

EMT-Paramedic Program

Admissions Checklist

Program Filing Deadline Is July 15 - classes begin in August (fall semester) of each year.

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

Overview of checklist:

- Step 1. Complete an OTC application.
- Step 2. Complete an application for the EMT-Paramedic program.
- Step 3. Distribute 3 reference forms. All references will be kept confidential.
- Step 4. Order transcripts.
- Step 5. Complete prerequisite courses (minimum grade of "C" or better).
- Step 6. Submit documentation of CPR certification, work experience, vaccinations, and other items listed on the Candidate Selection Form.
- Step 7. Applicants who have met all requirements may be selected for an interview.

- Step 1.** Complete an Ozarks Technical Community College application if not currently enrolled. Choose either the Certificate program or the Associate of Applied Science Degree program. As required by OTC Admissions policy, take the ASSET or COMPASS placement test if ACT scores are not available. Picture ID is required for the test.
- Step 2.** Complete an application for the EMT-Paramedic program. Submit with a nonrefundable \$15 application fee (check, money order or cash) to the Allied Health Office. Make checks payable to OTC.
- Step 3.** Distribute three reference forms to individuals who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. References may be mailed or hand delivered 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 student; otherwise, request all college transcripts. Send **ALL** transcripts to:

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

Transcripts must be official, which means that 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.** Complete prerequisite coursework with a grade of "C" or better. Withdrawal or failure to successfully complete the prerequisite courses will eliminate your application from consideration. Students currently enrolled in the required coursework during the spring semester must provide documentation of current grades at the interview, which may be in the form of a signed statement from the instructor(s) or a printout accessible on MyOTC.

All science courses listed (anatomy, physiology and pathophysiology) must be completed within five years of beginning the selective admissions portion of the program.

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If a passing grade is not achieved **after two attempts** in any program prerequisite course(s), an applicant will not be considered for the program.

Step 6. The EMT-Paramedic is a selective admission program and admission is determined by a points-based system. Points are awarded based on academic performance, extracurricular and/or community service activities, work experiences, references, and certifications. Please refer to the Candidate Selection Form for more information.

Step 7. Letters are mailed out indicating acceptance or nonacceptance into the program. Accepted students offered a position in the class receive forms for immunizations and information regarding CPR certification. Please notify the Allied Health Office of any changes in address, name, or phone number.

Before beginning specific Paramedic classes, a Missouri EMT license must be obtained if certification was obtained in another state.