OTA Program Admission Requirements

Option #1: Students who have a high school diploma, GED, AA, or AAS degree

- College-level ACCUPLACER NEXT GEN or ACT score:
  1. Score of 275 or higher 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 5 years
     OR Anoka Technical College MATH 0801 with a grade of "B" or better within the past 2 years
  2. Score of 250 or higher on the Reading Comprehension portion of the Accuplacer within the past 5 years
     OR score of 21 or higher on the reading subject area of the ACT test taken within the past 5 years
     OR Anoka Technical College ENGL 0900 with a grade of "C" or better within the past 2 years
- ATI TEAS (Test of Essential Academic Skills) exam adjusted individual total score of 65% or higher
- Certificate of Attendance from an OTA Information Session

Option #2: Students who have a bachelor's or master's degree

  1. Transcript (unofficial acceptable) of bachelor's or master's degree
     a. Degree must be completed prior to submission of OTA application packet
  2. Submit Certificate of Attendance from an Information Session

OTA Program Application Process and Important Dates

1. Apply to Anoka Technical College online at www.anokatech.edu
2. For students without a Bachelor's Degree: Schedule and take ATI TEAS and Accuplacer tests
3. Attend mandatory OTA Information Session
   - **2024-2025 Information Sessions Dates**. The following Wednesdays from 4:30-6PM:
     - 2024 dates: **On-campus (RM 126):** Sept. 18, Oct. 23; **Remote (Zoom):** Nov 20
     - 2025 dates: **On-campus (RM 126):** Jan. 29, Feb. 26; **Remote (Zoom):** March 26
     - RSVP by indicating date choice on the OTA webpage RSVP button located under the **Application Dates and Admission Requirements #4,** on the left side of the page. For the Zoom options, a password will be sent upon receiving RSVP.
     - A Certificate of Attendance will be given in hard copy or emailed to all attendees (if attending remote session)
4. Submit complete OTA application packet
   - **The open application period for the fall 2025 cohort begins: Monday, December 2, 2024**
5. Complete the college's Online Orientation (required for all new students)
6. Register for fall courses

- Priority deadline for course registration is May 5, 2025
- Students accepted after May 5th must register within 10 business days

6. Attend OTA Program Orientation (*mandatory* for accepted and waitlisted students)
   - **Thursday, August 14, 2025, from 3-5:30pm; Room 126** (alternative date/location TBD if needed)

Submitting your application OTA application packet

- 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)
  - All application packets must be submitted in full with all required documents and information to be accepted
  - Applications are received in order at the start of the open application period (via timestamp)
  - Emailed submissions must be sent as PDF documents (Microsoft Word documents will not be accepted)

Notice of acceptance and waitlist details:

- Upon submission of a complete application packet, applicants will be notified of their acceptance status via email within 10 business days.
- If more than 30 qualified applicants are received on December 2, 2024 applicants will be placed into a lottery. After 30 qualified applicant names are received, the remaining applications will be placed on to a waitlist.
- If a spot becomes available for a waitlisted applicant, they will be notified by phone/email and will have 48 hours to accept the seat. If no response is received within 48 business hours, the next person will move up on the waitlist and the applicant who did not respond will move to the bottom of the waitlist. There will be a deadline dates described in the correspondence by which the waitlisted applicant must accept their seat and register for courses. Students who do not meet these deadlines may potentially forfeit their seat**.**
- 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 don't get into the program the first time, will automatically be admitted to the next cohort.

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 MinnState institutions. Student who attended non-MinnState institutions must request official transcripts to be sent directly from the prior school to ATC. If an email is requested, use: enrollmentservices@anokatech.edu

Other

- All students who meet the admission requirements can apply to the program.
- Further program details can be found on the OTA webpage and in the Program Handbook under OTA Admission policies/ACOTE standards.
- 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 access and training are available on campus free of charge. Students will be able to demonstrate the ability to utilize the online platform D2L Brightspace as evidenced by assignment submission, accessing content, and taking exams/quizzes within the first week of the OTA Program. Exams or quizzes may be proctored electronically. Any additional fees or charges associated with the verification of student identity notification will take place at the time of registration or enrollment.

