

Important Dates for OTA Admission period:

- Apply to Anoka Technical College (www.anokatech.edu) at least one week prior to OTA Application period
- Study and schedule ATI-TEAS (Test of Essential Academic Skills) and Accuplacer preferably at least 2 months prior application period
- Attend mandatory Information Session prior to application period
 - Information Sessions Wednesdays, from 4-6 pm
 - Live online Zoom meetings: September 16th, October 14th, 2020, November 18th, January 20th, February 17th, March 24th, 2021
 - Registration for the meeting is available on the OTA Homepage/Important Dates tab:
<http://www.anokatech.edu/ProgramsCourses/HealthScienceTech/OccupationalTherapyAssistant.aspx>
 - Certificate of Attendance form will be sent after meeting is over and survey is completed and sent to enrollmentservices@anokatech.edu
- Open Application period begins: November 2, 2020 from 9am-4pm. If more than 30 qualified applicants are received on November 2, 2020, applications will be placed into a lottery. After 30 qualified applications are processed and accepted, remaining applications will be accepted on a “temporary wait list” in the order received. Notifications of acceptance will be made via email within 10 business days. **See OTA Guidelines for full details.**
 - Application packets can be submitted:
 - Via email to Enrollment Services
 - Electronically (see notes below*) to enrollmentservices@anokatech.edu
 - Application packets must be received and officially accepted by March 31, 2021, 4 pm in order to be placed on the “temporary wait list”
 - Attend OTA Orientation (**mandatory** for those accepted and on the “temporary wait list”)
 - Thursday, April 1, 2021 from 3-5:30pm; Room 126 (to be announced if an alternative venue is needed)

Submitting your application to the OTA Program: Please see OTA Admission Guideline Information for full details

Option #1: Students who have a high school diploma/GED or Associate degree

- Submit the OTA application packet in full via email*
 - Applications must meet the test score requirements indicated in the Admission Guidelines
 - Assessment scores for ATI-TEAS and Next Gen Accuplacer (or Classic Accuplacer with equivalent scores) must be “Official Score Reports”
 - Attach Certificate of Attendance from Information Session (attendance is verified through attendance logs and emailed to applicant)

***Submitting your OTA application packet electronically**

- All applications must be submitted in full
- Application and supporting documents must be scanned and submitted as a PDF document (Microsoft Word documents will not be accepted)
- Scan and include Certificate of Attendance from Information Session (attendance is verified through attendance logs and emailed to applicant)
- Email to enrollmentservices@anokatech.edu by November 2, 2020, 9 am-4 pm Applications are received in order (via timestamp)

Option #2: Students who have a Bachelor’s or Master’s degree

- Submit your OTA application packet in full via email*
 - Apply to the college at least several weeks prior to submitting your application
 - All applications must be submitted in full
 - Attach scanned version of the Certificate of Attendance from Information Session (attendance is verified through registration logs and emailed to applicant)
 - Attach a transcript (unofficial until accepted – see instructions below by the time of application submission) **Must have completed degree by time of application.** An official transcript (unopened) will be required upon acceptance to the program.

***Submitting your OTA application packet electronically**

- All applications must be submitted in full
- Application and supporting documents must be scanned and submitted as a PDF document (Microsoft Word documents will not be accepted)
- Scan and include Certificate of Attendance from Information Session (attendance is verified through attendance logs and emailed to applicant)
- Email to enrollmentservices@anokatech.edu by November 2, 2020, 9 am-4 pm Applications are received in order (via timestamp)

- To request official transcript from National Student Clearinghouse at <http://www.studentclearinghouse.org/>

- Have National Student Clearinghouse send transcript to registrar@anokatech.edu
- Records Office will notify Enrollment Services that transcript has arrived and is approved
- An email to students from Enrollment Services will confirm the application is complete