

OZARKS TECHNICAL COMMUNITY COLLEGE

SURGICAL TECHNOLOGY

Application Checklist

Updated 10/22/2024

APPLICATION DEADLINE:

- April 3 - This cohort begins in the fall semester (August)
- Location: OTC Springfield Campus, 1001 E. Chestnut Expressway, Springfield, MO
- **USE THE ONLINE APPLICATION PORTAL TO APPLY:** apply.otc.edu

The Surgical Technology Program is a selective admission program and admission is determined on a points-based system. Points are awarded on the grades made in the BCS 165, BCS 205, BCS 200, BCS 210, and HSC 120; Bennett & Wonderlic score; math test and references. For additional information, visit the Candidate Selection form on the ST Admission Information webpage: <https://academics.otc.edu/sur/pre-application-information/>

An incomplete file will not be considered – Complete the following by the application deadline.

- Complete OTC admissions process.
- Attend an informational session. Visit [here](#) for dates and times. This is recommended but not required.
- Complete preadmission courses or be in process of completing in the semester you are applying. (If a passing grade is not achieved after two attempts in any program preadmission requirement, an applicant may not be considered for the program. Please email healthsciences@otc.edu to request additional information.)
- Official transcripts from accredited schools attended other than OTC must be received by OTC Admissions before the application deadline.
- Submit the Surgical Technology application using the new online application portal apply.otc.edu by the application deadline (April 3).
- Provide 3 professional references as a part of the new online application process by the application deadline (April 3).
- Complete 4 or more hours of job shadowing for additional points by the application deadline (April 3). This is not required but recommended. Click [here](#) for the Job Shadowing form, which will be uploaded during the online application process.
- Complete Peg Board and Bennett & Wonderlic testing before the application deadline (April 3). Registration & information is found [here](#). Upload all test results during the online application process. (Testing prior to spring break is highly recommended.)

TESTING:

- Students will receive scores upon completion of tests and must upload results during the online application process.
- Upload test results as instructed by the application portal and review carefully for accuracy before submitting.
- **Students are allowed to take these tests once per application cycle.**
- Payment is required for Bennett & Wonderlic but not the Peg Board test.
- Scoring is outlined on the Candidate Selection form.

- To help you prepare for testing, the OTC Library has the following materials:
 - Ebook [Secrets of the Wonderlic Basic Skills Test Study Guide](#)
 - Print [Wonderlic Basic Skills Test Study Guide](#)
 - Print [Secrets of the Wonderlic Scholastic Level Exam](#)
 - Print [Mechanical Aptitude Test: Secrets Study Guide](#)

INTERVIEW PROCESS:

- Students receiving the highest level of admission points will receive an invitation to be interviewed.
- The Candidate Selection form outlines how points are accumulated.
- An email regarding the date, time, and location of the interview will be emailed to the student's OTC email account approximately 2 weeks in advance. Notify the Health Sciences office of any change in name, email address, or phone number.
- Responsibility for failing to receive the interview notification due to incorrect contact information will fall to the student.
- Math testing is part of the interview process. A sample math test may be found [here](#). Calculators will not be allowed.
- The interview will be approximately 15 minutes in length. The student is asked questions by a group of interviewers.
- Students may be interviewed pending successful completion of preadmission courses by the end of the summer. However, you will receive 0 points for these classes since they have not been completed.

NOTIFICATION OF ACCEPTANCE:

- Based upon the program's admission scoring system, the 20 applicants will be offered a position in the program and will receive information on the necessary steps to complete the program admission.
- Student will be notified of acceptance or non-acceptance into the program via the online application portal.
- The accepted students will receive an acceptance packet task list through their OTC email account to complete the admission process.

REAPPLICATION:

- ✓ Applicants and alternates not selected for admission will need to reapply online for the next deadline.
- ✓ Students are allowed to apply to the Surgical Technology program twice. Any application made after the second attempt will not be considered without special permission from the Program Director.

Contact the Health Sciences Office with any questions at (417) 447-8803 or email healthsciences@otc.edu.

OTC cannot guarantee that students classified under the Deferred Action for Childhood Arrivals (DACA) program will receive approval to take the licensure exam after program completion. Please contact the state or national agency that administers the professional licensure exam to inquire about licensure exam requirements.

Background Check – Students with a felony or a significant criminal history may not be able to participate in clinical experiences at some of our sites and may not be able to apply for a license to practice. Contact the Health Sciences Office for additional information (healthsciences@otc.edu).