



## 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.

- ☐ **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 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.

- ☐ **Fill out a FAFSA® form at [studentaid.gov](https://studentaid.gov) using our school code **015492**.**

Contact our 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**

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

*(Additional enrollment steps on next page)*

- ☐ **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).

**Additional Items to be Prepared for Class**

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)**