OTA Admission Policies
ACOTE Standards A.1.3, A.2.13, A.3.1 and A.3.2

Program Pre-requisites: There are no courses that are prerequisite to begin the program for cohort beginning fall of 2025.

Students who apply to the OTA Program must attend an Information Session prior to submission of application. A certificate of attendance will be given after the Information Session, which should be attached to the application packet.

All required documentation must be submitted in full to Enrollment Services during the open application period.

Admission criteria: (as noted above)

OTA Program Application Guidelines:
All required documents must be submitted as an entire package; the Enrollment Services Department will accept them via email as a PDF file at enrollmentservices@anokatech.edu. All students who meet the admission requirements can apply to the program. Qualified application packets will first be accepted on December 2, 2024, between 9am-4pm (in order received via timestamp) for the cohort starting Fall 2025. Qualified application packets will continue to be accepted until there are 30 applicants. If there are more than 30 qualified applicant packets that are received on December 2, 2024, all qualified applicant packets received that day will be placed into a lottery. If less than 30 qualified applicant packets have been received on December 2, 2024, all qualified applicant packets received that day will be accepted. If there are remaining seats open after December 2, 2024, 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 "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 "wait list" in the order received. Applicants on the "wait list" will be accepted into the program if a seat becomes available for the current cohort only. "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 "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 the wait list) has a hold on their account for financial or any other reason, they will be removed from either list, and will also be reordered at the bottom of the wait list for the current year.**

**Students accepted to the program and those on the "wait list" will need to attend a mandatory OTA Program orientation on Thursday, August 14, 2025, from 3:00-5:30 in room #126 (or other venue if required). Applicants must register for classes by August 12, 2025, for fall courses or will move to the bottom of the "wait list."

- 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 access and training are available on campus free of charge. Students will be able to demonstrate the ability to utilize the online platform D2L Brightspace as evidenced by assignment submission, accessing content and taking exams/quizzes within the first week of the OTA Program. Exams or quizzes may be proctored electronically Any additional fees or charges associated with the verification of student identity notification will take place at the time of registration or enrollment.

Further procedures: If 30 qualified applications are not received by the end of April, of the academic year, the following policies will be in place. The OTA Program in collaboration with Enrollment Services will determine which of the following will be set into place. Information will be posted on the OTA webpage as to dates to notify potential applicants.
1. Host an additional Information Session. Provide a prerecorded Information session. Students request the online recording, take a quiz, then receive a certificate of attendance.
2. Work with Testing Services Department to add needed assessments prior to new application deadline.
3. Qualified applicants will be accepted in the order received until 30 qualified applicants are accepted.
4. If the number of qualified applications exceeds the seats available, applicants will be accepted in the order received.
5. Any remaining qualified applicants will be place on the "waitlist" in the order received until the OTA Program Orientation date. These applicants will be invited to attend mandatory OTA Program orientation. If they attend, they will remain on the "waitlist." If they do not attend, they will be moved to the end of the "wait list," and the next applicant on the list will be moved up.
6. Applicants on the waitlist who don't get into the program the first time, will automatically be admitted to the next cohort.

Policy related to Orientation:
All students will attend OTA Program Orientation prior to starting the program.

Procedures:
1. If one of the 30 accepted applicants do not attend mandatory OTA Program Orientation, drops from the program prior to the start or does not show up the first week of class, the first person on the list will receive a phone call and email from Enrollment Services.
2. The applicant will have 48 hours to respond positively so that they will join the program cohort.
3. If the first applicant does not respond within 48 hours (end of two business days), the next applicant on the list will be notified. This process will continue until the list is exhausted. If the list of students moves beyond the "waitlist" who attended Program Orientation, any student

who did not attend mandatory OTA Program Orientation will be required to meet with the Program Director prior to beginning the program. Dates and times will be determined by the Program Director. If this is not completed, the applicant will be dropped from the list.

4. If further applicants are needed, the process will be repeated until the applicant list for the current cohort is exhausted.

No exceptions to the requirements are allowed. At least five Information Sessions are scheduled each year. Assessment opportunities are available every week. Proper planning, time management and self-initiation are a part of the application process and are essential skills to the role of the occupational therapy assistant.

All applicants are encouraged to talk with the OTA Program Director or Enrollment Service professionals if there are questions about this process.