

OZARKS TECHNICAL COMMUNITY COLLEGE

PRACTICAL NURSING

Application Checklist

Update 8/6/2025

APPLICATION DEADLINES:

- **USE OUR ONLINE APPLICATION PORTAL TO APPLY:** apply.otc.edu
- **Note: You can START your online application now, but you will not be able to SUBMIT a complete application until you have taken your HESI exam. (Check the HESI exam window dates below.)**
- **Springfield: May 1st** – This Traditional Hybrid cohort begins in the fall semester (August).
- **Table Rock: September 1st** - This Traditional Hybrid cohort begins in the fall semester (B Block - October).
- **Springfield and Lebanon: October 1st** – These Traditional Hybrid cohorts begin in the spring semester (January).
- **Springfield Advanced Hybrid cohort: October 1st** - This cohort begins in spring semester (January).
 - **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. Student must email healthsciences@otc.edu if:
 - a passing grade of “C” or better is not achieved after two attempts in any program preadmission requirement, **OR**
 - your anatomy and physiology sequence will be more than 5 years old at the time of your application deadline.
- ☐ **Official transcripts from accredited schools attended other than OTC must be received by OTC Admissions before the application deadline.**
- ☐ **START the ONLINE APPLICATION PROCESS, apply.otc.edu.** (Note: You will not be able to **SUBMIT** your application until you have taken your HESI Admission Assessment Exam.)
- ☐ Complete HESI Admission Assessment Exam **during your testing window**. Upload the results to **[complete and submit](#)** your online application. (See additional information about testing windows below.)
- ☐ The TOEFL is required by student if English is not student’s primary language. (See additional information below.)
- ☐ If applying to the Advanced Hybrid Track (prior CNA/MA/EMT experience required), complete the work verification form [HERE](#) and upload the form during the online application process.

HESI ADMISSION ASSESSMENT EXAM:

- A minimum overall score of 70% must be achieved on the HESI Admission Assessment Exam to be considered for the program.
- This test will be delivered seated or online.
- Student will have 4 hours to complete testing.

- HESI Exam instructions will be provided during the online application process when students **START** their application for the Practical Nursing program. (HESI Testing Step-by-Step instructions can also be found on the Testing Services page: [OTC Students HESI Testing - OTC Springfield Testing Services](#)) There are **TWO** HESI testing cycles:
 - February 1 – May 1
 - July 1 – December 1
- Please note, you **MUST** take the exam in time to have test results ready **by the deadline** of the program you are applying to.
- You are allowed a **TOTAL of 2 attempts per testing window**.
- The cost is \$75.00 per test online, and \$45.00 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 who complete the online application process and meet the admission parameters by the cohort deadline are eligible.
- Those students will receive an invitation to a canvas course called “NUR-Admissions.” Students should accept the invitation 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. Students must satisfy this requirement by submitting a current TOEFL iBT score (Test of English as a Foreign Language) **during the online application process**.
- Students should register for testing using the [TOEFL](#) website, but only tests administered in a professional test center are accepted.
- The TOEFL report scores are valid for 5 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.
- Students will be notified of acceptance or non-acceptance into the program via the online application portal.
- 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 can reapply online for the next deadline.
- ✓ 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).