

Practical Nursing Program Admissions Checklist – Springfield Campus

Program Filing Deadline is April 1 for the fall class and October 1 for the spring class.

It is recommended that applicants begin this process early.

You will NOT be granted an interview if your file is incomplete.

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

Overview of checklist:

- Step 1. Complete and submit an OTC application if not currently enrolled.
- Step 2. **EVERY applicant** must take all three sections of the COMPASS placement test. Make sure you take the basic math or numerical section. The COMPASS test **must be taken within two years** of the Practical Nursing application date.
- Step 3. Complete an application for the Practical Nursing program; submit to the Allied Health Office along with the nonrefundable \$15 application fee.
- Step 4. Distribute three reference forms. **One reference must be from an Anatomy and Physiology instructor.** All references will be kept confidential.
- Step 5. Request high school **and** college transcripts.
- Step 6. Complete BCS 120 **or** BCS 145 and BCS 146 **or** BCS 140 and BCS 150 to satisfy the Anatomy and Physiology prerequisite. **The Anatomy & Physiology requirement must be completed by the end of the spring semester if applying for the August class, and be completed by the end of the fall semester if applying for the January class.**
- Step 7. Candidates selected for an interview will receive a letter by mail.
- Step 8. Admission Formula.
- NOTE Nursing program offered at both Springfield Main Campus and Reeds Spring Location.

Detailed checklist:

- Step 1. Complete an Ozarks Technical Community College application. The application is available online (www.otc.edu) and at Student Services – ICW.

- Step 2. **ALL** applicants must take all three sections of the COMPASS placement test. **A minimum score of 75 must be achieved on the reading and writing components. A 75 on the basic math component or any score achieved at the algebra level or higher is acceptable.**

If the applicant does not achieve minimum scores on the COMPASS placement test, additional courses in those areas are recommended. The applicant may take the COMPASS placement test a maximum of two times for every two years. The best score achieved during the two-year period will be used for points toward admission.

If the COMPASS test is retaken close to the application deadline, notify the Allied Health Office so that your file may be updated. **All tests must be completed by the application deadline. COMPASS test scores expire after two years and must be retaken.**

- Step 3. Complete an application for the Practical Nursing program and submit with a nonrefundable \$15 application fee (check, money order or cash), to the Allied Health Office. Make checks payable to OTC.

Advanced Placement refers to the admission of students from other nursing programs into the program. Due to the incredible high volume of applications in the Springfield OTC PN Program at this time, we are not currently able to accommodate Advanced Placement Students into the program.

- Step 4. Distribute three reference forms to individuals who can comment on your professional manner. One reference must be from an Anatomy and Physiology instructor. The references should be mailed or hand-delivered to OTC's Allied Health Office. If your application is not received by the deadline, your references will only be kept for six months.

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Step 5. Request high school **and** 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**, which means that they must be sent from the schools directly to OTC; they cannot be delivered by students. GED recipients need to bring a copy of their certificate to the Allied Health Office. Official high school transcript or copy of GED is required by the State Board of Nursing.

Step 6. Complete or be currently enrolled, with satisfactory progress (minimum of a "C" or better), in the prerequisite course(s). Withdrawal or failure to successfully complete the prerequisite course(s) will eliminate your application from consideration. Students enrolled in courses, during the semester of the deadline, must bring midterm grade(s) to the interview.

If a passing grade is not achieved after two attempts in any General Education course(s) required for an Allied Health program, an applicant will not be considered for the program.

The prerequisite course(s) must be completed by the end of the spring semester if applying for the August class, and be completed by the end of the fall semester if applying for the January class.

Anatomy and Physiology must be completed within five years of the start of the Practical Nursing program.

Step 7. The top applicants with complete files will be considered for an interview. Letters regarding the date, time, and location of the interview will be mailed approximately two weeks in advance. Please notify the Allied Health Office of any change in name, address, or phone number.

The interview is approximately 15 minutes in length. The interview is utilized to assess the candidates' communication skills, interpersonal skills, maturity, problem-solving skills, and orientation to nursing. Letters will be mailed indicating acceptance/nonacceptance into the program. Applicants with the highest points will be offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing.

Step 8. Only completed files are considered for admission into the Practical Nursing program. This includes, but is not limited to: evidence of a minimum COMPASS reading and writing score of 75, evidence of a minimum COMPASS numerical math score of 75 or any score received in algebra or above, evidence of completion or current enrollment in BCS 120 Human Anatomy and Physiology **or** BCS 145 Anatomy and Physiology I and BCS 146 Anatomy and Physiology II **or** BCS 140 Human Anatomy and BCS 150 Human Physiology, three references, and all official **high school and college transcripts**. Files that are not complete by the deadline of April 1 for the fall semester and October 1 for the spring semester are not considered for admission. It is the applicant's responsibility to ensure file completion.

The admission formula is a competitive points-based system. The candidate is given points for the COMPASS writing and reading scores, references, anatomy and physiology grades, completion of BCS 132, ENG 101, and PSY 110, interview score, and delivery of required items to the interview, as instructed. To receive points for BCS 132, ENG 101, or PSY 110, courses must be completed before the application deadline.

NOTE Ozarks Technical Community College also has a Practical Nursing program in Reeds Spring. Classes at our Reeds Spring location is offered once per year; every August. If you would like to be considered for both programs, you will need to fill out a separate application for Practical Nursing, along with the \$15 non-refundable fee to each program. References must be delivered to both programs by the applicant.