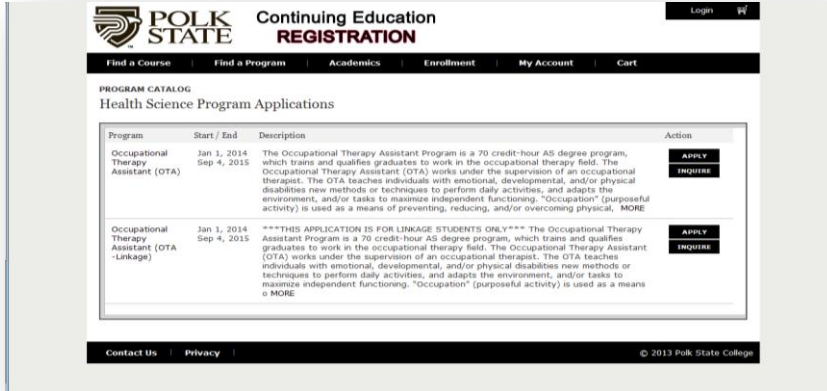


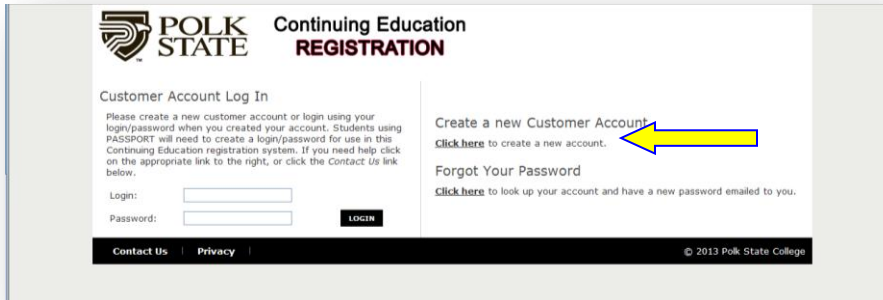
# HOW TO APPLY?

**How to submit an application for the OTA program; please follow these instructions.**

1. Click on “APPLY” next to the appropriate application.



2. You will need to create a new Customer Account.



3. Create your new Customer Account by completing the following and clicking on "CREATE."

**POLK STATE** Continuing Education  
**REGISTRATION**

Create a new Customer Account

Student First Name	John
Student Last Name	Doe
Birthday	01/01/1980 (MM/dd/yyyy)
Email	jdoe@yahoo.com
Login	john.doe
Password	*****
Verify Password	*****
Secret Question	Favorite Color
Secret Answer	Blue

[CREATE](#) [BACK](#)

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4. Then you will click on "GO TO LOGIN" to login.

**POLK STATE** Continuing Education  
**REGISTRATION**

Create a new Customer Account

Student First Name	John
Student Last Name	Doe
Birthday	01/01/1980 (MM/dd/yyyy)
Email	jdoe@yahoo.com
Login	john.doe
Password	*****
Verify Password	*****
Secret Question	Favorite Color
Secret Answer	Blue

Thank you for creating an account. You may now log in! [GO TO LOGIN](#)

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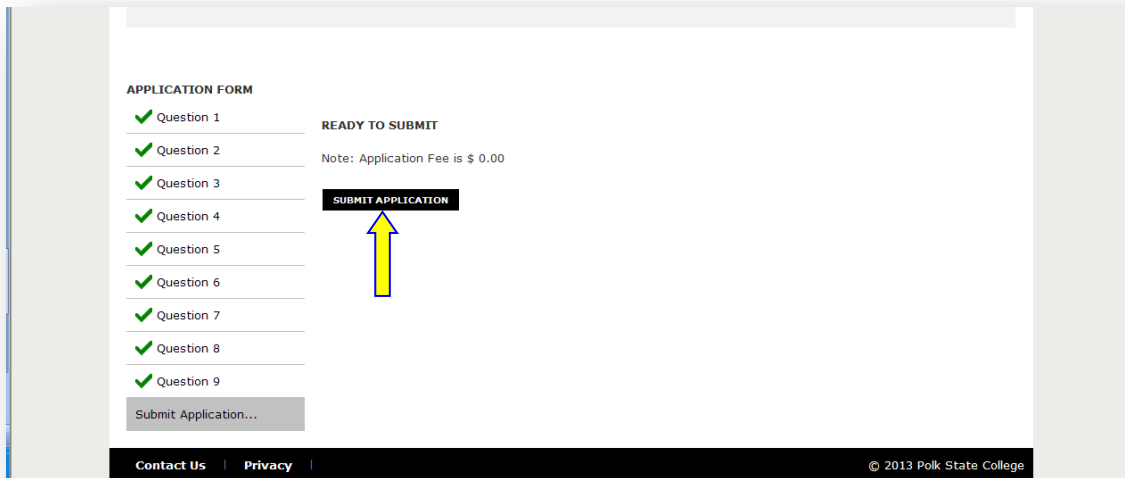
5. Enter your login and password information and click on “Login.”

