



## ENROLLMENT CHECKLIST

*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.
- ☐ **Pass the Firefighter Physical Fitness Assessment Standards (see standards on back)**
  - Schedule at <https://qrcodes.pro/FireFitnessTest>
- ☐ **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)
- ☐ **Complete FBI/BCI 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**
- ☐ **Provide high school diploma, transcript or high school equivalency**
- ☐ **Return Firefighter Medical Exam form (provided at info session) completed by a doctor**
- ☐ **Return completed Immunization Form (provided at info session) with documentation attached**
- ☐ **Fill out a FAFSA® form at [studentaid.gov](https://studentaid.gov) using our school code **015492**.**  
Schedule time with our Financial Aid Coordinator to discuss what financial aid may be available.
- ☐ **Final Step to Secure Your Seat!** Return the completed **Green Enrollment Form** (provided when you pass the WorkKeys® Assessments) along with your \$200 enrollment deposit that is credited toward your tuition (deposit is waived if you're being sponsored by the OhioMeansJobs WIOA grant).

Practice

Schedule



*(Additional enrollment steps on next page)*

**Purchase required books before class start (edition provided at info session)**

- Fundamentals of Fire Fighter Skills and Hazardous Materials Response
- Rope Rescue Technician Field Guide
- Paperback or ebook of Emergency Care and Transportation of the Sick and Injured

## Firefighter Training Entry Physical Standards

	<b>FEMALES &lt;30</b>	<b>MALES &lt;30</b>
Sit-Ups: 1 Minute	23	32
Push-Ups: 1 Minute	9	19
Run Pace: 1½ Mile	17:49	14:34

	<b>FEMALES 30-39</b>	<b>MALES 30-39</b>
Sit-Ups: 1 Minute	18	28
Push-Ups: 1 Minute	7	15
Run Pace: 1½ Mile	18:37	15:13

	<b>FEMALES 40-49</b>	<b>MALES 40-49</b>
Sit-Ups: 1 Minute	13	22
Push-Ups: 1 Minute	5	10
Run Pace: 1½ Mile	19:32	15:58

	<b>FEMALES 50-59</b>	<b>MALES 50-59</b>
Sit-Ups: 1 Minute	7	17
Push-Ups: 1 Minute	4 (modified)	7
Run Pace: 1½ Mile	21:31	17:38

	<b>FEMALES 60+</b>	<b>MALES 60+</b>
Sit-Ups: 1 Minute	2	13
Push-Ups: 1 Minute	1 (modified)	5
Run Pace: 1½ Mile	23:32	20:12

**Scan to Schedule Fire  
Program Fitness Test**



<https://qrcodes.pro/FireFitnessTest>

**Questions and form submission:**

**Public Safety Administrative Assistant, Laura Day**  
**Phone: 513-894-8007 or email: [dayl@butlertech.org](mailto:dayl@butlertech.org)**

**Financial Aid Contact Jodi Krusling,**  
**Phone: 513-645-8315 or email: [kruslingj@butlertech.org](mailto:kruslingj@butlertech.org)**