We want YOU to Succeed!
Must be 18 years old (or 17 and a senior in high school)

All steps must be completed 2 weeks prior to start of the class

☐ Attend an Info Session  Date Attended_________________________

☐ Schedule and pass WorkKeys® Assessments
  - Test is offered onsite at Butler Tech 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)
  - Practice tests can be found at www.ohiomeansjobs.com

☐ Schedule meeting with our Financial Aid Coordinator if you plan to use military benefits to pay for the program. Call 513-645-8350 to schedule.

☐ Provide completed Immunization/Health Form with immunization records attached

☐ Complete FBI and BCI&I Background Check-$50 at our LeSourdsville Campus

☐ Final Step to Secure Your Seat! Return the completed Part-time Enrollment Form (provided when you pass the WorkKeys® Assessments) along with full payment for the program.

*Federal financial aid is not available due to the course being under 600 hours, but military benefits can be used.

Questions? Contact Public Safety Administrative Assistant, Lisa Carter
Phone: 513-645-8350 or email: carterl@butlertech.org
Office Hours: Monday- Friday (8:00 am - 4:00 pm)