LPN TO RN BRIDGE PROGRAM

APPLICATION CHECKLIST

**Items to complete and submit with your Application Packet
for review by the Admission Committee**
Note that Application Deadlines are at least 2 months before program start dates

☐ **Attend an Information Session** (optional, but encouraged, to learn more about financial aid options.)
A link to schedule a session is provided when completing the Get Started form on the program webpage or contacting the program Administrative Assistant below.

☐ **Pass the TEAS test with overall score of Proficient or higher**
- Cost is $100 if taken at our LeSourdsville campus
- You can take it up to 3 times in six months with remediation in between tests.
- There are 170 questions and are given 209 minute to take it
- Test scores are good for 4 years

Free TEAS Practice

Schedule TEAS Test

☐ **At minimum three professional references**
- Butler Tech provided reference forms must be sent directly from the reference to Butler Tech either by email to raackd@butlertech.org or mailed to
  Butler Tech LeSourdsville Campus
  101 Jerry Couch Blvd.,
  Middletown, OH 45044
- Additional letters can be attached to the reference form
- References cannot be family members

☐ **Fill out a FAFSA® form at studentaid.gov using our school code 015492.**
Contact Financial Aid Coordinator to discuss what financial aid may be available.

(Additional application steps on next page)

☐ **Provide official copy of your LPN School Transcript**
  - If the school won't provide it directly to you, request they email it to Diane Raack at raackd@butlertech.org

☐ **Provide copy of LPN License**
  - Must be current/valid in the State of Ohio
  - Must be from the OBN e-License website with full page of information

☐ **Provide current CPR certification**
  - American Heart Association-Less than 1 year old

☐ **Provide full report results of a 10-panel drug screen showing no "non-negative" results**
  - Must be within 6 months of submitted application

☐ **Return completed Butler Tech Immunization/Health Form with documentation attached**

☐ **Application form ($40 application fee due when complete packet is received including references)**

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 and form submission:
Healthcare Administrative Assistant, Diane Raack
Phone: 513-645-8266 or email: raackd@butlertech.org

Financial Aid Contact: Denny Ewen
Phone: 513-645-8342 or email ewend@butlertech.org