

Ozarks Technical Community College Surgical Technology Program

Application Deadline is March 15; classes start in August

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

Admission 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.** (Picture ID is required.) A score of 39 must be achieved on the basic math component to be considered for the program. Depending on test results, some additional developmental course work may be required before acceptance into the program.
- 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 four years and must be retaken.**
- Step 3. Complete an application for the Surgical Technology 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 4. Schedule preadmission tests.** Contact the Career Center Counseling and Assessment Office at (417) 447-6983 and schedule testing. Their office is located on the first floor of ICE, Room 116. There is a \$10 assessment fee which must be paid to the cashier prior to your arrival for the tests. Please bring your receipt for the assessment fee and photo ID to the Career Center Counseling and Assessment Office the day of your assessment. Preadmission testing consists of two assessments:
- a. **Bennett Mechanical Comprehension Test**, a mechanical reasoning test which assesses understanding of mechanical concepts
 - b. **Wonderlic Scholastic Level Achievement Exam**, a cognitive abilities test which assesses problem solving skills

The assessment process takes approximately one hour to complete. There is a minimum score for each assessment unit, and each applicant receives his/her results in the mail. Any applicant not receiving the minimum score on any one unit (or units) will have an opportunity to retake that unit (or units) at a later date.

Please note that only one retest per unit is permitted in any given application cycle, and the applicant pays an additional \$10 fee for the retest. Students with less than the minimum scores may not be granted an interview.

All tests must be completed and results available by application deadline.

(continued on next page)

Step 5. Distribute reference forms—three are required. References should be given to those who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. The references can be delivered in person or mailed to the OTC Allied Health Office. All references will be kept confidential.

Step 6. Request transcripts from your high school if a first-time college student; otherwise, request transcripts from all colleges attended. Transcripts must be official, which means that they must be sent from the schools directly to us; they cannot be delivered by the student. GED recipients need to bring a copy of their certificate to the Allied Health Office.

Send **ALL** transcripts to:

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

It is recommended that applicants begin this process early, because ALL of the above information needs to be returned to the Allied Health Office by March 15. You will NOT be granted an interview if your file is incomplete.

Step 7. Complete prerequisite courses with a minimum of a "C" or better, or be currently enrolled with satisfactory progress. Withdrawal or failure to successfully complete the prerequisite courses will eliminate your application from consideration. Students may be interviewed/accepted pending successful completion of prerequisite courses by the end of the summer. However, you will receive zero points for the classes which are not completed at the time of admission (spring semester). This may affect your ranking in the application process.

Science courses—Human Anatomy and Physiology and Microbiology—must be completed within five years of beginning the selective admission portion of the program. If it will have been longer than five years by the start of the program specific courses, the science courses must be retaken.

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 8. Applicants who have met all of the above requirements will be considered for an interview. Letters regarding the date, time, and location will be sent out approximately two weeks in advance. Please notify the Allied Health Office of any change in name, address, or phone number. Responsibility for failing to receive the letter due to incorrect contact information will fall to the student.

Step 9. The interview will be held in the Allied Health Office, Lincoln Hall 210. It is approximately 15 minutes in length. The student is asked questions by a group of interviewers. Letters are mailed out shortly thereafter indicating acceptance or nonacceptance into the program. The top applicants are offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing.