



## 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 (4) Graphic Literacy (4) Workplace Documents (4)

Practice



Schedule



**Fill out a FAFSA® form at [studentaid.gov](http://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 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).

### **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
- Have internet access for remote days of class

### **Questions and form submission:**

**Healthcare Administrative Assistant, Amy Olomajeye**  
Phone: 513-657-3623 or email: [olomajeyea@butlertech.org](mailto:olomajeyea@butlertech.org)

**Financial Aid Contact: Denny Ewen**  
Phone: 513-645-8342 or email [ewend@butlertech.org](mailto:ewend@butlertech.org)