Electrical Distribution Systems Program (EDS)
Application Process

Hello and thank you for taking the time to read the application process. Between this document and the Frequently Asked Questions (FAQ) document, many of the typical questions you might have about the program and how to apply will be answered. Any questions you may still have after reading these two documents are most welcome and should be directed to eds@otc.edu. This guide will go line by line of the Application Rubric and detail how one goes about claiming the points for various items. After the application deadline, the scores for each applicant will be tallied and those with the most points will be accepted into the program first. In the case of tie(s), the director for the program and the full-time faculty will review the one-page essay, resume or high school attendance record, and reference letter(s) to determine which student(s) have the best chance of success in the program.

Application Dates:

We will accept applications from ***February 1, 2019 to May 3, 2019.*** Each applicant will receive an email notification of their status, either accepted into the program or not, the week of May 27th – 31st. Please make sure to check your OTC email regularly.

Submitting Paperwork:

It is best to gather all the paperwork you plan to submit and either deliver it to the Lebanon Center office or send a digital copy to eds@otc.edu all at once. We anticipate a large number of applications, so if you send in your materials as a document here and another there it is possible something will get misplaced. Some prospective students have submitted materials to student services at the Main OTC campus and their information did find their way to us, but the risk of something getting lost is increased given the number of students the Main Campus deals with. It is also recommended to make a copy of your documents before submittal for your own records.

OTC Application:

If you type 'getting started' into the search bar at the main OTC website, www.otc.edu , It will take you the page where you start your OTC journey. You can also use this link to get there: **https://students.otc.edu/admissions/getting-started/ .** Once there, use the 'Apply Online' tab on the right to start the application process or you can use this link to get there: (https://www.otc.edu/FORMS/students/application.php)

The application process is free and it takes about 24 to 48 hours for your application to process. The acceptance email you will receive is acceptance as an OTC student and *not* acceptance into the EDS program. The EDS email will come the week of May 27th – 31st. There are several other links on the 'Getting Started' page that you should explore to help ease the

process of being an OTC student.   Sending an email from your OTC account to eds@otc.edu will cover the proof needed for the OTC application points.

One Page Typed Essay:

The one-page typed essay is your chance to tell us why you want to be in the EDS program as well as highlighting any experiences or knowledge you have that will help you with the journey. The format should be a common font, Calibri or Times New Roman, of size 11 or 12, with standard spacing and the use of proper grammar. If you open most word processor programs and use the default format, that will work well for this. If you are looking for a specific format to use, MLA is acceptable. The whole point is not to fill space, but to tell your story.   The maximum acceptable length is 2 pages total, or one sheet front and back. Submit this with your other paperwork for the points.

  Key items to include are as follows:

- Why you want to be a Lineworker. Let your passion show!
- Any friends, family, etc. that work for an electrical service currently or other applicable information so we know you know what the job entails.
- Experiences that will help you succeed in the classes. I.e., 'I have climbed poles before', 'I grew up working on a farm in all kinds of weather', or 'I worked as a roofer, so I know heights won't bother me'

- Anything else that you feel will help us better understand your chances of success in this field.

DOT physical with Drug Screen:

If you have a current/active Class A CDL with no restrictions, you can skip the DOT physical portion. Submission of a copy of your CDL with a drug screen not more than a year old will get you the points for this section as well as credit for the EDS 151 & 152 classes if you are accepted into the program. For those needing a CDL, you can get the physical and drug screening at a local location or you may work with Direct Primary Care in Lebanon, MO, to get both of these at a great rate and the examine is good for 2 years. Our CDL classes are administered via Clement Truck Driving Academy. Direct Primary Care is located at 1000 H. Alexis Ave, Lebanon, MO 65536, and can be reached at 417-531-0410. They charge 10$ for the drug screen and 65$ for the exam.

We will need a copy of your DOT physical for our records as well as the drug screen, so make sure whoever does this for you sends a copy of your drug screen to eds@otc.edu . Often it is up to the student to provide us a copy of the DOT physical and this would go with the rest of your paperwork for submission. If the provider has any questions about sending materials, please have them use the eds@otc.edu email or call 417-447-8146.

Driving Record:

You can get a copy of your current driving record for a nominal fee from the Missouri License Bureau. We need this to make sure there are no complications with your ability to get or

maintain a Class A CDL without restrictions. If you have any concerning items on your driving record, such as a DWI or DUI, please contact Clement Truck Driving Academy at 417-589-2351 to see if they will prevent you from getting a CDL. Some items are a no-go for training while others need to have occurred a year or more in the past.

This is another item that goes with the submitted paperwork.

Completed FAFSA:

If you click the 'Financial Aid" tab on the right side of the 'Getting Started' page you can find all the information you need for this step or you can reach this page directly at https://students.otc.edu/financialaid/ . You will need a copy of your previous year's tax documents for this step or your guardian(s)' tax documents if you did not file taxes last year. If you have any problems with this, please visit one of the OTC campuses or centers for help.

When the application window closes, we will have someone in the office check each applicant's finical aid file to ensure it is complete and thus receive the points for this. You may need to submit some extra paperwork to get everything approved on the financial aid side, so please ***monitor your OTC email***.

Resume or High School Attendance Record:

For those in High School, have the office print out or send a copy of your attendance record to eds@otc.edu. For those that have graduated or have their GED, a copy of your resume will get you the points. Either way these are another item for your submitted paperwork.

