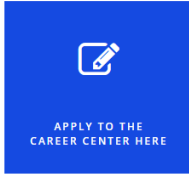


Tips for Applying to the OTC Career Center

What you will need: Social Security number, email address, emergency contact information

1. Go to: www.otc.edu/careercenter

2. Click:



3. Fill out form, then click:

Continue

4. Begin the OTC Application.

5. When you get to this section, make sure to click the items shown below.

Are you currently a high school student? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
I am planning to attend *	After high school graduation <input type="radio"/> First-Time Freshman While in high school <small>These programs are not eligible for financial aid</small> <input checked="" type="radio"/> Career Center (half-day technical education program, Springfield campus only, for high school juniors or seniors attending: Ash Grove, Bolivar, Clever, Everton, Fair Grove, Fordland, Marion C. Early, Nixa, Pleasant Hope, Republic, Logan-Rogersville, Seymour, Sparta, Springfield, Strafford, Walnut Grove, or Willard) <input type="radio"/> Dual Credit (taking OTC classes at my high school or online through my high school) <input type="radio"/> Early Start (current high school, home school, or GED student enrolling in OTC credit classes, not eligible for financial aid) <input type="radio"/> FAST-Track (high school students from Hollister, Ozark or Laquey who are taking college classes while still in high school) <input type="radio"/> Middle College (selective, full day high school/college program, must be a student of: Everton, Logan-Rogersville, Republic, Sparta, or Springfield public schools)
ACADEMIC INFORMATION	
Please list high school education or GED completed. Include colleges (if any) through which you received credit while attending high school. List all colleges where you have been enrolled, including OTC, even if you did not complete a full term.	
High School / Home School / GED Information:	
Did you or will you graduate from high school or home school? *	<input checked="" type="radio"/> Yes <input type="radio"/> No

This section will have questions about exposure to tuberculosis. Read the section carefully and answer truthfully. A "yes" answer to any of the questions will require additional documentation before enrollment.

TUBERCULOSIS SCREENING (TB)	
Were you born in, or during the past five years have you lived in any of the countries listed? *	<input type="radio"/> Yes <input type="radio"/> No Click here for the list of Countries
Have you had frequent or prolonged visits to one or more of the countries listed? Click here for the list of Countries *	<input type="radio"/> Yes <input type="radio"/> No
Are any of the following statements true? *	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none">You have been in close contact with a person known or suspected to have active tuberculosis disease (TB).You have worked in a high-risk congregate setting (e.g., a correctional facility, a long-term care facility, a homeless shelter, etc.).You have worked as a health-care worker serving clients who are at increased risk for active tuberculosis.You are or have abused drugs or alcohol.You have a medical condition that weakens the immune system (e.g., HIV).You are or have been experiencing symptoms of tuberculosis (e.g., fever, night sweats, cough, and weight loss).	

Tips for Applying to the OTC Career Center

6. When you have completed the application, click:  (You are done!)



Ignore the information in this pop-up message. Your counselor will complete the rest of the process.

Students, you will hear from the OTC Career Center by mail toward the end of the semester.

Counselors, you will receive an email for each student who applies. You will then complete the final step of the application.