



## 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 (5) Graphic Literacy (4) Workplace Documents (5)

Practice

Schedule



**Don't delay completing your enrollment steps. Class sizes are limited.**

**Take Control of YOUR Future!**

- Fill out a FAFSA® form at [studentaid.gov](http://studentaid.gov) using our school code **015492**. Call 513-645-8200 to make an appointment with our Financial Aid Coordinator to discuss what financial aid may be available.
- Provide high school diploma, transcript or high school equivalency
- Complete Background Check-\$50 at Butler Tech LeSourdsville Campus
- Return completed Immunization/Health Form with immunization records attached
- 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).
- Pass Drug Screen at Orientation

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