

Emergency Medical Technician (EMT)



ENROLLMENT CHECKLIST

You may enroll at 17 years old, but you must be 18 to receive your certification

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

☐ **Attend an Information Session.** A link to schedule is provided when completing the Get Started form on the program webpage or contacting the program Administrative Assistant below.

☐ **Schedule and pass WorkKeys® Assessments**

- Scores are good for 5 years
- Advanced registration with \$78 payment is required
- Test offered onsite at Butler Tech's LeSourdsville Campus
101 Jerry Couch Blvd., Middletown, OH 45044
- Required Scores-Math (5) Graphic Literacy (4) Workplace Documents (5)

Practice



Schedule



☐ **Complete Background Check at Butler Tech Liberty Township 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.

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

☐ **Return completed Immunization Form (provided at info session) with documentation attached**

☐ **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 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.

☐ **Final Step to Secure Your Seat!** Return completed Part-Time Enrollment form (provided when you pass the WorkKeys® Assessments) along with full payment and/or confirmation of sponsorship for the program.

☐ **Purchase required books before class start** Emergency Care and Transportation of the Sick and Injured

Questions and form submission:

Public Safety Administrative Assistant, Laura Day
Phone: 513-894-8007 or email: dayl@butlertech.org

Financial Aid Contact Jodi Krusling,
Phone: 513-645-8315 or email: kruslingj@butlertech.org