



# OZARKS TECHNICAL COMMUNITY COLLEGE

## 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](mailto: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 ties, 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 ***January 1, 2023, to June 1, 2023***. Each applicant will receive an email notification to their OTC email account of their status, either accepted into the program or not accepted within 3 business days of June 1<sup>st</sup> at the latest. Please make sure to check your OTC email regularly as you will have until June 11<sup>th</sup> to accept your position in the

program if accepted. If you fail to accept your position by June 11<sup>th</sup> your position will be awarded to someone else.

### **Submitting Paperwork:**

**No Postal Mail Submission are accepted!** We have had too much trouble with items going missing and the risk is simply too high.

It is best to gather all the paperwork you plan to submit and either deliver it physically to the campus of your choice or digitally to [EDS@otc.edu](mailto:EDS@otc.edu). For drop off of physical forms please take them to the Lebanon Center office at 22360 Highway MM, Lebanon, MO 65536 or the Richwood Valley Campus at 3369 W. Jackson St., Nixa, MO 65714 and put them in the box on the wall by RVA 112 located right outside of Matt Ogden's and Keith Dinwiddie's office. If someone is in the office at RVA, you may hand them in directly instead of using the box. You can also fax your items to 417-512-6580.

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. *Do Not* send or turn your application into student services in Springfield as there is a decent chance it will not make it to the director for consideration. It is also recommended to make a copy of your documents before submittal for your own records. You will receive an email reply to any digitally submitted materials to confirm receipt.

**NOTE:** The competition for spots is increasing each year, so make sure you submit all the items you can before the deadline. Leaving out easy things such as the signature pages or informational presentation outlined below could easily keep you from earning a spot in the program.

## **REQUIRED ITEMS:**

The items in the required section are mandatory for application to the EDS program. Failure to submit one of the listed items will disqualify your application for consideration. The required items include: OTC application, one-page essay, DOT physical or Class A CDL license copy, negative drug screen, driving record, completed FAFSA or declaration of ineligibility, signature page from the application document (this document), signature page from the FAQ document, Declaration of campus, and declaration of boot size. If you are unable to get your DOT physical due to age restrictions, please send an email to [eds@otc.edu](mailto:eds@otc.edu) to get further instructions for application.

## **OTC Application:**

If you type 'getting started' into the search bar at the main OTC website, [www.otc.edu](http://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 program acceptance email will come after the close of the application window and we have had a chance to tally all the scores. 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](mailto:eds@otc.edu) will cover the proof needed for the OTC application points as we verify this via your student number.

**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 such as 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 understand what you are getting into.
- 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 earn 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 one of the places listed below and in the FAQ document. The DOT physical is good for 2 years. The Lebanon CDL classes are administered via Clement Truck Driving Academy and the Richwood Valley CDL classes are administered via 160 Truck Driving Academy.

- You can get the DOT physical and drug screening at a local location, or you may work with one of the following:
  - KT Health Clinic  
2032 E Kearney St Suite 108  
  
Springfield, MO 65803  
  
417-832-8678  
  
8a.m.-3p.m.  
  
No Appointment Walk in  
  
DOT Physical \$95 Drug Screen 10 panel \$65/12 Panel \$75
  - Fordland Medical Clinic  
1059 Barton Dr  
  
Fordland, MO 65652  
  
417-767-2273  
  
DOT \$65 Drug Screen 10 Panel is \$45
  - Rolla Family Clinic  
1060 C South Bishop Ave  
  
Rolla, MO 65401  
  
573-426-5900

Monday-Wednesday 9 a.m.-7 p.m. closed for lunch @ 1:30 pm-2:30 p.m.

Walk in, no Appointment

DOT \$154 Drug Screen \$42

- Lake Regional Clinic  
441 W Elm St

Lebanon, MO 65536

417-532-2805

Schedule Ahead if you do not want to wait/will accept walk-in M-TH 7:30-4

NO FRIDAYS

DOT Physical \$70 Drug Screen \$35

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](mailto: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](mailto:eds@otc.edu) email or call 417-447-8146.

