



## ENROLLMENT CHECKLIST

*Enrollment in the program is on a first-come, first-served basis upon completion of these required steps.*

### Requirements to Enroll

- You must be at least 18 years old (intrastate only until 21 years of age)
- Have a social security number
- Per federal requirements (FMSCA 391.11 (2)) students must be able to read, write, and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records in English.
- A high school diploma or GED is not required to take this class, but companies may require it for employment.

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**Complete a Department of Transportation (DOT) Physical**

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**Complete a DOT 5 Panel Drug Screen at a DOT certified location.**

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**Provide copy of valid driver's license**

- If you have 6 or more points on your license, this could prevent you from employment

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**Provide copy of Social Security card**

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**Determine if you're eligible for financial aid**

- This is a part-time program not eligible for federal financial aid through FAFSA, but you may fill out FAFSA at [studentaid.gov](http://studentaid.gov) using our school code **015492** to see if you're eligible for other Butler Tech awarded grants. You may also apply for OhioMeansJobs' WIOA grant in your county of residence.

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**Final Step to Secure Your Seat!** Return completed Part-Time Enrollment form along with full payment and/or confirmation of sponsorship for the program.

**Your temporary permit is not required prior to class, but will need to obtain by second week.**

**Contact us with questions and to receive a Medical Pass and Registration form.**

**Walk-ins are welcome.**

### Questions and form submission

**Gail Banks, CDL Admissions/Instructor**

Phone: 513-645-8291 or email: [gail.banks@butlertech.org](mailto:gail.banks@butlertech.org)

Monday/Wednesday/Friday 8:00am - 4:00pm

**Jodi Krusling, Financial Aid Coordinator**

Phone: 513-645-8315 or email [kruslingj@butlertech.org](mailto:kruslingj@butlertech.org)

### Public Safety Education Complex

Liberty Twp. Campus

5140 Princeton Glendale Rd.

Liberty Township, OH 45011

## How can I pay for CDL classes at Butler Tech?

### **Self Pay**

You will pay for the program via cash, check or credit card.

### **Employer Paid**

Your employer will need to provide a letter of intent that they will pay prior to the start of class.

### **Private Loans**

You can check with your bank or other lenders for technical education student loans. Some of the common lenders are Sallie Mae, Telhio and Keystone.

### **Workforce Innovation and Opportunities Act (WIOA Grant)**

Contact your local OhioMeansJobs office to see if you qualify for the WIOA grant that can provide either partial or total financial aid to cover the cost of tuition, books, and supplies for our programs.

**Butler County OhioMeansJobs:** 513-785-6500 (orientation every Wednesday -arrive by 1:30pm)

**Clermont County OhioMeansJobs:** 513-943-3000

**Clinton County OhioMeansJobs:** 937-382-7762

**Darke County OhioMeansJobs:** 937-548-4132

**Greene County OhioMeansJobs:** 937-562-6565

**Hamilton County OhioMeansJobs:** 513-946-7200

**Montgomery County OhioMeansJobs:** 937-496-6720

**Preble County OhioMeansJobs:** 937-456-6224

**Warren County OhioMeansJobs:** 513-695-1130



### **Trade Adjustment Act**

Trade Adjustment Assistance (TAA) may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or your local Ohio Bureau of Employment Services.

### **Opportunities for Ohioans with Disabilities**

Financial aid may be available from the local OOD for students with physical, mental or emotional disabilities that present a handicap to employment. Partial to total aid may be available to cover tuition, books and supplies. Contact your local or area OOD.

### **Veterans Education Benefits**

To apply online or to get more information on eligibility for veteran's educational benefits, contact the Veteran's Administration at 1-888-442-4551 or [http://www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm). The veteran must complete all required forms and return them to the financial aid office for certification. Paper forms are available from the financial aid office or the Veteran's Administration.

If you have never applied for veteran's educational benefits you need the following:

- DD-214 Discharge papers (certified copy)
- VA22-1990 Application for Educational Benefits
- DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve (see your commanding officer for this document.)

If you have used veteran's educational benefits in the past, you need a VA22-1995 Request for a Change of Location or Place of Training.