The screenshot shows the 'Customer Account Log In' section of the Polk State Continuing Education Registration website. It includes a login form with fields for 'Login:' (containing 'johndoe') and 'Password:' (containing eight asterisks). A blue arrow points to the 'LOGIN' button. To the right, there are links for 'Create a new Customer Account' and 'Forgot Your Password'. The footer contains 'Contact Us', 'Privacy', and '© 2013 Polk State College'.

6. You will click on each individual question number and answer each question. As you answer each question, a green check mark will indicate the question is complete. If a green check mark does not appear, the question is not complete and your application will not qualify to be submitted.

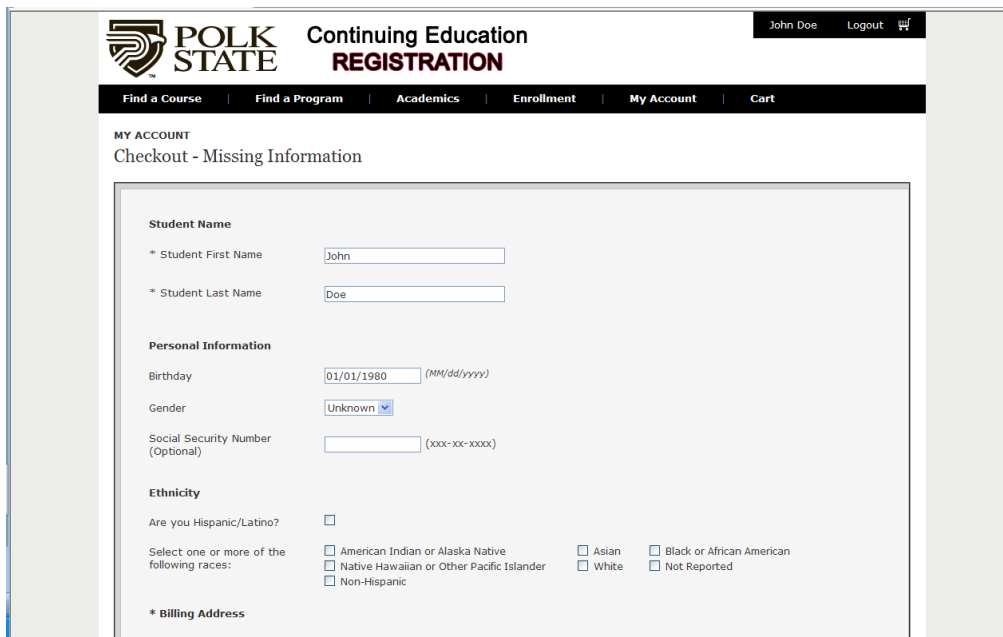
The screenshot shows the 'APPLICATION FORM' section of the website. It features a list of questions on the left, with green checkmarks next to Questions 1, 2, 4, and 5. Question 6 is currently selected and highlighted. The main content area displays Question 1: '1. Have you completed your minimum of 20 observation hours?' with radio button options for 'Yes' (selected) and 'No'. Below the question is a text input field for uploading documentation, with 'Browse' and 'Upload' buttons. At the bottom, there are 'CONTINUE' and 'SAVE & RETURN LATER' buttons. The footer includes 'Contact Us', 'Privacy', and '© 2013 Polk State College'.

- Once all questions are completed and the green check marks appear next to each question, click “Submit Application.”



The screenshot shows a web page titled "APPLICATION FORM". On the left, there is a vertical list of nine questions, each preceded by a green checkmark. Below the list is a button labeled "Submit Application...". To the right of the questions, the text "READY TO SUBMIT" is displayed, followed by a note: "Note: Application Fee is \$ 0.00". Below the note is a black button with white text that says "SUBMIT APPLICATION". A yellow arrow points upwards from the bottom of the page towards this button. At the bottom of the page, there is a footer with links for "Contact Us" and "Privacy", and a copyright notice for "© 2013 Polk State College".

