

Sheridan Technical College

Health Programs

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! Please note, some health programs require a 2-part admissions process, so review all pages of this document prior to starting the admissions process.

Part 1

Step 1: Attend Orientation

- The 1-hour orientation is conducted online via counselor/advisor led video conferencing. 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 2: 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 admissions once parts 1 & 2 of the admissions process is complete and all documents are submitted. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival. Refer to page 4 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. High School or GED Transcript (If required by program or applying for basic skills exemption)
8. Valid (not expired) picture ID (i.e. driver's license, passport, etc.)

Click to open each form

Step 3: 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 4a: Take Basic Skills Test

- 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 certificate at the time of program completion. Some students may be exempt from testing. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist (see step 3 for disability service request). For information regarding basic skills testing and exemption criteria visit www.sheridantechnicalcollege.edu/basic-skills-prep-guide. Students in ATD programs such as Medical Coder/Biller-ATD or Pharmacy Technician-ATD are not required to take a basic skills test.

Step 4b: Take TEAS Test

- Prospective students for **Practical Nursing ONLY**.
- You must first meet the basic skills assessment or exemption criteria before registering for the TEAS test. See the counselor/advisor for approval prior to registering for the TEAS test. For more information regarding the TEAS test visit <https://tinyurl.com/STCTEASTest>.

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".

Part 2

(Go to next page)

Phlebotomy and Medical Coder/ Biller – ATD **STOP** here and contact program counselor. Electrocardiograph Technology (EKG), Medical Assisting, Patient Care Technician, Pharmacy Technician – ATD, Practical Nursing, and Surgical Technology move to Part 2 on the next page.

Part 2

Step 1: Create a Complio Account

- Create a Complio account at www.bcpscompliance.com. Click [here](#) for instructions.
- Purchase the New Student Bundle \$110.00 (Tracking of Immunization Package, Standard Background Check & Drug Screening, and VECHS Fingerprinting)
- Questions: Call 1-800-200-0853 or email complio@americandatabank.com

Step 2: Immunization

- The immunization record must be completed and signed by a health care provider.
- Use the [Immunization Record Form](#) (click)

Required Immunizations

1. **Tetanus/Diphtheria/Pertussis (Tdap) Vaccine:** Within 10 years if from USA OR 5 years from outside USA
2. **Measles (Rubeola), Mumps, Rubella (MMR) Vaccine:** 2 doses **OR** Titer proving immunity, must have lab report
3. **Hepatitis B Vaccine:** Series of 3 shots **OR** Titer proving immunity, must have lab report
4. **Varicella Vaccine:** 2 doses **OR** Titer proving immunity, must have lab report or documentation of disease
5. **2 Step-PPD/Tuberculin Skin Test:**
Practical Nursing, Patient Care Technician, Surgical Technician & Medical Assisting only
 - a. 1st step/dose – must be given and read within 48-72 hours;
 - b. 2nd step/dose – must be given at least two (2) week after 1st dose & read within 48-72 hours;
 - c. **OR** if results are positive or history of positive PPD or BCG – student must have a Chest X-Ray and report
6. **Flu Shot (Influenza Vaccine)** – annually during current flu season (October 1st – March 31st), proof required
7. **COVID-19 Vaccine:** Provide proof of COVID-19 vaccination and be two weeks past your second dose of Pfizer or Moderna or two weeks past your single dose of Johnson & Johnson. Frequent COVID-19 testing will be established by each partnering healthcare facility. Please note, the COVID-19 vaccine is mandated by the partnering healthcare facilities in order for Sheridan Technical College students to complete the clinical rotation program requirement.

Step 3: MHS TB Attestation

- Fill out this form only if you are unable to get a Tuberculosis (TB) skin test (TST)
- Use the [Memorial TB Attestation Form](#) (click)

Step 4: Physical Exam

- The student's physical examination must be completed and signed by a health care provider.
- Use the [Physical Examination Report Form](#) (click)
- Valid for 18 months

Step 5: Insurance

- Proof of health insurance is required. If you do not have health insurance and would like to purchase school accident insurance, contact the program counselor/advisor for details.
- An additional \$13.00 liability insurance fee will be charged upon registration for programs requiring clinical rotation.

Step 6: Ten Panel Urine Drug Screen

- Register via your Complio (American DataBank) account. Results will only be accepted from the Complio (American DataBank) approved drug screening site.
- Once registered for the drug screening, you must complete within the date indicated on the order confirmation page.
- Results must be negative and are valid for 18 months.
- [BTC Drug Screening Policy](#) (click)

Step 7: Level 2 Criminal Background Check

- Register via your Complio (American DataBank) account. Results will only be accepted from the Complio (American DataBank) approved background check site.
- Results of clearance are valid for 18 months.

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 2.

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

Uniforms: Uniforms are required for all Health Science Programs except for online programs.

Books/Supplies: Students are required to purchase books prior to the start of classes.

Transportation: Students are responsible to have/arrange transportation to clinical site(s).

Tattoos & Piercings: No visible tattoos or piercings other than single earlobe (stud type earrings only).

Refund of Admissions Fees: There are no refunds for any fees associated with program admissions requirements.

Core Performance Standards for Practical Nursing: The law requires that a prospective nursing candidate demonstrate physical and psychological ability to provide nursing care. With this legal requirement is a guide, every prospective candidate must assess his/her ability to provide safe and competent nursing care prior to choosing nursing as a career.

Counselor/Advisor Contact & Office Hours

Counselor/Advisor	Programs	Orientation	Office Hours
Victor Calderon Victor.Calderon@browardschools.com 754.321.5443	Electrocardiograph Technician Medical Assisting Medical Coder/Biller – ATD Patient Care Assisting Patient Care Technician Pharmacy Technician – ATD Phlebotomy Practical Nursing Surgical Technology	<i>Online</i> Mondays 9:00 a.m. – 10:00 a.m. <i>On-Campus (Dates vary)</i> Thursday 4:00 p.m. – 5:00 p.m.	M,T,W,F 8:30 a.m. – 4:00 p.m. TH 9:30 a.m. – 5:30 p.m. <small>*Unavailable during orientation (Monday: 9 a.m.-10 a.m.)</small>

Financial Aid Advisor Contact

Financial Aid Advisor	Programs
Sabine Baur Sabine.Baur@browardschools.com 754.321.5506	Electrocardiograph Technician - Medical Assisting - Medical Coder/Biller ATD - Patient Care Technician - Pharmacy Technician ATD - Phlebotomy - Practical Nursing - Surgical Technology

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