



# Okaloosa Technical College

Individuals may apply for full-time or part-time admission. Most of the training programs at Okaloosa Technical College have minimum admission or state licensure requirements. Applicants should have the basic skills for potential success in the training program and the career field they have chosen. Tutoring is available to assist students in improving basic skills.

## Enroll in 5 Easy Steps

**Step 1:** Complete the application. This can be picked up on campus or retrieved from the website, [otcollege.net](http://otcollege.net).

**Step 2:** Meet with Student Services Advisor. Student services will review your application and enrollment information. **You will need to provide:**

**Two proofs of Florida Residency**

**Official transcripts for high school and college (if applicable)**

**Step 3: Prepare for Payment-** Apply for the Federal Pell Grant or request documents needed for other funding methods (VA, Career Source, etc). Students who have not established one year of residency in Florida will be charged Out-of-State fees. Registration will not be officially complete until tuition, registration and lab fees have been paid or Financial Aid or VA have been awarded and verified. Turn in all paperwork at the registration desk. Pay any owed fees. \$35 application/registration fee. Watch videos on [OTCOLLEGE.NET](http://OTCOLLEGE.NET).

**Step 4: Meet with Financial Aid or VA representative-** They will ensure completion of all financial aid and VA documents. Bring proof of any additional grants, scholarships, or waivers in order to make necessary arrangements for payment. (Self-pay may skip this step).

**Step 5: Academic Assessment (if applicable)-** All students who enroll in Workforce Education Certificate Programs of 450 hours or more must complete a basic skills examination approved by the Florida Department of Education. Admission policies require that all students take an academic skills test or provide proof of acceptable forms of exemption from testing. (see below). The academic skills test measures basic skills in reading, mathematics and English/language. Must be submitted to academic

You may be exempt from the academic skills test if you:

- Possess an Associate of Applied Science Degree or higher
- Have taken one of the following and met the required scores within the last two years: ACT, SAT, ACCUPLACER, or PERT
- Earned a valid **FLORIDA STANDARD Public HIGH SCHOOL DIPLOMA** since 2007, official transcript required
- Earned a GED since 2014 (min score of 145 within 2yrs.), official transcript required. For a copy of transcript go to [www.myged.com](http://www.myged.com)
- Are Active Duty in any branch of the US Armed Forces
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program in which you are now enrolling
- Proof of exemption status is required. Please see an advisor for further details.

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