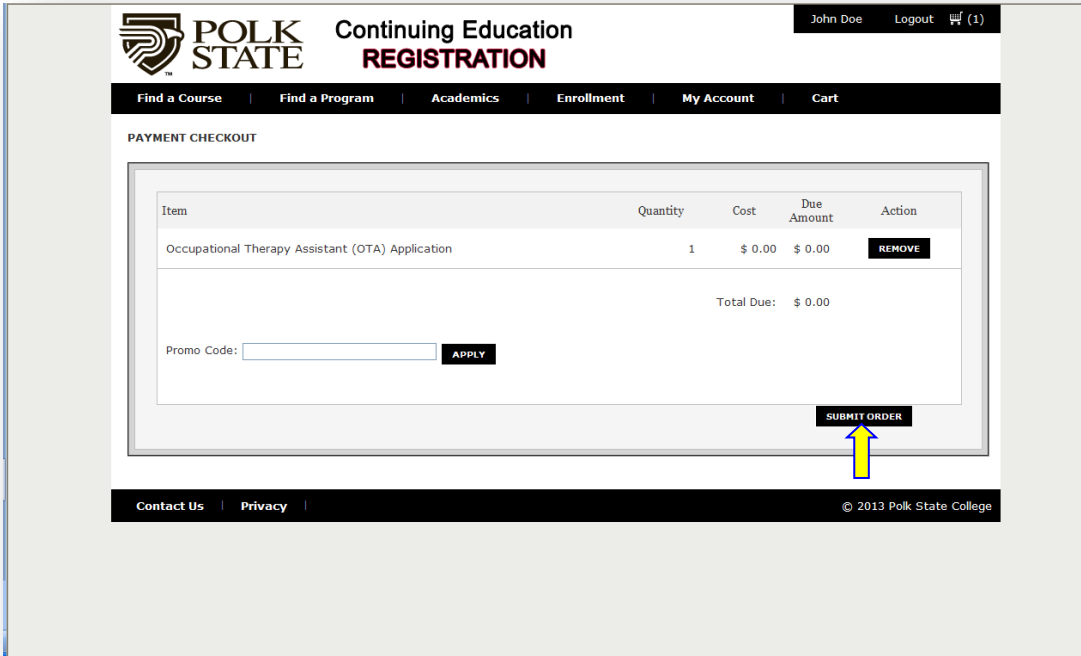
- You will then be taken to the Student Profile page. Complete each section and click “Next.”



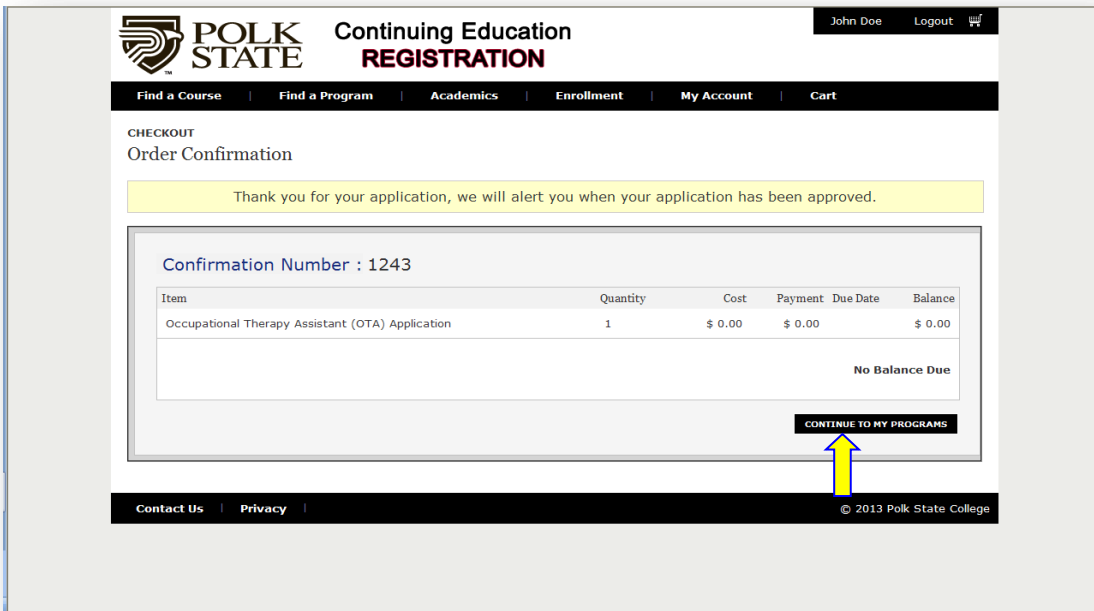
The screenshot shows the "Continuing Education REGISTRATION" page for a user named "John Doe". The page has a navigation bar with links for "Find a Course", "Find a Program", "Academics", "Enrollment", "My Account", and "Cart". The main content area is titled "MY ACCOUNT" and "Checkout - Missing Information". It contains several sections for data entry:

