



APPLICATION CHECKLIST

**Items to complete and submit with your Application Packet
for review by the Admission Committee**

Note that Application Deadlines are at least 2 months before program start dates

- ☐ **Attend an Information Session** (optional, but encouraged, to learn more about financial aid options.)
A link to schedule a session either in person or virtually, is provided when completing the Get Started form on the program webpage or contacting the program Administrative Assistant below.
- ☐ **Determine Your Payment and Funding Options**
 - Fill out a FAFSA® form at studentaid.gov using our school code **015492**.
 - Explore financial aid opportunities at **butlertech.org/financial-aid** including agency funding, Veteran Benefits, and scholarships.
 - Schedule time with our Financial Aid Coordinator to discuss your financial aid eligibility.
- ☐ **Pass the TEAS Test With Overall Score of Proficient or Higher**
 - Cost is \$100 if taken at our LeSourdsville campus
 - You can take it up to 3 times in six months with required remediation in between tests.
 - There are 170 questions and are given 209 minute to take it
 - Test scores are good for 4 years

Free TEAS Practice



Schedule TEAS Test



- ☐ **Provide a Minimum of 3 Professional References**
 - Butler Tech provided reference forms must be sent directly from the reference to Butler Tech either by email to raackd@butlertech.org or mailed to
Butler Tech LeSourdsville Campus
101 Jerry Couch Blvd.,
Middletown, OH 45044
 - Additional letters can be attached to the reference form
 - References cannot be family members

(Additional application steps on next page)

- ☐ **Provide Official Copy of Your LPN School Transcript**
 - If the school won't provide it directly to you, request they email it to Diane Raack at raackd@butlertech.org
- ☐ **Provide Copy of LPN License**
 - Must be current/valid in the State of Ohio with no restrictions
 - Must be from the OBN e-License website with full page of information.
- ☐ **Provide a Copy of Your State-Issued Photo ID**
- ☐ **Provide a Copy of Your Social Security Card (required for clinical placement)**
- ☐ **Provide Current CPR Certification**
 - American Heart Association-Less than 1 year old
- ☐ **Provide 10-Panel Drug Screen Full Results With No "Non-Negative" Results**
 - Must be within 6 months of submitted application
- ☐ **Return Completed Butler Tech Immunization/Health Form with Documentation Attached**
- ☐ **Final Step to Apply!** Once all the above is received including references, you can submit your Application Form and \$40 application fee.

Applications are reviewed by a Selection Committee. If you are accepted into the program, you will receive an acceptance letter from the Selection Committee. You will then have 30 days to accept your seat and confirm by paying a \$150 deposit that goes toward tuition.

Items to Complete Once You're Accepted

- ☐ **Complete FBI/BCI Background Check at Butler Tech LeSourdsville Campus.**
 - \$50, SSN and picture ID are 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.
- ☐ **Secure Basic Health Insurance**
 - Proof of active insurance required for clinical placement

Questions and form submission:

Healthcare Administrative Assistant: Diane Raack
Phone: 513-645-8266 | Email: raackd@butlertech.org

Financial Aid Contact: Denny Ewen
Phone: 513-645-8342 | Email: ewend@butlertech.org