

# OTC Career Center

## Applying Online - Easy Two Step Process

Before you start, please have ready:

Your birthdate

Your correct SSN

A personal email address (e.g. [joestudent@gmail.com](mailto:joestudent@gmail.com))

If you attend a private school, you must enroll through the public high school where you live. You will need the name of the high school.

To apply:

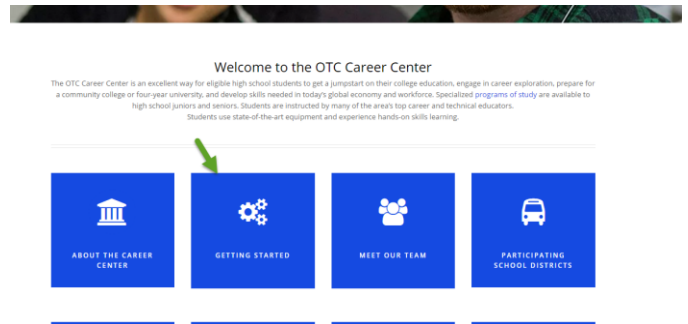
1. Go to [otc.edu/careercenter](http://otc.edu/careercenter)
2. Click on “Getting Started” button. (**Example 1**)
3. Click blue “Step 1: Application for Admission” button. (**Example 2**)
  - a. Fill out online application form completely.
  - b. Anything marked with \* is mandatory.
4. After you hit submit, hit your back button twice. (**Example 3**). This brings you back to (**Example 2**).
5. Click on “Step 2: Program Choice”.
6. Fill out form completely.
  - a. Note: If you attend a private school, you will need to choose your private school, then from the dropdown choose the district you reside in/ or the public school you would attend (for example: Dayspring/Parkview High School).
7. Click submit.

Thank you! The next steps:

An email will be sent to your counselor requesting further information (your GPA and attendance) and their recommendation.

After all applications have been reviewed accepted, waitlisted, and non-accepted letters will be sent to your home address, as listed on your application.

**Example 1**



**Example 2**



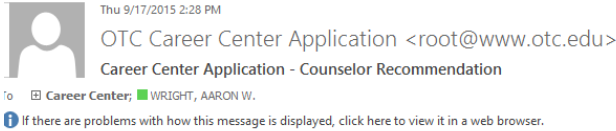
**Example 3**



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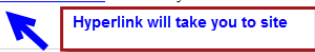
## High School Counselors – Online Application Process

1. You will receive an email for each student who applies to the Career Center.



data	submitted value
First Name	test
Middle Name	
Last Name	test
Birth month	01
Day of birth	15
Birth Year	2007
Current grade of high school	10
What semester are you applying for?	SP15
High School	Pleasant_Hope
Other High School	
Choice One	Culinary Arts (1 Year Only)
Choice Two	Fire Science Technology
Choice Three	Health Sciences
Student Essay	because
Application Submission Time	09-17-2015 02:27:33

Please visit [the counselor recommendation form](#) to submit your recommendation for this student.



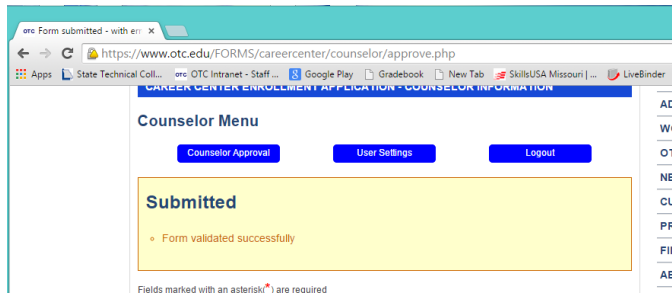
Click a photo to see recent emails and social updates.

2. The first time, you will select the link and register.

For all subsequent applications, log in to enter information for your students.

3. Please fill out the information requested and hit submit.

4. You will receive verification that the form has been successfully submitted. Hit back button to enter next student. If form does not clear, hit reset at bottom of page.



5. Transcripts and attendance records for each student may be scanned and emailed to careercenter@otc.edu.