HVAC/R

(HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION)

ENROLLMENT CHECKLIST

Enrollment in the program is on a first-come, first-served basis upon completion of these required steps. They may be completed in any order, and several can be done on the same day.

☐ **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**

Practice Schedule

- 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 (4) Graphic Literacy (4) Workplace Documents (4)

☐ **Fill out a FAFSA® form at studentaid.gov using our school code 015492**.
Contact Financial Aid Coordinator to discuss what financial aid may be available.

☐ **Provide high school diploma, transcript or high school equivalency**

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

☐ **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).

Questions and form submission:
Industry Administrative Assistant, Hannah Krieger
Phone: 513-645-8268 or email: kriegerh@butlertech.org

Financial Aid Contact: Denny Ewen
Phone: 513-645-8342 or email ewend@butlertech.org

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