

OTC Career Center Application Directions

The OTC Career Center application process has changed. There are two parts to the process: creating an OTC account and applying to the OTC Career Center.

Applicants will need two pieces of information on hand in order to complete the application:

- A personal email address (gmail, yahoo, etc.) other than a school-issued address
- Applicant's social security number
- Applying requires two steps.

Part 1: Create an OTC Account

Go to www.otc.edu/apply. Click on "Create Account" and follow the directions.

- An email will be sent to simply confirm your email address: (Figure 1)

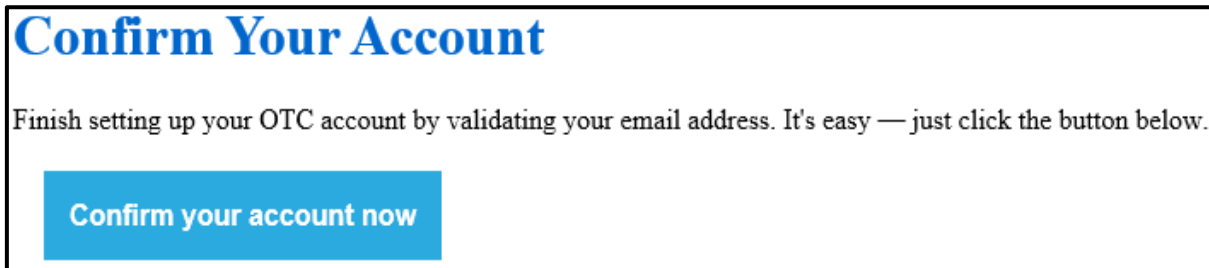


Figure 1

Password Requirements

- The password must be a minimum of 8 characters.
- It must contain characters from three of the following categories:
 1. Uppercase letters (A–Z)
 2. Lowercase letters (a–z)
 3. Numbers (0–9)
 4. Special characters (e.g., @, \$, !)**It cannot contain your first name, last name, or username.**

Write down the password once it's accepted, along with your ID number and username. These are needed to log into the application for Part 2. If you forget your ID number, you will receive an email (see figure 2), usually within 10 to 15 minutes with your new ID number, but not your password. If you have written down your ID, username and password you may proceed without waiting on the email.



Figure 2

Part 2: Complete the application

Access to the application should appear once an applicant has successfully created an OTC account.

Note: Applicants have 7 days to complete their applications once they have created an account. OTC will send several reminder emails to their personal email account to remind them to apply. Those who do not apply within 7 days will have to create a new account.

There are eight steps to completing the application. The tips below provide guidance on step four which may seem confusing.

The screenshot shows the 'Enrollment Plan' section of an application form. It includes a dropdown for 'Year and term you intend to enroll?' set to 'Fall 2020 (August)'. Below that are two dropdowns: 'Are you currently a high school student?' with 'Yes' selected, and 'I am planning to attend' with 'While in high school' selected. A 'Campus / Center Location' dropdown is also present, currently set to '- Select -'. Red arrows point to the 'Yes' and 'While in high school' options.

Make sure to select the choices indicated by the red arrows.

Click on "Career Center" as indicated by the arrow.

This screenshot shows the 'Type of student (While in high school)' section. A red arrow points to the 'Career Center**' radio button. The text below explains that these programs are not eligible for financial aid and provides details about eligibility for various OTC campuses and programs.

The screenshot displays the '1st Choice', '2nd Choice', and '3rd Choice' selection area. The choices are 'Health Sciences', 'Agriculture - Animal Science (1 Year)', and 'Fire Science Technology'. Below the choices are three informational boxes with red text: '[FST] Seniors must provide their own transportation to the training site, typically once per week.', '[AGR] The Turf and Landscape Management and Animal Science programs are now located at the OTC Richwood Valley Campus in Ozark, MO. Check with your school counselor to see if this program is available to you.', and '[HLT] Program-related costs are approximately \$300 for uniform, drug screening and criminal background check. Immunizations must be current. Seniors are required to provide their own transportation to and from clinicals.'

Be aware that some programs when selected, will provide additional program-specific information to help with your decision.

This screenshot shows a field for 'Please provide your parent or guardian's email address'. Below the field, a red text instruction states: 'This is optional... If you do not know a parent/guardian email, just click "Next"'. 'Prev' and 'Next' buttons are visible at the bottom.