

**Steps to Admission to the Occupational Therapy Assistant (OTA) Program**

Students must complete all steps of the admissions process to be admitted into the Occupational Therapy Assistant program. Please read the full explanations below this checklist. **The following prerequisites must be completed and submitted as an entire package to the Enrollment Services Department (Rm #117). All required documentation must be submitted during the application period. All documents must be submitted as an entire packet in person or via email as a PDF file to [enrollmentservices@anokatech.edu](mailto:enrollmentservices@anokatech.edu). Preferred method is in person.**

1. Apply to ATC and be admitted to the College ([www.anokatech.edu](http://www.anokatech.edu))
2. Complete the ACCUPLACER or ACCUPLACER NEXT GEN Assessments
3. Complete the Test of Essential Academic Skills (ATI-TEAS)
4. Attend mandatory Information Session (dates found on website under "Important Dates" tab)
5. Apply to the OTA Program following the admissions criteria listed in Option #1 or #2 during the Application period

The Application period dates and Mandatory Information Session can be found on the OTA Webpage under the "Important Dates" tab at: <http://www.anokatech.edu/ProgramsCourses/HealthScienceTech/OccupationalTherapyAssistant.aspx>

Admission criteria: or equivalent scores

**Option #1: Students who have a high school diploma/GED or Associate of Arts or Applied Science degree**

- Successfully complete ACCUPLACER/ACCUPLACER NEXT GEN or ACT assessment requirement
  - **Score of 81 or higher (or equivalent score on Accuplacer Next Gen) on the Arithmetic portion** of the Accuplacer within the past 2 years  
OR score of 22 or higher on the Mathematics subject area of the ACT test taken within the past 2 years  
OR Anoka Technical College MATH 0801 with a grade of "B" or better within the past 2 years
  - **Score of 78 or higher (or equivalent score on Accuplacer Next Gen on the Reading Comprehension portion** of the Accuplacer within the past 2 years  
OR score of 21 or higher on the reading subject area of the ACT test taken within the past 2 years  
OR Anoka Technical College READ 0900 with a grade of "C" or better within the past 2 years
- Successfully complete Test of Essential Academic Skills (TEAS) requirement and submit score results
- **Adjusted Individual Total Score of 65% or higher** on the ATI TEAS Assessment. There is a cost associated with the test. It is the responsibility of the applicant to pay this fee.
- Submit Certificate of Attendance from Information Session.

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

1. Submit an official transcript of Bachelor's or Master's degree. (See Guideline Timeline for more details)
2. Submit Certificate of Attendance from Information Session.
3. The Accuplacer assessment nor the ATI TEAS are required.

All required documents must be submitted as an entire packet; the Enrollment Services Department (Rm #117) will accept them via email as a PDF file, or in person. All students who meet the admission requirements can apply to the program. Application packets will first be accepted on October 1, 2019 between 9am-4pm for the cohort starting Fall 2020. Application packets will continue to be accepted until there are 30 qualified applicants. If there are more than 30 qualified applicant packets are received on October 1, 2019, all qualified applicant packets received that day will be placed into a lottery. If less than 30 qualified applicant packets have been received on October 1, 2019, all qualified applicant packets received that day will be accepted. If there are remaining seats open after October 1, 2019 and more qualified applicant packets are received than seats available, a lottery will determine accepted applicants. After 30 qualified applicants are accepted, the remaining applicants will be placed on a "temporary wait list." Upon submission of a complete applicant packet, applicants will be notified within 10 business days via email, if they have a seat in the program or have been added to the wait list. Qualified application packets will continue to be accepted after the cohort is full, however, these applicants will continue to be placed on a "temporary wait list" in the order received. Applicants on the temporary wait list will be accepted into the program if a seat becomes available for the current cohort only. Temporary wait list applicants will be notified via email/phone call and will have 48 hours to accept their seat. If no response is received within 48 business hours, the

next person will move up on the wait list and the applicant who did not respond will move to the bottom of the temporary wait list. There will be a deadline date described in the correspondence by which the applicant must officially accept their seat, attend program orientation\*\*, complete college orientation and register for courses for the fall semester or potentially forfeit their seat. **If a student (accepted or on wait list) has a hold on their account for financial or any other reason, they will be removed from either list and will be reordered at the bottom of the wait list.**

**\*\*Students accepted to the program and those on the “temporary wait list” will need to attend a mandatory OTA Program orientation on Thursday, April 2, 2020 from 3:00-5:30 in room #126.** Applicants must register for classes by May 15, 2020 for fall courses or will move to the bottom of the “temporary wait list.” Further details can be found on the OTA webpage in the Program Handbook under OTA Admission policies/ACOTE standards.