



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 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 social security card (needed for clinical placement)**

- Provide copy of state approved identification**

- 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

- Must have basic health insurance (required by clinical sites)
- 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

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