- Student Name:** Two text input fields for "Student First Name" (containing "John") and "Student Last Name" (containing "Doe").
- Personal Information:** A "Birthday" field with "01/01/1980" and a "(MM/dd/yyyy)" placeholder; a "Gender" dropdown menu set to "Unknown"; and a "Social Security Number (Optional)" field with "(xxx-xx-xxxx)" placeholder.
- Ethnicity:** A section titled "Ethnicity" with the question "Are you Hispanic/Latino?" followed by a checkbox. Below it, a prompt says "Select one or more of the following races:" followed by several checkboxes: "American Indian or Alaska Native", "Native Hawaiian or Other Pacific Islander", "Non-Hispanic", "Asian", "White", "Black or African American", and "Not Reported".
- Billing Address:** A section titled "\* Billing Address" which is currently empty.

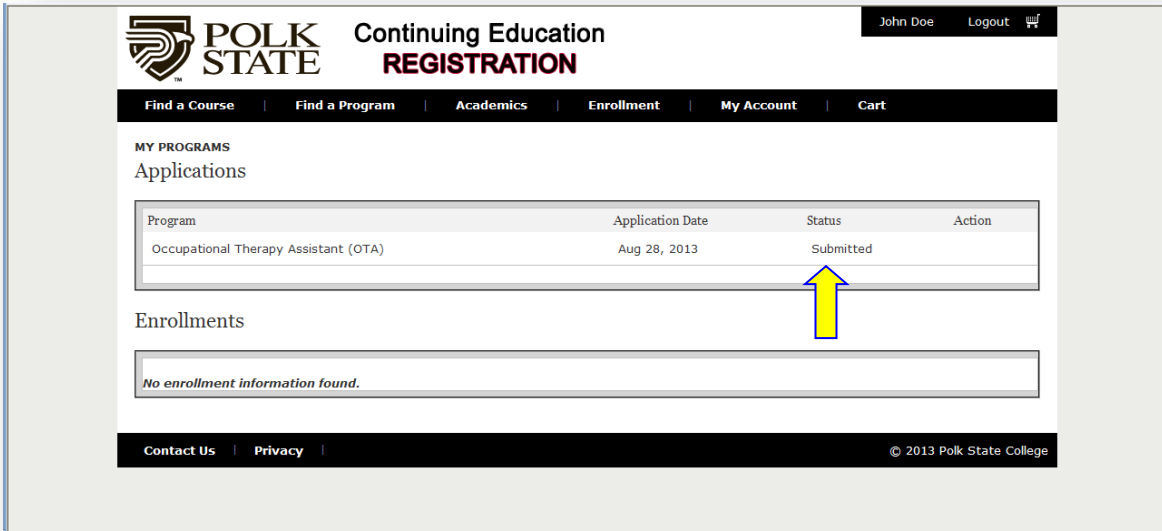
9. There is no application fee, so simply click on “Submit Order.”



10. At this point, you will receive an email confirmation. Click on “Continue to my programs.”



11. As you can see below, the application was submitted.



12. You and the program director will immediately receive an email confirmation that your application was submitted.

13. You will also receive a receipt that looks like this:

SL	DESCRIPTION	QTY	AMOUNT
1	Occupational Therapy Assistant (OTA) Application <b>Reservation Ticket:</b> qdXwe056FQ4d4 <b>Student:</b> Jane Doe	1	\$ 0.00
<b>TOTAL:</b>			\$ 0.00

14. Ensure to save this receipt and/or print it for future reference.