



## ENROLLMENT CHECKLIST

### We want YOU to Succeed!

- ☐ Attend an Information Session. A link to schedule is provided when completing the Get Started form on the program webpage.
- ☐ 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)
- ☐ Fill out a FAFSA® form at **studentaid.gov** using our school code **015492**.  
Call 513-645-8342 to make an appointment with our Financial Aid Coordinator to discuss what financial aid may be available.

Practice



Schedule



**Don't delay completing your enrollment steps. Class size is limited.**

**Take Control of YOUR Future!**

- ☐ Provide High School Diploma, transcript or high school equivalency
- ☐ **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).

Questions? Contact Healthcare Administrative Assistant, Diane Raack  
Phone: 513-645-8266 or email: [raackd@butlertech.org](mailto:raackd@butlertech.org)