



## ENROLLMENT CHECKLIST

### Items to complete before Application Packet can be accepted for review by the Admission Committee

- ☐ Attending an information session is recommended (Click the Get Started on the RN program webpage to receive an automated email with dates available)
- ☐ Must have a valid LPN license from the state of Ohio; this includes Multistate license (MSL)
- ☐ Meet with Financial Aid
- ☐ Pass the TEAS test
  - Cost is \$100 at our LeSourdsville campus
  - You can take it up to 3 times in six months with remediation in between tests.
  - Passing means you earn a proficient score overall in the categories of Reading, Math, Science and English language use.
  - There are 170 questions and are given 209 minute to take it.
  - Test scores are good for 4 years
  - Passing the TEAS test does not mean you have been admitted into the program.

#### Free TEAS Practice



#### Schedule TEAS Test



### Items to complete from the Application Packet:

- ☐ Application form (\$40 application fee due when complete packet is received including references)
- ☐ Provide official copy of your LPN School Transcript

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

## **(Registered Nurse (LPN to RN Bridge) Enrollment Checklist Continued)**

- ☐ Have three professional references send their referrals directly to Butler Tech using the provided referral sheets **\*References cannot be family members**  
Butler Tech LeSourdsville Campus  
c/o Dr. Sarah DeLong DNP, APRN, FNP-C  
101 Jerry Couch Blvd.,  
Middletown, OH 45044
- ☐ Provide current CPR certification-American Heart Association-Less than 1 year old
- ☐ Provide results of a 10-panel drug screen (must be within 6 months of submitted application)
- ☐ Completed Immunization/Health form with immunization records attached

**Once all application packet items are completed and the \$40 application fee is received, it will be reviewed by the Admission Committee. If you are accepted, you will receive an acceptance letter from the Admission Committee. You will then have 30 days to accept your attendance and will confirm by paying a \$150 deposit (goes toward tuition).**

- ☐ After acceptance and before the first day of class, you must complete a BCI/FBI background check at our LeSourdsville campus-Cost is \$50

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