The CDL is a critical component for success in the Electrical Distribution Field and without this it will be extremely difficult if not impossible to find a job. For this reason, those that cannot pass the DOT physical or do not already have their Class A CDL without restriction (barring age) will not be considered as candidates for the EDS program. We do not want students to spend 2 years training for a field they cannot get a job in. We are happy to work with

students who fall into this category to find a tech field they can succeed in and help them achieve that goal. If you have any questions on this, please contact us at [EDS@otc.edu](mailto:EDS@otc.edu) or 417-447-8146

If you are color blind, you will need to tell the examiner so they can do deeper testing to see if you can designate colors enough to determine stop lights and such. If you have had a seizure in the last 30 years, have a seizure condition, or a disease like muscular dystrophy, you will not be able to pass the DOT physical. If you are under 18 you will not be able to get a DOT physical and in the case where you will not be 18 before the deadline for the applications, please contact [EDS@otc.edu](mailto:EDS@otc.edu) to see what your options are.

### **Negative Drug Screen:**

As a part of the application process you will need to take a standard pre-employment type drug screen and have the results sent to [EDS@otc.edu](mailto:EDS@otc.edu). This applies to both those submitting a DOT physical and those that have their Class A CDL already. The drug screen must be less than a year old. While there is a urine sample taken during the DOT physical, a drug screen is a separate test and something extra you will need to ask for. Direct Primary Care in Lebanon charges 10\$ for this service and you are most welcome to test at someplace local to you.

We are looking for a standard 10 to 12 panel test utilizing urine. There is no need to get a blood or hair test that is often very expensive. If you have questions on this part, please email [EDS@otc.edu](mailto:EDS@otc.edu) 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 the EDS program at 417-447-8146 for more information. Some items are a no-go for training while others need to have occurred a year or more in the past.

### **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 financial 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*.

If you receive a confirmation email or similar that you have completed your FAFSA, a copy of that will work as well. If you fill out the FAFSA late in the spring, there is a chance it will not show up on our system at the close of the application window and thus you would lose out on these points if you did not send a copy of your confirmation with the rest of your materials. Simply stating, ‘I completed it’ will not get you the points as we will check our records or reference the FAFSA notice you provide.



**Sign Off Pages:**

At the end of the Frequently Asked Questions Document and the Application Process document (which is this 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 as a large amount of the questions you might have are answered by these documents.

**Digital Informational Session on the EDS Program:**

You can find the digital information meeting at this address:  
<https://academics.otc.edu/electrical-distribution/about/>. At the end of the presentation you will find instructions on how to pick up these points. This presentation covers the basics of the program as well as outlining the costs involved with the first semester if you take the CDL classes as well. This is a very important presentation to view and I encourage you to share it with your support group as well.

**Declaration of Campus:**

The EDS program is available at the Lebanon Center and the Richwood Valley Campus near Nixa. When you apply for the program, please indicate if you prefer Lebanon, Richwood Valley, or will be happy with either campus. You can indicate a location of choice and willingness to attend at the other location if that is where there is an opening for your score level. Those who score the highest will get the first choice of location and we will work from there. Those who do not make it in have the possibility of being an alternate if their score is high enough.

## **Size of Boot**

Another piece of information we need is your boot size. This will help to ensure the vendor we are working with from Chippewa has enough boots of the right size available for the fitting dates. You are not required to purchase Chippewa boots, but they will be offered at a substantial discount. You can put this information in your application email or include it on the same sheet you list your campus location preference(s).

## **POINT REDUCTIONS:**

Due to input from our advisory committee, which is made up of representatives from the electrical provider industry, we have discovered that certain items on your driving record make it extremely difficult if not impossible to get a job in the industry. Because of this the following items on your driving record will deduct points from your total application score:

- A loss of 8 or more points in the last 18 months
- DWI or DUI
- Speeding 15 mph or more over the posted limit

These items can cause trouble in getting your CDL, keeping your CDL, and/or being insurable on the job when driving. On top of this, having a DWI or DUI in the last year prevents you from being able to train at the Clement Truck Driving Academy. It is highly advised that anyone who has one or more of these issues work to see if they can be removed from their record before application to the program.

## **OPTIONAL ITEMS**

The following items are not required for your application to the EDS program. With that said, please keep in mind that we will take the applicants with the most points first so you have a better chance of getting into the program if you add as many of the following items as possible. It is rare that anyone can add all the items in the optional section, so just add all the items you can.

