

OZARKS TECHNICAL COMMUNITY COLLEGE

PRACTICAL NURSING

Application Checklist

APPLICATION DEADLINES:

- **Springfield: April 1st** - This cohort begins in the fall semester (August).
- **Table Rock: August 1st** - This cohort begins in the fall semester (B Block - October).
- **Springfield and Lebanon: October 1st** - This cohort begins in the spring semester (January).
- **Springfield Advanced Hybrid cohort: October 1st** - This cohort begins in spring semester (January).
- **Springfield Campus** - Program delivered in hybrid format.
- **Table Rock and Lebanon** - Program is delivered in a traditional seated format.
- **Location for in-person activities:**
 - Springfield - OTC Springfield Campus, 1001 E. Chestnut Exp., Springfield, MO
 - Table Rock - OTC Table Rock Campus, 10698 Historic Hwy 165, Hollister, MO
 - Lebanon - OTC Lebanon Center, 22360 Hwy MM, Lebanon, MO

The Practical Nursing Program is a selective admission program and admission is determined by a points-based system. Points are accumulated on grades made in Anatomy and Physiology, HESI test score, and references. An incomplete file will not be considered. Complete the following by the application deadline.

- ☐ Complete OTC admissions process. Visit www.otc.edu/start-here
- ☐ Complete preadmission courses. See Preferred Course Sequence [HERE](#) for specific requirements.
- ☐ **Official transcripts from accredited schools attended other than OTC must be received before the application deadline.**
- ☐ Submit the Practical Nursing application to the Health Sciences Office **by the application deadline**. Instructions are on the application. Find application information [HERE](#).
- ☐ Submit 3 professional references **by the application deadline**. One reference must be from your Anatomy or Physiology instructor. Visit [HERE](#) for instructions and form.
- ☐ Complete HESI Admission Assessment Exam. Additional information below.
- ☐ The TOEFL is required by student if English is not student's primary language. Additional information below.
- ☐ If applying to the Advanced Hybrid Track (prior CNA/MA/EMT experience required), complete the work verification form [HERE](#)

HESI ADMISSION ASSESSMENT EXAM:

- ✓ Student is required to apply to the Practical Nursing program to receive instructions on completing the HESI Admission Assessment Exam.
- ✓ Instructions on completing the HESI exam will be emailed to student's OTC email address.
- ✓ This test will be delivered and proctored online.
- ✓ Student will have 4 hours to complete testing.
- ✓ A minimum overall score of 70% must be achieved on the HESI Admission Assessment Exam to be considered for the program.
- ✓ This test may be attempted twice during each test cycle outlined below:
 - February 1 – April 1 (for the April 1 deadline)
 - August 1 – October 1 (for the October 1 deadline)
- ✓ The cost is \$45.00 per test online, and \$32.00 per test seated.
- ✓ The HESI Admission Assessment Exam Review study resource will be found here:
<https://evolve.elsevier.com/cs/product/9780323582261?role=student>

BEHAVIORAL ASSESSMENT:

- ✓ Only students with fully completed files, and have met the admission parameters by the cohort deadline are eligible.
- ✓ Those students will receive an invite to a canvas course called “NUR-Admissions”. Students should accept the invite immediately.
- ✓ Students will be given one week to complete and submit the Behavioral Assessment. This is the final component of the admission process.
- ✓ Students in the Advanced Hybrid cohort are exempt from this requirement.

ENGLISH PROFICIENCY REQUIREMENT:

Students whose primary language is not English must document their English language proficiency. This requires:

- ❖ Minimum TOEFL iBT passing score of 83, with a minimum speaking score of 26.
- ❖ Student must satisfy this requirement by submitting a current TOEFL iBT score (Test of English as a Foreign Language) **by the application deadline**.
- ❖ Testing is completed through the [TOEFL](#) website.
- ❖ The TOEFL report scores are valid for 2 years from the test date.
- ❖ This is separate from the test taken to be admitted to OTC.

NOTIFICATION OF ACCEPTANCE:

- Based upon the program’s admission scoring system, the top applicants will be offered a position in the program and will receive information on the necessary steps to complete the program admission.
- Information regarding acceptance or non-acceptance into the program is EMAILED to the student’s OTC email account with a deadline to accept the position.
- Notify the Health Sciences office of any change in name, address, or phone number.
- Those students who have accepted positions will be emailed the acceptance packet task list to complete the admission process.

REAPPLICATION:

- ✓ Applicants and alternates not selected for admission are requested to notify the Health Sciences office at their earliest convenience to move their file to the next available deadline, if desired.
- ✓ Applications must be renewed annually.
- ✓ Inactive application files will be shred after 12 months.

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

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).

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