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 4:5:30pm
  - Auditorium B: September 18th, October 16th, 2019
  - Room 126: November 20th, January 22nd, February 19th, March 25th, 2020
  - Certificate of Attendance form will be given to attendees to attach to application
- Open Application period begins: October 1, 2019 from 9am-4pm. If more than 30 qualified applicants are received on October 1, 2019, 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:
    - In person to Enrollment Services
    - Electronically (see notes below*) to enrollmentservices@anokatech.edu
  - Application packets must be received by OTA Orientation date (April 1, 2019) 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 2, 2020 from 3:5:30pm; Room 126

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 your paper OTA application packet in hard copy in person (Enrollment Services/#117) or via US mail
  - All applications must be submitted in full
  - Applications must meet the test score requirements indicated in the Admission Guidelines
  - Assessment scores for ATI-TEAS and Accuplacer (or Accuplacer Next Gen with equivalent scores) must be “Official Score Reports”
  - Attach Certificate of Attendance from Information Session (attendance is verified through attendance logs)
- *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)
  - Email to enrollmentservices@anokatech.edu by dates/time indicated

Option #2: Students who have a Bachelor’s or Master’s degree
- Submit your OTA application packet in person (Enrollment Services/Room 117)
  - Apply to the college several weeks prior to submitting your application
  - All applications must be submitted in full
  - Attach Certificate of Attendance from Information Session (attendance is verified through attendance logs)
  - Attach unopened official transcript (official electronic copies will also be accepted – see instructions below)
- *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)
  - Email to enrollmentservices@anokatech.edu by dates/time indicated
  - 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 student will confirm the application is complete