

# EMT Basic Course Admissions Checklist

**Applicants must be at least 18 years of age.**

**Program Filing Deadlines are:  
November 30/spring semester; May 1/summer semester; July 15/fall semester**

**Please call (417) 447-8954 or (417) 447-8803 before the deadline to confirm that your file is complete!**

## Overview of checklist:

- Step 1. Complete and submit an OTC application. Take ASSET or COMPASS placement test if ACT scores are not available.
- Step 2. Complete an application for the EMT-Basic course.
- Step 3. Distribute reference forms. All references will be kept confidential.
- Step 4. Order transcripts.
- Step 5. Admission formula.

- Step 1.** Complete and submit an Ozarks Technical Community College application if not currently enrolled. Take the ASSET or COMPASS placement test as required by OTC Admissions policy if ACT scores are not available. Picture ID is required.
- Step 2.** Complete an application for the EMT-Basic program. Submit it with a nonrefundable \$15 application fee (check, money order or cash) to the Allied Health Office. Make checks payable to OTC.
- Step 3.** Distribute the three reference forms to individuals who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. The references need to be mailed or brought in by you to OTC's Allied Health Office. If we do not receive your application by the deadline, we will only keep your references for six months.
- Step 4.** Request high school transcript if a first-time college student; otherwise, request all college transcripts. **ALL** transcripts must be sent to:

Allied Health Office  
Ozarks Technical Community College  
1001 East Chestnut Expressway  
Springfield, MO 65802-3625

Transcripts must be official, meaning they must be sent from the schools directly to OTC; they cannot be delivered by students. GED recipients need to bring in a copy of their certificate to the Allied Health Office.

- Step 5.** The admission formula is a competitive points-based system. Applicants are ranked according to a points-based system using references, healthcare experience, and college coursework. Applicants may also receive points for supplying a copy of CPR certification, hepatitis B vaccinations, driver's license and/or First Responder Certificate.

**Applicants will be notified by mail regarding acceptance into the course.**