



**Admission Requirements and Application Process
Occupational Therapy Assistant (OTA) AAS
Cohort starting Fall 2027**

The OTA Program application process is managed by the Enrollment Services Department at Anoka Technical College. Many program-specific questions can be answered by attending a mandatory information session (see dates in the RSVP on the program website). After attending an information session, any additional questions can be emailed to either the Program Director, Becky Johnson, at Bjohnson1@anokatech.edu or Futureotastudent@anokatech.edu.

- Any questions related to application status, program acceptance process, or waitlist status should be sent to enrollmentservices@anokatech.edu.
- Any questions related to transfer credits should be sent to the transfer specialist, Samantha.hanson@anokatech.edu
- Any questions related to enrollment, transcripts, or other records should be sent to registrar@anokatech.edu.
- All transcripts should also be sent to registrar@anokatech.edu

OTA Program Admission Requirements

All applicants must:

1. Take the TEAS test and receive a score of 65% or higher.
2. Attend an OT information Session and submit a certificate of attendance.
3. Complete the following courses with a C or higher before beginning the OTA courses in the Fall semester.
 - Anatomy and Physiology HLTH1005 4 credits (or an equivalent transferred course)
 - COTA 1002 Introduction to Occupational Therapy I (2 credits)

*** Applications can be submitted before these courses are completed, but the courses must be successfully completed with the required grade before beginning the OTA courses in the Fall: COTA 1050 Clinical Conditions, COTA 1007 Intro to OT 2, and COTA 1105 Therapeutic Applications.

OTA Program Application Process and Important Dates

- 1) Apply to Anoka Technical College online at www.anokatech.edu (either before or after attending an OTA information session)
- 2) Schedule and take the ATI TEAS exam.
 - a) Please see the required scores above in the admission requirements.
- 3) Attend mandatory OTA Information Session: Please see the RSVP on the OTA Program website for dates: [OTA Program Website](#)
 - a) ***Please note that information sessions must be attended by the person who plans to apply to the program and that attendance for the whole information session is required to receive an attendance certificate.
- 4) Submit the complete OTA application packet to Enrollment Services. **The open application period for the fall 2027 cohort begins: Tuesday, December 1, 2026**
 - a) Submitting your OTA application packet



**Admission Requirements and Application Process
Occupational Therapy Assistant (OTA) AAS
Cohort starting Fall 2027**

- i) At the start of the open application period, application packets can be submitted via email to enrollmentservices@anokatech.edu or in person to Enrollment Services (Room 117). To be accepted, all application packets must be submitted complete, with all required documents and information.
 - ii) Applications are received in order at the start of the open application period (via timestamp)
 - iii) See information on notification of acceptance and waitlist processes below.
 - iv) Emailed submissions must be sent as a PDF document (Microsoft Word or Google Drive documents will not be accepted)
- 5) Complete the college's Online Orientation (required for all new students) before registering for classes.
- 6) Register for fall courses in a timely manner.
- a) Priority deadline for course registration is **May 7, 2027**
 - b) Students accepted after May 7th must register within 10 business days of acceptance.
 - c) If accepted students have not registered by **August 1st** and have not contacted admissions or the program director, they will be placed on the waitlist behind previously waitlisted applicants.
- 7) Attend the in-person OTA Program Orientation (*mandatory* for accepted and waitlisted students) ▪ **Thursday, August 12, 2027, from 3-5:30 pm; Room 126** (alternative date/location TBD if needed). *Students will be notified of any schedule changes via email.*

Procedures for Notice of Acceptance and Waitlist Management

- Applicants will be notified of their acceptance status via email within 10 business days of submission of a complete application packet.
- If more than 30 qualified applicants are received by Enrollment Services on December 1, 2026, applicants will be placed into a lottery. After Enrollment Services randomly draws 30 qualified applicants from the pool, the remaining applications will be placed on a waitlist in the order received.
- If an OTA program seat becomes available for a waitlisted applicant, they will be notified by phone/email and will have 48 hours from notification to accept or decline the seat. If we do not receive a response within 48 business hours, the next person on the waitlist will move up, and the applicant who did not respond will move to the bottom. The correspondence will specify a deadline by which the waitlisted applicant must accept their seat and register for courses. Students who do not meet these deadlines may potentially forfeit their seats.
- If an accepted student has not completed the prerequisite courses with the required grade, they will be removed from the accepted list, and a student on the waitlist will be offered that spot.
- If an accepted student has an academic or financial hold on their account, they will have one week to rectify the hold or will be moved to the bottom of the waitlist.
- Applicants on the waitlist who are waitlisted and don't get into the program in the year of their application will automatically be admitted to the next cohort.



**Admission Requirements and Application Process
Occupational Therapy Assistant (OTA) AAS
Cohort starting Fall 2027**

Transfer Credits

- A transfer credit review is automatically performed by the college's Records staff when a student is accepted into their program.
- Official transcripts are required for transfer credit reviews. The college has access to transcripts for all Minnesota State institutions. Students who attended non-Minnesota State institutions must request that their prior institution send official transcripts directly to ATC. If an email is requested, use: enrollmentservices@anokatech.edu

Other Policies and Procedures related to Admission and Program Requirements

- All students who meet the admission requirements can apply to the program.
- Eligible students are admitted in order of application submission.
- Further program policies and procedures can be found on the OTA webpage and in the Program Handbook under OTA Admission policies/ACOTE standards.
<https://www.anokatech.edu/programs/occupational-therapy-assistant/>
- Students accepted into the OTA program will need to access internet services via a computer with a camera and microphone for completion of any online or hybrid courses (General Education or OTA Program). Internet, software, and computer training are available on campus free of charge. Students should be able to use the D2L Brightspace online platform, as shown by submitting assignments, accessing content, and taking exams/quizzes within the first week of the OTA Program. Exams or quizzes may be proctored electronically.