

**Important Dates for OTA Admission period:**

- Apply to Anoka Technical College ([www.anokatech.edu](http://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 15<sup>th</sup>, October 27<sup>th</sup>, November 17<sup>th</sup>, 2021; January 19<sup>th</sup>, February 16<sup>th</sup>, March 23<sup>th</sup>, 2022
    - 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](mailto:enrollmentservices@anokatech.edu)
- Open Application period begins: December 6, 2021 from 9am-4pm. If more than 30 qualified applicants are received on December 6, 2021, 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](mailto:enrollmentservices@anokatech.edu)
    - Application packets must be received and officially accepted by April 4, 2022, 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 21, 2022 from 3-5:30pm; Room 126 (to be announced if an alternative venue is needed)
  - Register for fall OTA courses by May 5, 2022
  - **Students on the wait list notified of acceptance must register for OTA course work within 10 days of acceptance into the program or will move to the bottom of the waitlist.**

**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 All applications must be submitted 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](mailto:enrollmentservices@anokatech.edu) by December 6, 2021, 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](mailto:enrollmentservices@anokatech.edu) by December 6, 2021, 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](mailto: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