### **Tour:**

There is no substitution for taking the time to come and view the program in action. Ideally, students will visit on a day where they can watch the current students in action to get a feel for what they will be learning as well as getting the chance to talk with students in the program. The EDS classes run Monday through Thursday and mornings at 10 am or afternoons around 1pm are the best times to visit. Keep in mind that if we have weather that electrical crews would not perform normal repairs in, our students will be working inside. To schedule your tour email [eds@otc.edu](mailto:eds@otc.edu). This is a great time to ask questions, turn in your application, or take care of anything else you might want to do while on campus.

### **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](mailto:eds@otc.edu). For those that have graduated or have their GED, a copy of your resume will get you the points.

**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 or clearly detailing their position and company they work for or from someone who has graduated from/is currently enrolled in the EDS program. You may turn in only one of each and you will not get multiple sets of points for a single reference letter. To get all the points you will need two separate reference letters in your application materials.

**Scholarships:**

There are two sets of points possible here, 20 for having a scholarship from an electrical provider and 10 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 your application documentation. 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 possibly 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 for 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 30.

**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, experienced 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.

Please make sure that you **highlight** in your application the portion that covers these points or in some way bring it to our attention so that it is not overlooked.

#### **DDT 214:**

Prior military, please provide a copy of your DDT 214 showing current service or honorable discharge 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](mailto:eds@otc.edu) and we will help get the lines of communication open. A dishonorable discharge will **NOT** earn you the points for this section. If you have questions, please contact us.

#### **Previous Application to the EDS program:**

For those that reapply to the program, you will receive an automatic 15 points. If it has been more than a year since your last application, please include a note detailing the year you applied and reason for not getting in. DOT physicals are good for 2 years, but you will need to make sure it does not expire before the end of the fall semester you are applying for. **All the other application materials will need to be resubmitted** as things change with you from year to year and the specifics of what we are looking for change as well. To be considered a previous applicant, we need something on file for you in a previous application period. Being on the contact list does not qualify you as a previous applicant.

I highly recommend scheduling a time to talk about your application so we can look at ways to increase your chances of acceptance.

### **Transcripts:**

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. 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>

For points, you will need to send an unofficial copy of your transcripts to [EDS@otc.edu](mailto:EDS@otc.edu) or submit them directly with your other paperwork. You will need to either highlight the classes that are dual credit/applicable to the EDS degree or in some other way document the classes we need to verify for points. Not only do you get 5 points for doing so, this is also one way we verify your points for completed general education classes, especially in cases where the registrar has not had time to evaluate your transcripts by application close.

### **Points for Completed Courses:**

At the end of the application process we will review each prospective student's degree audit and look for any credits that are applicable. In the case of dual credit or transcripts not processed by the registrar yet, we will reference the submitted transcripts and notation. If you have dual credit/college credit on your high school transcript, please highlight those classes on the copy you submit. This will help to ensure your classes are properly scored.

**Class A CDL without restriction (other than age):**

If you have your class A CDL without restriction already, simply include a clear copy of your current license and this will net you 20 points which covers 10 points for the DOT physical and 10 points for completing the EDS 151 and 152 class. If you have your CDL already, you do not need to submit a copy of your DOT physical, but you will need to submit a drug screen that is less than a year old. If you are accepted into the program we will use these two documents to give you credit for prior learning, preventing the need to take the EDS 151 and 152 classes.

**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. We will reference the unofficial transcripts submitted for this as well. Dual credit classes will count for completed course points, but not as previous college success as those taken in the high school environment, which is different from the true college environment.

**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 accredited school and not one of the degree mills online where you pay money and suddenly have a degree. A copy of your transcript or diploma will suffice for these points.

**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](mailto:eds@otc.edu). Again, it is recommended to turn in all your documentation at one time to prevent items from getting lost and keep a copy for your records. For all email submissions you will receive a confirmation of receipt and if you do not, please inquire to make sure your items made it to us. 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 to show you have read the Application document 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](mailto:eds@otc.edu) . If you have any questions, please feel free to email Keith Dinwiddie at [eds@otc.edu](mailto:eds@otc.edu) or call 417-447-8146**

I \_\_\_\_\_ have read the Application Process for 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 \_\_\_\_\_