



## 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 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.
- Determine if you're eligible for financial aid**
  - This is a part-time program not eligible for federal financial aid through FAFSA, but you may fill out FAFSA at [studentaid.gov](http://studentaid.gov) using our school code **015492** to see if you're eligible for other Butler Tech awarded grants. You may also apply for OhioMeansJobs' WIOA grant in your county of residence.
- 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**
- 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 be Prepared for Class**

- Must have basic health insurance (required by clinical sites)
- Drug screen is conducted at orientation
- 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, Amy Olomajeye**

**Phone: 513-657-3623 or email: [olomajeye@butlertech.org](mailto:olomajeye@butlertech.org)**