

Respiratory Therapy Program Admissions Checklist

Program Filing Deadline is February 15.

Begin the admissions process early. You will NOT be granted an interview if your file is incomplete.

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

Overview of checklist:

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| Step 1. | Complete and submit an OTC application. Take ASSET or COMPASS placement test if ACT scores are not available. |
| Step 2. | Completed or be currently enrolled in the required prerequisite courses listed below. |
| Step 3. | Complete an application for the Respiratory Therapy program; submit to the Allied Health Office along with the nonrefundable \$15 application fee. |
| Step 4. | Distribute three reference forms. All references will be kept confidential. |
| Step 5. | Request transcripts. |
| Step 6. | Maintain an overall GPA of 2.5 or better in all required courses. |
| Step 7. | Eligible applicants will be interviewed by the Program Coordinator for the Respiratory Therapy Program, the Director of Clinical Education for the Respiratory Therapy Program, and two directors of local respiratory therapy departments. |

Step 1. Complete 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. Depending on test results, some additional developmental coursework may be required before acceptance into the program.

Step 2. Completed or currently be enrolled in the 28-30 credit hours of required courses listed below:

*MTH 110	Intermediate Algebra	3 credit hours
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*ENG 101	Composition I	3
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A&P Requirement:

BCS 120 OR BCS 140 and BCS 150 OR BCS 145 and BCS 146

BCS 120	Human Anatomy & Physiology	6
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*BCS 140	Human Anatomy	4
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*BCS 145	Anatomy & Physiology I	4
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*BCS 146	Anatomy & Physiology II	4
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*BCS 150	Human Physiology	4
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Social Science Electives – PLS 101 or HST 120 and HST 130	6
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*Must satisfy Missouri law to include instruction in
Federal and State Constitution.*

Communications Elective	3
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*RST 105	Cardiopulmonary Anatomy & Physiology	3
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*BCS 200	Microbiology	4
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***Consult the current OTC catalog for prerequisite requirements.**

All science courses listed (Anatomy, Physiology, Microbiology and Cardiopulmonary Anatomy & Physiology) must be completed **within five years** of beginning the selective admissions portion of the program.

- Step 3.** Complete an application for the Respiratory Therapy program. Submit it with a \$15 application fee (check, money order or cash only) to the Allied Health Office. Make checks payable to OTC.
- Step 4.** 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 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 5.** 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 a copy of their certificate to the Allied Health Office.

- Step 6.** Achieve an overall GPA of 2.5 or greater in all required courses listed for the Respiratory Therapy program at the completion of all courses, and earn a grade of "C" or better in every course. 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 statement of midterm grade performance signed by the instructor(s) of the required course(s) or a class printout accessible on MyOTC. **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 7.** Applicants who have met all of the above requirements will be considered for an interview. Letters regarding the date, time, and location of the interview will be sent out approximately two weeks in advance. The interview is approximately 15 minutes in length. The applicant will be asked questions by a group of interviewers. Letters are mailed out shortly thereafter indicating acceptance/non-acceptance into the program. The top 20 applicants will be offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing. (Please notify the Allied Health Office of any change in name or address.)