



ENROLLMENT CHECKLIST

Enrollment in the program is on a first-come, first-served basis upon completion of these required steps.

Current EMT license and completion of approved Anatomy & Physiology courses required to enroll

☐ **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



☐ **Provide copy of valid driver's license**

☐ **Provide high school diploma, transcript or high school equivalency**

☐ **Provide copy of EMT or AEMT certification**

☐ **Provide copy of NIMS 100 & 700 certification**

☐ **Provide Anatomy & Physiology (A&P) Transcript with a grade of 76 or greater.**

Options for A&P completion:

- College level A&P course taken within 10 years
- Ed2Go's Self-Guided [A&P I](#) and [A&P II](#)
- Butler Tech in-person A&P class (included with Fire Rescue Academy)

☐ **Confirm how you will finance the program**

- If you are being sponsored by your place of employment, they must provide notification on letterhead of intent to pay to the program secretary.
- If **NOT** being sponsored by your employer
 - Fill out a FAFSA® form at studentaid.gov using our school code **015492**.
 - If you are a veteran, you will need a certificate of eligibility and change of location if you've used funds before.
 - Schedule time with our Financial Aid Coordinator to discuss what financial aid may be available.

(Additional enrollment steps on next page)

- ☐ **Return completed Immunization Form (provided at info session) with documentation attached**
 - With the program filling up six months in advance, the negative TB test results (only good for a year) and flu vaccine (need current season) can be completed closer to program start.
- ☐ **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).
- ☐ **Purchase required books before class start (edition provided at info session)**
 - Either paperback or eBook of Nancy Caroline's Emergency Care in the Streets
- ☐ **Complete FBI/BCI Background Check at Butler Tech Liberty Township Campus**

(With the program filling so far in advance, this step can be completed after you're registered and a month before the program starts.)

 - \$50, SSN and picture ID are required
 - No appointment required
 - 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.

Questions and form submission:

Public Safety Administrative Assistant, Laura Day
Phone: 513-894-8007 or email: dayl@butlertech.org

Financial Aid Contact Jodi Krusling,
Phone: 513-645-8315 or email: kruslingj@butlertech.org