



## ENROLLMENT CHECKLIST

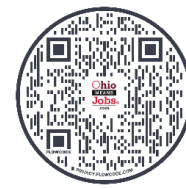
**We want YOU to Succeed!**

You can be 17 and a senior in high school to enroll, but must be 18 to receive your certification.

**Enrollment is on a first come, first serve of who has all the below completed/submitted. There is often a waiting list at least two weeks prior to the start of class, so plan accordingly.**

- Attend an Information Session. A link to schedule is provided when completing the Get Started form on the program webpage or by calling 513-645-8200, option 6
- Schedule and pass WorkKeys® Assessments
  - Test is offered onsite at Butler Tech's LeSourdsville Campus  
101 Jerry Couch Blvd., Middletown, OH 45044
  - Cost is \$78 for all three tests and good for 5 years
  - Required Scores-Math (5) Graphic Literacy (4) Workplace Documents (5)
- Provide completed Immunization/Health Form with immunization records attached.
- Complete FBI and BCI&I Background Check-\$50 at our Liberty Twp Public Safety Campus-  
5140 Princeton Glendale Rd, Liberty Twp, OH 45011
- Purchase either paperback or eBook of Emergency Care and Transportation of the Sick and Injured. The book edition information will be provided at the info session.
- Schedule meeting with Financial Aid Coordinator if you're using military benefits or want to see if you qualify for a grant. \* This is a part-time program, so federal financial aid is not available through FAFSA.
- Final Step to Secure Your Seat!** Return the completed Part-time Enrollment Form along with full payment for the program.

Practice



Schedule



Questions? Contact Fire/EMS Administrative Assistant, Laura Day

Phone: 513-894-8007 or email: [dayl@butlertech.org](mailto:dayl@butlertech.org)

Liberty Township Public Safety Campus

5140 Princeton Glendale Rd., Liberty Twp, OH 45011