:** I do or do not have prior work or education experience that I wish to count towards this program. Course Completion must have been awarded within two (2) years of application for Performance Awards. Students must submit application for Experiential Performances prior to entering a Certificate or Applied Technology Diploma program. Completion will only be awarded for the entire course, no partial course completions will be awarded.
- Program Specifics:** I understand the requirements, schedule, associated fees, and overall duration of this program.
- Program Acceptance:** I understand that notice of program acceptance may be communicated through mail, email, phone call, or hand delivery. I also acknowledge that receiving an acceptance letter does not guarantee a seat in the program or course.



Admissions Interview Child Care Center Operations

- 13. **Completion of Registration:** I understand that course availability is offered on a first-come, first-served basis, and that registration is not complete until all required documentation is submitted and payment is made in full or appropriate financial aid arrangements are confirmed.
- 14. **Books & Supplies:** I understand books, uniforms, kits, and all other required supplies must be purchased prior to the first day of class.
- 15. **Focus Student Portal**:** I am aware STC students and alumni have access to the Focus student portal which provides pertinent information regarding grades, attendance, tuition payment, enrollment, etc. I have been provided with instructions on how to access my Focus account.
- 16. **Communication Responsibility:** I understand it is my responsibility to ensure STC has my updated contact information. Changes should be reported immediately to the Registration Office.
- 17. **Financial Assistance:** Financial Aid is available and awarded based on each student’s individual financial need. I understand that STC 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.
- 18. **Parking*:** Students are issued a parking permit upon registration. Please note, the School Board of Broward County, Florida is not responsible for any damage to automobiles or other vehicles parked or operated on school property. The administrative staff reserves the right to revoke parking privileges for any violations of parking rules. It is the student’s responsibility to promptly report any changes in vehicle or parking status to the Registration Office. To complete your parking registration, please provide the following vehicle information.

Vehicle Tag # _____ Vehicle Make _____ Vehicle Year _____ I will not be parking on-campus.

- 19. **Technology Accessibility:** I acknowledge that this program may include online learning components or the use of school-approved software platforms. Additionally, I acknowledge that STC applications and software are not accessible outside of the United States.
- 20. **ONLINE/BLENDED PROGRAMS:** I understand an updated computer with internet access along with appropriate software/supplies are required as stated in the Program Flyer. I must also be familiar with computer concepts such as basic keyboarding, setting up files, attaching files, cutting, pasting, and saving information. Furthermore, I must follow a pacing chart/syllabus and will be withdrawn for inactivity if assignments are not submitted on time in accordance with the online attendance policy. I also understand STC applications/software are not accessible internationally.
- 21. **CCCO:** I understand it is my responsibility to ensure I have met the following requirements for 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*)

By signing below, I hereby acknowledge that I have read, understand, and agree to comply with the policies, procedures, and conditions set forth above as a requirement of my enrollment at Sheridan Technical College. I further confirm that I have been provided online access to all applicable handbooks, institutional policies, and official instructions related to the topics addressed in this document.

Student Signature

Date

Policies

www.SheridanTechnicalCollege.edu/policies

