PTA Application Steps for NCSC Students

Deadline: Friday, August 11, 2023

Step One: General Admission To Marion Tech

- Apply at https://visit.mtc.edu (about 5-10 minutes)
- Contact your former high school and have a copy of your transcript emailed to enroll@mtc.edu
- Order your NCSC transcript to be sent to Marion Tech. Here is a direct link to the online ordering process: https://www.parchment.com/u/registration/33397/institution . You can also reach this link from the Student Records page of NCSC.

Step Two: Activate Your Marion Tech Student Account

- Proceed with activating your MTC student account/email once you have received your MTC student ID.
  - Your ID will be available within 2 business days after applying for admission. It will be visible in your admitted student "LeaderBoard" (personal web page). Watch your personal email account for information about this.
- Follow the email set-up instructions (separate document). Instructions are also available via your LeaderBoard page.
- NOTE: Your MTC student email must be operational in order to gain access to Canvas and the remaining application steps specific to PTA.

Step Three: Specific PTA Application Steps

- Email Dr. Hensel, henseld@mtc.edu, from your new MTC email account. Request access to the PTA application course.
- You will receive a Canvas course invitation via your MTC email.
- Access the course and the PTA application directions for topics such as:
  - Observation hours and documentation
  - Video reflection assignments

Observation Hours: Marion Tech requires forty (40) hours of observation. If you have less than forty hours, contact a site for which you previously observed and arrange additional hours.

Contacts:

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