



OZARKS TECHNICAL COMMUNITY COLLEGE

Electrical Distribution Systems Program (EDS) Application Process

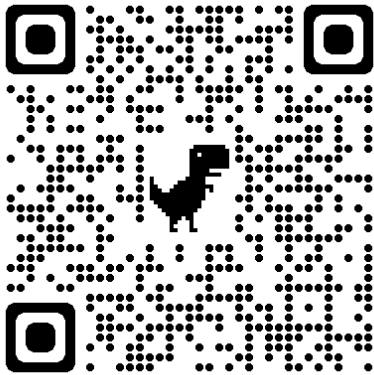
Hello and thank you for taking the time to read the application process. Between this document and the Frequently Asked Questions (FAQ) document, many of the typical questions you might have about the program and how to apply will be answered. Any questions you may still have after reading these two documents are most welcome and should be directed to eds@otc.edu. 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 five application questions, 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:

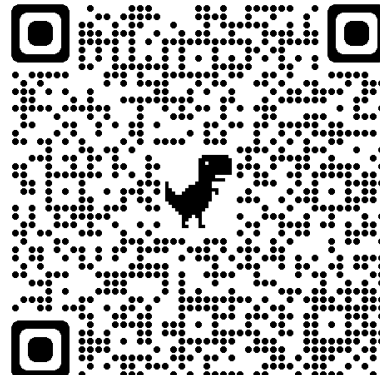
We will accept applications from *February 5th to May 21st, 2024*. Each applicant will receive an email notification to their OTC email account of their status, either accepted into the program, waitlisted, or not accepted on the 22nd unless there are unexpected delays. Please make sure we have a good contact number for you as we will call you directly if we need to check on

anything, such as you have enough points to get a spot in the program, but it is not at your desired campus. Being unable to contact students can greatly slow the selection process. Once the acceptance emails go out to your **OTC email**, you will have 2 business days to accept your position. If we do not hear from you, your position will be given to the next eligible applicant. Those that are put on the waitlist will need to accept their position as well and they will be in line for any openings that may occur from students declining their position in the program or not responding in 2 business days. All official emails will go to your OTC account, so please make sure you map your OTC email to an application on your phone and keep notifications turned on so you can keep on top of things.

DON'T MISS OUT ON IMPORTANT INFORMATION, DOWLOAD THE OUTLOOK APP TODAY!



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Submitting Paperwork:

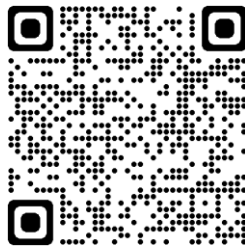
No Postal Mail Submission are accepted! We have had too much trouble with items going missing and the risk is simply too high.

Students will submit materials using the OTC application process for the EDS program. You will upload your materials directly to the application as indicated and you will be able to leave and come back to the application as needed. If you need assistance with the process, please use the help files provided in the application process, email us at EDS@otc.edu or call 417-447-7594. You can also bring materials you want to submit to your tour, and we can help you with the process after the tour.

When it comes to digitizing materials, we highly recommend using Adobe Scan, a free application for your phone that can turn pictures into PDFs. Use the following QR code to download the application and from there you can work through the tutorials of the app or go here for a YouTube video: <https://www.youtube.com/watch?v=EjssxDFfDVw>



Adobe scan for Apple



Adobe Scan for Android

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 reading the application and FAQ

document, not touring, submitting no letters of reference, or other easy items could 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: Touring the EDS program, DOT physical or copy of your CDL license, OTC application, FAFSA, declaration of campus, watching the informational video, reading the FAQ and Application documents FULLY, one page essay, negative drug screen, and driving record. If you read fully through this document, you will discover what we are wanting for each required and optional item of the application.

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>)

With the new system, you will have the choice of applying for the PRE EDS program or the regular EDS program. We recommend starting with the PRE EDS program so you can get into the OTC system and get a student number. From there you can apply for the full EDS program and start working on getting all your materials uploaded and submitted. The full application process will likely take a couple of weeks to gather everything, and the decisions do

not happen until after the application window closes. If you have questions about this, please call 417-447-7594.

The application process is free, and it takes about 24 to 48 hours for your PRE EDS 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. Submitting your PRE EDS application will count as applying to OTC and get you those points.

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. To schedule a tour, please email EDS@otc.edu or call 417-447-7594. There will be several open tour dates for each location in the spring.

DOT physical with Drug Screen:

If you have a current/active Class A CDL with no restrictions (other than age), you can skip the DOT physical portion. The 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
750 Cowan 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

These are items you will need to upload for the application, and you may be able to have the vendor send you a scanned copy. Also, please keep a copy of your DOT physical handy as you will need it for the CDL licensing and also need to provide it for internships and similar activities.

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 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 will need to get a sports physical. You will need to complete a DOT physical on or after your 18th birthday and get it submitted to us before the CDL classes start. Should you fail the DOT physical for any reason, you will not be able to continue with the EDS program.

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 are under 25. 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*.

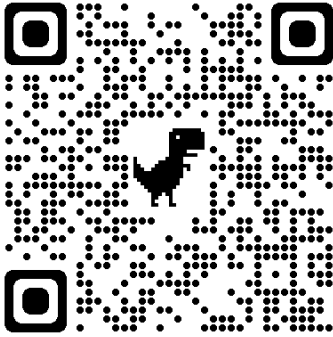
Declaration of Campus:

The EDS program is available at the OTC Lebanon Center and the OTC Richwood Valley Campus near Nixa. When you apply for the program, you will have the chance to indicate if you prefer Lebanon, Richwood Valley, or will be happy with either campus. Those who score the highest will get the first choice of location and we will work from there. It is possible to earn enough points to get into the program, but your preferred location to be full. If this happens, we will look at your application to see if you are okay with taking the classes at either location. You are welcome to decline a position that is not at your preferred location and reapply the following year after earning more points by completing general education classes or other optional items.

