



## ENROLLMENT CHECKLIST

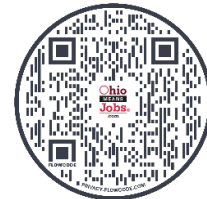
## We want YOU to Succeed!

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

**All steps should be completed as soon as possible as class sizes are limited and program typically has a waiting list at least 3 months before the start date**

- Attend an Information Session. A link to schedule is provided when completing the Get Started form on the program webpage or by calling 513-645-8350.
- 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 (5) Graphic Literacy (4) Workplace Documents (5)
- 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.
  - If you are working with OhioMeansJobs for the WIOA grant, notify the Public Safety Administrative Assistant.
  - If you are applying for FAFSA®, fill out the form at [studentaid.gov](https://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.
  - Call 513-645-8350 if you need to make an appointment with our Financial Aid Coordinator if you are applying for FAFSA and/or need help filling it out or need help applying for veteran benefits.

Practice



Schedule



**(Enrollment Steps continued on back page)**

## Paramedic Academy Enrollment Checklist Continued

- Return completed EMS Immunization/Health form with immunization records attached.
- Provide Anatomy & Physiology Transcript with a grade of 76 or greater.  
(must be a college level A&P course taken within 10 years or Ed2Go's A&P I and A&P II)
- Provide copy of Ohio EMT or AEMT certification
- Provide copy of NIMS 100 & 700 certification
  
- Provide copy of valid driver's license
- Provide copy of High School Diploma, transcript or high school equivalency
- Mandatory interview with Program Director. Call 513-645-8350 to schedule.
- Complete FBI and BCI&I Background Check-\$50 at our Liberty Twp Public Safety Campus-5140 Princeton Glendale Rd, Liberty Twp, OH 45011 **(With the program filling so far in advance, this step can be completed after you're registered and a month before the program starts)**
  
- Purchase either paperback or ebook of Nancy Caroline's Emergency Care in the Streets. The book edition information will be provided at the info session.
- 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 or your place of employment).

Questions? Contact Fire/EMS Administrative Assistant, Laura Day

Phone: 513-894-8007 or email: [dayl@butlertech.org](mailto:dayl@butlertech.org)

Liberty Township Public Safety Campus

5140 Princeton Glendale Rd., Liberty Twp, OH 45011