## **OTC Career Center Application Instructions**

- 1. Navigate to the OTC Career Center Website (https://academics.otc.edu/careercenter/)
- 2. Click on the "Apply" button



## **OTC CAREER CENTER**

The OTC Career Center is an excellent way for eligible high school students to get a jumpitant on their college education, explore possible careers and develop skills needed in today's workforce. This immersive program is designed to guide students toward college and career opportunities after graduation. When students aftend the Career Center, they may work toward an Associate of Applied Science degree or a Centificate of Achievement or Specialization. Students interested in a particular path they find an entire program and receive a post-secondary certificate. even advanting therested in a particular path may finish an entire program and receive a post-secondary certificate. even advanting the school.

pecialized programs of study, are available to high school juniors and seniors. Students are taught by the area to the school juniors and seniors. Students are taught by the area to the school juniors and seniors. Students are taught by the area to the school and the school juniors and seniors. Students are taught by the area to the school and the school juniors and seniors. Students are taught by the area to the school and the school and seniors. Students are taught by the school and the school

3. Click on the "Sign Up" button



- 4. Complete the "Sign Up" page of Personal Information and click "Submit"
- 5. Sign into the email used to create your account
  - a. Open Set Password message from OTC
  - b. Click On "Set Password" button (new window will open) and save new password
  - c. Be sure to write down your username & password or keep it in your Notes



Thanks,

Ozarks Technical Community College

- 6. Click on "Start A New Application"
  - a. Select "Yes" for currently in high school
  - b. Select "During High School" when planning to attend
  - c. Select the current high school that you attend
  - d. Select "Career Center" for high school program interested in
  - e. Select Career Center program of interest (Example: Health Sciences)
  - f. Select "Fall 2024" for starting term
  - g. Click on "Start Application" button (screen refreshes)
  - h. Click on "Save & Continue"
- 7. Complete Personal Information Section
  - a. Social Security Number is required
  - b. Click on "Save & Continue"
- 8. Complete Mailing Address Section
  - a. this should be your home mailing address where we can mail information to you
  - b. Click on "Save & Continue"
- 9. Complete Mobile Phone Information Section
  - a. Click on "Save & Continue"
- 10. Complete School Residency Section
  - a. Click on "Save & Continue"
- 11. Complete Demographics & Citizenship Section
  - a. Click on "Save & Continue"
- 12. Complete High School Information Section
  - a. Click on "Save & Continue"
- 13. Complete Emergency Contact Information Section
  - a. Click on "Save & Continue"
- 14. Complete High School Program of Study Section
  - a. Click on "Save & Continue"
- 15. Complete Personal Essay Section
  - a. Explain in 5-8 detailed sentences why you want to attend the OTC Career Center
  - b. Be sure to address causes for low attendance and/or grade point average
  - c. Click on "Save & Continue"
- 16. Complete School Counselor Recommendation Request Section
  - a. Copy & paste the school counselor's email from your current high school
  - b. Click on "Save & Continue"
- 17. Answer Questions in the Tuberculosis Section
  - a. Click on "Save & Review Application"
- 18. Click "Submit Your Application"
  - a. Make sure your school counselor knows that you applied to the OTC Career Center and what programs (Choices 1, 2, 3) that you are interested in