

COC OTA PROGRAM APPLICATION CHECKLIST

Please follow these steps IN ORDER to make sure you have completed the application process thoroughly and accurately.

Be sure to read the entire checklist to ensure eligibility. All deadlines must be met.

Applicants who submit incomplete applications or who are missing any required documents will automatically be ineligible.

- 1. I have submitted a College of the Canyons application to Admissions & Records for the semester I am applying to enter the OTA Program.
- 2. I have received and set up the following College of the Canyons account information:
 - Student Identification (ID) number from Admissions & Records
 - Set up My Canyons account
 - Set up my.canyons.edu email address
- 3. I have requested the following documents be sent to Admissions & Records.

It is my responsibility to ensure all documentation is received in Admissions & Records by the deadline of March 31.

- Current official transcripts from all colleges attended, except COC (must include ALL COLLEGES).
- Official sealed foreign transcript evaluation from a NACES approved agency (if applicable).
- Official military transcripts (if applicable).
- Official College Board AP Transcripts – ALL SUBJECTS (score of 3 or higher).
- All transcripts must be current, including 'IN PROGRESS' and overall GPA.
- Updated transcripts are due prior to June 20, 2026 if coursework is in progress.
- LACCD transcripts must not be electronic copies and must show overall GPA.

WHEN YOU HAVE COMPLETED ALL OF THE ABOVE, YOU MAY CONTINUE:

4. I have read and understood the online OTA Program Application Information and have all required documents ready.

All official sealed transcripts and In Progress Grade Reports received prior to submission.

OTA Technical Standards signed and ready to upload (PDF).

OTA Work Experience Verification Form completed (if applicable).

5. Submit the online OTA Program Application between March 2 and March 31, 2026.

(The link will not be active outside these dates.)

Note: Application must be completed in one session. PDF documents only. One submission per cycle.

6. I have received the confirmation email of OTA application submission.

NO (contact OTA office at 661-362-3647 if not received within 24 hours)

YES (save for your records)

This checklist is for your personal use only.

All OTA applicants will receive a status update by approximately June 30, 2026.

All correspondence is sent via your COC student email only.