



# Northeast Technology Center Enrollment Checklist

Thank you for expressing interest for career training at NTC. This checklist will assist you in the application process. If accepted as a candidate the checklist will provide step-by-step instructions to complete the enrollment process.

The steps taken for candidacy require close attention to detail. Use this checklist to ensure that all forms, transcripts, and assessment verifications are correctly completed and submitted within the appropriate time frame.

It is critical that you follow the checklist and **pay close attention to details and follow all steps carefully.**

To ensure that you have successfully completed the application process and if accepted following the enrollment process use the checklist below to **Check off each item** as it has been completed.

## INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

**Step 1:**     **COMPLETE** the application for admission and email, mail, or fax the application to the appropriate campus.

(If you have Adobe Reader, an application can be filled out online and emailed to the appropriate campus or filled out and printed to be sent through the mail or faxed to the appropriate campus)

<b>Make sure that documentation is returned to the correct campus or your choice.</b>			
Campus addresses, phone #, fax #, and email addresses are listed below.			
<b>Afton Campus</b>	<b>Claremore Campus</b>	<b>Kansas Campus</b>	<b>Pryor Campus</b>
P.O. Box 219 Afton, OK 74331	1901 N. Hwy 88 Claremore, OK 74017	P.O. Box 30 Kansas, OK 74347	P.O. Box 825 Pryor, OK 74362
918-257-8324 Fax: 918-257-4342 donna.reed@netech.edu	918-342-8066 Fax: 918-342-9066 carol.washam@netech.edu	918-868-3535 Fax: 918-868-3530 patty.tipton@netech.edu	918-825-5555 Fax: 918-825-1191 vonda.sly@netech.edu

**There are two applications for admission**

- HIGH SCHOOL STUDENTS
- ADULT STUDENTS

Completed Application for Admission

**Step 2: Upon notification of acceptance into Northeast Technology Center**

**High School Students**

COMPLETE an authorization form online:

The authorization form must be signed by:

- Legal parent or guardian
- High school Principal or Counselor

Send by mail or fax the following information to the appropriate campus:

- Authorization form
- Plan Interest Inventory & Achievement Scores
- Official high school transcript

**Adult Students**

Send by mail or fax the following information to the appropriate campus:

- Official high school transcript

- Completed Authorization Form – High School Students Only
- Plan Interest Inventory & Achievement Scores – High School Students Only
- Official High School Transcript

**Step 3: Enrollment** will be FINALIZED when the applicant receives an official letter from NTC.