Procedure is established by Phi Theta Kappa Honor Society (PTK) who conducts the ALL-USA Academic Team process in conjunction with the American Association of Community Colleges (AACC) and various corporate sponsors.

Process involves an online application accompanied by letters of recommendation submitted through the Phi Theta Kappa Honor Society (PTK) website. It is not required to be a member of PTK in order to participate in the competition.

Eligibility includes current enrollment and completion of 36 associate degree credits, a 3.5 cumulative grade point average (by December 1st), and on-track to complete at least 48 college credits by August 2016.

Timeline for the application is approximately from the beginning of October through the beginning of December (via the PTK website). There is a maximum of 2 finalists per campus (for a total of eight possible nominees for the college).

Verification that applicants meet all eligibility requirements are confirmed upon review of the current academic record.

Confirmation due date established by PTK adheres to the due date specified by PTK which occurs prior to the end of MATC’s Fall semester. Applicant’s academic record must reflect completion of all requirements on or before the confirmation due date established by PTK.

National Selection procedure begins following the submittal of eligible applicants nation-wide; and reviewed by a national team of independent judges for selection.