



## ENROLLMENT CHECKLIST

### We want YOU to Succeed!

- Attend an Info Session (not mandatory unless you want to learn more about financial aid options\*)  
A link to schedule is provided when completing the Get Started form on the program webpage.
- Complete Background Check at Butler Tech LeSourdsville Campus.
  - \$50 and picture ID are required
  - If you are under 18, you will need a parent/guardian present or signed waiver.
  - If you have prior convictions on your record, results are mailed and can take 30-40 days to be received.
- Provide copy of social security card (**You will be required to have the original card with you the day of your state test.**)
- Provide documentation of a negative 2 step TB test **OR** QuantiFERON TB Gold test.
- Final Step to Secure Your Seat!** Return completed Part-Time Enrollment form along with payment for the program.

\* This is a part-time program, so federal financial aid is not available through FAFSA, but you may fill out FAFSA at [studentaid.gov](https://studentaid.gov) using our school code **015492** to see if you're eligible for other Butler Tech awarded grants. You may also apply for OhioMeansJobs' WIOA grant in your county of residence.

### Additional Items to be Prepared for Class

- 100% attendance is required
- Purchase navy blue scrubs to wear throughout the program. These can be purchased through the Butler Tech website's Spirit Store.
- Must wear leather or leather like shoes each day of the program.

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

## How to Do a Two-Step TB Test

Tuberculin skin testing (TST) is the standard method for screening for tuberculosis (TB) infection. Because the immune system loses its ability to respond to the tuberculin injection during a TB infection, individuals infected with TB may show a false negative result with the initial TST. To avoid misinterpreting a previous infection that didn't show at initial testing with a current infection, many institutes frequently apply a two-step TB testing. The two-step TST is common among health care workers and nursing home residents.

1. Have a trained health care personnel inject 0.1 ml of tuberculin purified protein derivative (PPD) into the inner surface of your forearm. A pale elevation of the skin at the injection spot appears and indicates a correct intradermal injection.
2. Go back to the health care provider 48-72 hours after initial tuberculin injection. The health care personnel will read the test by measuring the test area induration (swelling, redness, raised or hardened area). Depending on your health status, an induration of greater than 5mm may be considered positive.
3. After a week from the initial TST when your skin test reads negative, have the health care personnel place a second tuberculin injection. This subsequent testing allows for a boosted reaction from a previous infection to read positive.
4. Return to your health care provider 48-72 hours from the second TST and get a test reading. A negative two-step TB test indicates no current or previous TB infection. A positive two-step test indicates infection and additional evaluation to rule out current TB infection is performed.