



ENROLLMENT CHECKLIST

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

Requirements to Enroll

- Must be at least 20 years old at the start date of the academy
- Possess a valid driver's license
- Background check free of any state or federal firearms disqualifiers (inquire with the Commander if you have concerns with items on your record)



Ohio Peace Officer Training Academy (OPOTA) Required Enrollment Steps

The following OPOTA enrollment steps must be completed no more than 150 days before the start of the Police Academy. We recommend submitting all requirements at least 60 days before the academy begins. The Ohio Attorney General updates the curriculum and forms 1–2 times per year, and Butler Tech can only share the documents once the updated versions are released.

- 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 on the next page. This session will provide you all the documentation you need to start enrolling.
- Pass the Ohio Peace Officer [Physical Fitness Assessment](#).** This is typically done the same day as the Info Session and can be scheduled from the same email you receive by filling out the Get Started form.
- 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 9 panel urine drug screen and have results sent to your Commander**

(Additional enrollment steps on next page)

Butler Tech Enrollment Steps

The following steps can be completed at the same time or before the above OPOTA requirements, however the OPOTA approval is required before a seat in the academy can be secured.

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



Provide high school diploma, transcript or high school equivalency

Provide copy of valid driver's license

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.

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).

Items to Purchase to be Prepared for Class

Black colored shoe or boot for uniform

2" Police Security Nylon Duty Belt with 4 Belt Keepers

Questions and form submission:

Public Safety Administrative Assistant, Lisa Carter
Phone: 513-645-5453 or email: carterl@butlertech.org

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