Transcripts:

If you are in High School, send an un-official copy of your transcripts to eds@otc.edu. Once you graduate you will need to have your School send OTC an official copy of your transcripts. For those that have graduated already, please make sure OTC receives a copy of all your applicable transcripts, including any classes you may have taken at other institutions. We will run a degree audit on all prospective applicants and use this to verify prior credits or degrees.   The 'Records & Registration' tab on the 'Getting Started' page can help with submitting this or you can learn more here: https://students.otc.edu/registrar

Timely OTC Email Response:

At some point after you turn in your packet you will receive and email requesting a simple reply within 4 business days.   If you reply within the time frame you will get the points for Timely response to OTC email. This means you need to check your OTC email at least twice a week and to get you in the habit of watching your OTC email. If you have a smart phone, you may want to set up your OTC email account on the device and receive notifications.   We have had several students run into issues due to not checking their OTC email.

Points for Completed Courses:

The degree audit mentioned above is how you will receive points for courses you have finished that apply towards the EDS degree. If you have transfer credit that you feel is applicable, but may not show up correctly, please send an email to eds@otc.edu so we can look closer at the matter.

Points for Courses in Progress:

If you are taking a course this spring, but have not finished it yet there are two ways to get the points. If it is an OTC class it will show up on your degree audit as in progress and that is all that is needed.   If it is outside of OTC, you will need to send something official that indicates you are in the class.   A copy of your mid-term grades with the course name and number. A letter from your High School that states you are in class X that counts as college course X.   Dual enrollment letter/information.   Something that shows you are in the class and didn't just sign up for it and then drop it is what we are looking for. For non-OTC classes in progress you will need to submit some form of documentation with your other paperwork.

Previous College Success:

This is another one that will show up on your transcript as prior credit and that is how we will award these points.

Completed College Degree:

This should show up as a part of your transcripts, but a copy of any completed degrees would be a great thing to add to your packet.   Degrees need to be from a regionally or

Nationally accredited school and not one of the degree mills online where you pay money and suddenly have a degree.

Attending an Informational Session on the EDS Program:

There will be three Saturday Informational session from 9:30am to 11:00am at the Lebanon OTC Center, 22360 Highway MM, 65536, on ***February 16th, March 23rd, and April 20th.*** You need to only attend one for the points and there will be a sign in roster to get these points. (only the prospective student needs to sign in) Please bring whomever is helping you along the journey so everyone is on the same page, parents, loved ones, friends, etc. We do request that you do not bring young children to this meeting as we will have a large amount of material to cover in a short period of time.

Sign Off Pages:

At the end of the Frequently Asked Questions Document and the Application Process document there will be a page you can print out and sign. Return this with your other documentation to receive the points. It is in your best interest to read these documents fully and not just sign the sheet and go on as a large amount of the questions you might have are answered by these documents.

Reference Letters:

You will receive points for one reference letter from a non-family member and one from someone involved with an electrical provider on the company's letter head. You may turn in

only one of each and you will not get both sets of points for a single reference letter. These are two more documents that you will turn in.

Scholarships:

There are two sets of points possible here, 10 for having a scholarship from an electrical provider and 5 for having scholarships in general to help pay for your classes. For this you will need to provide documentation that you have been approved for the scholarship in the documentation you turn in to Lebanon or at eds@otc.edu . Many electrical providers have scholarship programs and getting in good with one of them before beginning the EDS program is a great way to increase your chances of getting an internship with them and quite possible a job when you get out. The first semester has a couple of big-ticket items, the CDL training and the required equipment, thus the need of additional funding streams. A+ and Pell Grant will not be enough to cover the first semester if you do not have a CDL already. With this in mind, the more funding you have the easier things will go. The max points you can get for scholarships is 15.

Documentation of Internship Acceptance:

Again, I cannot stress enough that it is best to try to build bridges early on with the electrical provider you would like to work with once you finish the degree. To that end, if you can get a confirmed internship for the summer of 2020 that is another big point item. All we need is official documentation from the electrical provider that they have indeed promised you

an internship. A letter on company letterhead or an email from someone in the company to eds@otc.edu would suffice to get you the points.

Documented Experience working at Heights:

This is something you would want to put on your resume or have in a letter of recommendation. We are looking for things such as: worked as a professional tree trimmer, did an internship with an electrical provider previously, experience electrical Lineworker, worked high steel, I was a roofer, Military MOS that applies, etc. Things that **WILL NOT** work: I climbed a tree once, I went on the big Ferris wheel at the fair, I have ridden in a plane, I'm not scared of heights, and so on.

DDT 214:

Prior military, please provide a copy of your DDT 214 in your paperwork. It does not have to be an official copy, but it does need to show all the usual information. If you are having trouble finding or getting a copy of your DDT 214, speak with the veteran services at OTC and they should be able to help you or email eds@otc.edu and we will help get the lines of communication open.

Other Questions:

This covers the key points of applying for the EDS program, but any additional questions you may have please direct to eds@otc.edu. Again, it is recommended to turn in all your

documentation at once to prevent items from getting lost and keep a copy for your records.

Don't forget to sign the sheet below and return it for the points.

GOOD LUCK!!!

Sign off page follows:

Please complete this page and return a signed copy if you are applying for the

Electrical Distribution Systems (EDS) program. You can drop this by the Lebanon Center

office or email a scanned copy to eds@otc.edu . If you have any questions, please feel free to email Keith Dinwiddie at eds@otc.edu or call 417-447-8146

I _____ have read the Application Process the Electrical

Distribution Systems program.   I understand that I am responsible for knowing the content of

this document and asking any additional questions I may have.

Signed,

Printed Name _____