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 the key phrase you must enter into the EDS application to get 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.



EDS Digital Information Video

FAQ and Application document verification of review:

In the EDS application you will be asked to confirm that you have read the FAQ and Application documents and you will enter yes or no in the box. It is in your best interest to read these documents fully and not just type yes as a large number of the questions you might have will be answered by these documents. By answering yes, you are stating you have read the documents and thus are responsible for any content/instructions found there in. If you have any questions about information in these documents, email EDS@otc.edu or call 417-447-7594

Answering the 6 questions on the application.

You will be expected to answer these six questions on your application:

1. Why do you want to join the power distribution industry?
2. What makes you a top candidate for the EDS program in your mind?
3. Linemen work in all kinds of weather conditions (rain, snow, storms, wind, high heat, cold, etc.), usually carrying 50-75 pounds of tools, equipment, and/or materials. How do you feel about learning and working with others in the variety of Missouri weather? Example: It is 100 degrees outside with 80% humidity and you have a team-based task to complete, can you handle working in this condition?
4. What are three goals you would want to achieve while being in the EDS program?
5. Do you have any experience working at heights and if not, are you afraid of heights? Please explain fully.
6. If you are transferring from a different degree program, what made you decide to switch to the EDS program?

Please be sure to fully answer these questions as your answer will be used to determine your points total for this category, with a grand total of 10 points possible. We will look to see first if you answered the question, then how your answer relates to the question asked. Partial answers, answers that do not relate to the question asked, or answers that are very short and ill thought out are likely to cost you points in this category. Please take a bit of time and answer these questions fully.

You will be provided with a text box in the application for each question to type your answers into. Your answers to these questions will also be used for any tie breaking needed. We expect the STUDENT APPLYING to answer these questions as this is our chance to learn

more about what makes you a good candidate for the program and why you want to be a part of the EDS program. Take your time, think about your answers, let your passion shine.

Negative Drug Screen:

As a part of the application process, you will need to take a standard pre-employment type drug screen and upload the results into your EDS application. 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. The urine analysis that is part of the DOT physical is to check kidney function.

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 or call 417-447-7594

Driving Record:

You can get a copy of your current driving record for a nominal fee from the Missouri License Bureau and is another item you will need to upload to your application. We need this to make sure there are no complications with your ability to get or maintain a Class A CDL. 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.

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. We will check your driving record to see if any of these items are present.

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.

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 the 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 only does not qualify you as a previous applicant.

If you have followed the advice you received when notified you did not make it into the program previously, you will have new gen ed credits to add to your file and likely some other optional items. If you are only counting on these extra 15 points to get you in, there could still be issues. Please be sure to add EVERY extra optional item you can.

High School Attendance Record:

For those in High School, have the office scan a copy of your attendance record and send it to you so you can upload it for the application. If you have questions, please let us know at EDS@otc.edu or call 417-447-7594. Those who have been out of high school for a while can just upload their Resume for this portion of the application.

Scholarships:

There are two sets of points possible here, 20 for having a scholarship from an electrical provider and 10 for having a scholarship 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. The more funding you have the easier things will go. The max points you can get for scholarships is 30.

Examples of general scholarships include A+, Pell Grant, and various scholarships you might get from individuals or companies. The electrical provider scholarships will be through various utilities and likely something you must apply for directly through said utility.

Uploading a copy of your award letter or something from your high school counselor in the case of A+ will get you these points.

Previous College Success:

For this you will either need your transcripts sent to OTC and credited or you will need to upload an unofficial copy of your transcript. If you are applying close to the deadline, be sure to upload the unofficial copy as the registrar's office may take a while to transcribe anything sent in. Dual credit classes will count for completed course points, but not as previous college success as those happened 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 upload. 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 or your transcript or diploma will suffice for these points.

DDT 214:

Prior military, please provide a copy of your DDT 214 showing current service or honorable type for your application. 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. A dishonorable discharge will ***NOT*** earn you points for this section. If you have questions, please contact us.

Resume:

For these points you will upload your resume showing your work experience. We are looking for the typical things you would expect on a resume, where you worked, the dates you worked there, and the basics of your job tasks. This is something our advisory committee requested as they feel that having worked jobs in the past will help prepare you for future work in the EDS field. Also, keep this somewhere you can find it easy as we will help you refine your resume during your first year with us so you can apply for internships and then ultimately jobs down the road.

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 fare, I have ridden in a plane, I'm not scared of heights, and so on.

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

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 front and back and this will net you 15 points. If you are accepted into the

program, we will use the copy of your CDL and your negative drug screening to get you credit for the EDS 151 and 152 classes, providing you have not taken them with us already.

Reference Letters:

You will receive 5 points for one reference letter from a non-family member. You will receive 5 more points for a reference letter from someone involved with an electrical provider on the company's letter head or from someone who has graduated from/is currently enrolled in the EDS program. If it is not on company letter head, the writer must clearly detail their position in the industry or 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 uploaded to your application.

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. Again, it is recommended that you upload an unofficial copy of your transcript during the application process to make sure you get proper credit for the applicable classes.

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 or you can call 417-447-7594. You can go back to the EDS digital application as many times as you need before submission, and it should show you your progress along the way. If you run into technical problems, please let us know.

GOOD LUCK!!!