MEDICAL ASSISTING

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.

- ☐ **Complete FBI/BCI Background Check at Butler Tech Bioscience Campus.**
  - $50, SSN and picture ID are 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.

- ☐ **Determine Your Payment and Funding Options**
  - Explore financial aid opportunities at **butlertech.org/financial-aid** including agency funding, Veteran Benefits, and scholarships.
  - This is a part-time program not eligible for federal financial aid through FAFSA, but you may fill out FAFSA at studentaid.gov using our school code **015492** to see if you're eligible for other need-based Butler Tech awarded grants.

- ☐ **Submit Proof of High School Completion**
  - Copy of a high school diploma, high school transcript, high school equivalency (HSE), GED, or an official transcript of a completed Associate, Bachelor's degree or higher earned in the U.S.

- ☐ **Provide a Copy of Your Social Security Card** (required for clinical placement)

- ☐ **Provide a Copy of Your State-Issued Photo ID**

- ☐ **Return Completed Immunization Form** (provided at info session) **with Documentation Attached**

- ☐ **Final Step to Secure Your Seat!** Return completed Part-Time Enrollment form along with either full payment, half payment with signed agreement and/or confirmation of sponsorship.

Additional Items to Complete Before Program Start

- ☐ **Secure Basic Health Insurance**
  - Proof of active insurance required for clinical placement

- ☐ **Obtain Approved Footwear**
  - Must be closed toe, closed heel, no mesh or holes and a solid color of blue, grey, black, or white

Note: Drug screen will be conducted during orientation/first day of class

Questions and form submission:
Healthcare Administrative Assistant: Amy Olomajeye
Phone: 513-657-3623 | Email: olomajeyea@butlertech.org

Revised 09_08_26 KP