



## ENROLLMENT CHECKLIST

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

- ☐ **Attend an Information Session** (optional, but encouraged, to learn more about financial aid options and other healthcare programs). A link to schedule a session is provided when completing the Get Started form on the program webpage or contacting the program Administrative Assistant below.
- ☐ **Complete FBI/BCI Background Check at Butler Tech LeSourdsville Campus.**
  - \$50, SSN and picture ID are required
  - No appointment required
  - If you are under 18, you will need a parent/guardian present or signed waiver.
  - If you have prior convictions on your record or have lived in Ohio less than 5 years, results are mailed to us and can take 6-8 weeks to be received. We must have the results back before allowing you to start the program.
- ☐ **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.
- ☐ **Provide copy of social security card** (You are required to have the original card with you the day of your state test.)
- ☐ **Provide documentation of a negative TB test.** Can be a 2-step (both arms), QuantiFERON TB Gold test OR a chest x-ray. Results are valid for 1 year.
- ☐ **Final Step to Secure Your Seat!** Return completed Part-Time Enrollment form along with full payment and/or confirmation of sponsorship for the program.

### **Additional Items to be Prepared for Class**

- 100% attendance is required to pass the course
- Purchase navy blue scrubs to wear throughout the program. These can be purchased through the Butler Tech website's Spirit Store.
- Shoes must be closed toe, closed heel, no mesh or holes and a solid color of blue, grey, black, or white

### **Questions and form submission:**

**Healthcare Administrative Assistant, Diane Raack**

**Phone: 513-645-8266 or email: [raackd@butlertech.org](mailto:raackd@butlertech.org)**

**Financial Aid Contact: Denny Ewen**

**Phone: 513-645-8342 or email [ewend@butlertech.org](mailto:ewend@butlertech.org)**

## **How to Do a Two-Step TB Test**

Tuberculin skin testing (TST) is the standard method for screening for tuberculosis (TB) infection. Because the immune system loses its ability to respond to the tuberculin injection during a TB infection, individuals infected with TB, currently or in the past, may show a false negative result with the initial test. To avoid misinterpreting a previous infection that didn't show at initial testing with a current infection, many institutes frequently apply a two-step TB test. Testing is common among health care workers and nursing home residents.

1. Have a trained health care personnel inject 0.1 ml of tuberculin purified protein derivative (PPD) into the inner surface of your forearm. A pale elevation of the skin at the injection spot appears and indicates a correct intradermal injection.
2. Go back to the health care provider 48-72 hours after initial tuberculin injection. The health care personnel will read the test by measuring the test area induration (swelling, redness, raised or hardened area). Depending on your health status, an induration measurement of greater than 5mm may be considered positive.
3. After a week from the initial test when your skin test reads negative, have the health care personnel place a second tuberculin injection in the other arm. This subsequent testing allows for a boosted reaction from a previous infection to read positive.
4. Return to your health care provider 48-72 hours from the second test and have the results read. A negative two-step TB test indicates no current or previous TB infection. A positive two-step test indicates a current or previous infection. A chest x-ray would need to be conducted to rule out a current TB infection.