



## ENROLLMENT CHECKLIST

### We want YOU to Succeed!

#### Requirements to enroll

- \* Be 20 ½ at the start date of the academy
- \* Possess a valid driver's license
- \* Have a high school diploma or equivalency
- \* Pass the Physical Fitness Standards
- \* Background check free of any state or federal firearms disqualifiers (inquire with the Commander if you have concerns with items on your record)

Please Note: Police academy enrollment starts no more than 150 days prior to the start date of an academy. Ohio Attorney General OPOTA forms have to be completed in as few as 60 days prior to the start date. The Ohio Attorney General updates the curriculum and forms 1-2 times per year. Until they make the paperwork available, Butler Tech cannot provide documents to complete.

**\*All steps must be completed at least 3 weeks prior to start of the academy\***

#### Enrollment Steps required to be approved by OPOTA (Ohio Peace Officer Training Academy)

- ☐ Pass the [Ohio Peace Officer Physical Fitness Assessment](#). A link to schedule is provided when completing the Get Started form on the program webpage or by calling 513-645-8200 option 5.
- ☐ Attend an Information Session with the Commander to review the Peace Officer Basic Training Student Handbook and the steps needed to fully enroll. This is typically done the same day as the Physical Fitness Assessment. Attended \_\_\_\_\_

(Enrollment checklist items continued on back page)

## OPOTA required documents to return to your Commander

- ☐ Student Handbook Acknowledgement and Verification
- ☐ Student Enrollment/Certification Record
- ☐ FERPA Consent to Release Student Information
- ☐ Request for National WebCheck. Fingerprints must be taken at a law enforcement agency. You must be free of convictions (juvenile or adult) for any felony, serious misdemeanors, crimes of violence, domestic violence, or any offense that would disqualify you from possessing a firearm.
- ☐ Completed Student Health Data Form
- ☐ Complete a drug screen and have results sent to your Commander

## Additional required Butler Tech Enrollment Steps

**(These steps can be completed at the same time or before the above OPOTA requirements, but the OPOTA approval is required before a seat in the academy can be secured)**

- ☐ Fill out a FAFSA® form at [studentaid.gov](http://studentaid.gov) using our school code **015492** and apply for military benefits if eligible. Call 513-645-8200 to make an appointment with our Financial Aid Coordinator to discuss and determine your financial obligations.
- ☐ Schedule and pass WorkKeys® Assessments
  - Use this QR code to access free practice tests
  - Test is offered onsite at Butler Tech's LeSourdsville Campus  
101 Jerry Couch Blvd., Middletown, OH 45044
  - Cost is \$78 for all three tests and good for 5 years
  - Required Scores-Math (4) Graphic Literacy (4) Workplace Documents (4)
- ☐ Provide High School Diploma, transcript or high school equivalency
- ☐ Provide copy of valid driver's license
- ☐ **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).

Practice



Schedule



Questions? Contact Public Safety Administrative Assistant, Lisa Carter

Phone: 513-645-5453 or email: [carterl@butlertech.org](mailto:carterl@butlertech.org)