



ENROLLMENT CHECKLIST

Enrollment in the program is on a first-come, first-served basis upon completion of these required steps.

- ☐ **Attend an Information Session.** A link to schedule is provided when completing the Get Started form on the program webpage or contacting the program Administrative Assistant below.
 - ☐ **Submit One of the Following Readiness Assessments**
Scores are valid for 5 years
 - Associate, Bachelor's or higher Degree earned in the U.S.
 - ASVAB - 60
 - ACT Composite Required Scores - 22
 - SAT Composite Score - 1100
 - Workkeys* Required Scores-Math (5) Graphic Literacy (4) Workplace Documents (5)
- An image showing two circular QR codes side-by-side. Above them is the text 'Workkeys*'. The left QR code is labeled 'Practice' and the right one is labeled 'Schedule'. Both QR codes have a small Butler Tech logo in the center.
- ☐ **Submit Proof of High School Completion**
 - Copy of a high school diploma, high school transcript, high school equivalency (HSE), GED, or an official transcript of a completed Associate, Bachelor's degree or higher earned in the U.S.
 - ☐ **Complete FBI/BCI Background Check at Butler Tech LeSourdsville Campus.**
 - \$50, SSN 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 or have lived in Ohio less than 5 years, results are mailed to us and can take 6-8 weeks to be received.
 - ☐ **Provide a Copy of Your Social Security Card (required for clinical placement)**
 - ☐ **Provide a Copy of Your State-Issued Photo ID**
 - ☐ **Determine Your Payment and Funding Options**
 - Fill out a FAFSA® form at studentaid.gov using our school code **015492**.
 - Explore financial aid opportunities at **butlertech.org/financial-aid** including agency funding, Veteran Benefits, and scholarships.
 - Schedule time with our Financial Aid Coordinator to discuss your financial aid eligibility.
 - ☐ **Return Completed Immunization Form (provided at info session) with documentation attached**
 - ☐ **Final Step to Secure Your Seat!** Return the completed **Green Enrollment Form** (provided when you submit approved readiness assessment documentation) 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).

(Additional enrollment steps on next page)

Additional Items to Complete Before Program Start



Secure Basic Health Insurance

- Proof of active insurance required for clinical placement



Obtain Approved Footwear

- Must be closed toe, closed heel, no mesh or holes and a solid color of blue, grey, black, or white

Note: Drug screen will be conducted during orientation

Questions and form submission:

Healthcare Administrative Assistant: Diane Raack

Phone: 513-645-8266 | Email: raackd@butlertech.org

Financial Aid Contact: Denny Ewen

Phone: 513-645-8342 | Email: ewend@butlertech.org