



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

- 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)

Practice



Schedule



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 state approved identification

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