Respiratory Therapy Program
Admissions Checklist

Program Filing Deadline is February 15.

Begin the admissions process early. You will NOT be granted an interview if your file is incomplete. Please call (417) 447-8803 or (417) 447-8954 before the deadline to confirm that your file is complete!

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.

Overview of checklist:
Step 1. Complete and submit an OTC application at www.otc.edu. New students must attend a STAR seminar and complete orientation online.
Step 2. Request official transcripts
Step 3. Completed or be currently enrolled in the required prerequisite courses - Maintain an overall GPA of 2.5 or better in all required courses.
Step 4. Submit an application along with the application fee for the Respiratory Therapy program.
Step 5. Distribute three reference forms. All references will be kept confidential.
Step 6. Eligible applicants will be interviewed by the Program Coordinator for the Respiratory Therapy Program, the Director of Clinical Education for the Respiratory Therapy Program, and two directors of local respiratory therapy departments.

Step 1. Complete and submit an Ozarks Technical Community College application if not currently enrolled online at www.otc.edu. New students must attend a STAR seminar and complete orientation online.

Step 2. Request official transcripts from all previously attended institutions be sent to OTC. To be considered official, your transcript must come from your high school office, high school equivalency, state department or institution by mail, email, or hand delivered in the original sealed envelope. Copies of the transcript from the student are not accepted. If you have attended only at OTC, an official transcript is not necessary.

Admissions Office
Ozarks Technical Community College
Attn: Admissions
1001 E. Chestnut Expressway
Springfield, MO 65802
admissions@otc.edu

Step 3. Achieve an overall GPA of 2.5 or greater in all required courses listed for the Respiratory Therapy program at the completion of all courses, and earn a grade of "C" or better in every course. Withdrawal or failure to successfully complete the prerequisite courses will eliminate your application from consideration. Students currently enrolled in the required coursework during the spring semester must provide documentation of current grades at the interview, which may be in the form of a statement of midterm grade performance signed by the instructor(s) of the required course(s) or a class printout accessible on MyOTC. If a passing grade is not achieved after two attempts in any program prerequisite course(s), an applicant will not be considered for the program.
All science courses listed (Anatomy, Physiology, Microbiology and Cardiopulmonary Anatomy & Physiology) must be completed **within five years** of beginning the selective admissions portion of the program.

### Step 4.
Submit a completed application and $15 fee (nonrefundable) to office listed below. You may also email your application and paid receipt to alliedhealth@otc.edu

- Application fee may be paid with credit or debit card online using the link on the Allied Health webpage - [https://academics.otc.edu/alliedhealth/](https://academics.otc.edu/alliedhealth/) - PROVIDE A PAID RECEIPT WITH YOUR APPLICATION or
- Pay with cash at the OTC cashier window (Springfield campus) - PROVIDE A PAID RECEIPT WITH YOUR APPLICATION
- If mailing application, a money order is acceptable
- Personal checks are not accepted

Ozarks Technical Community College, Attn: Allied Health, 1001 E. Chestnut Expressway, Springfield, MO 65802 (physical location, Lincoln Hall, room 210)

### Step 5.
Distribute the three reference forms to individuals who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. The references need to be in the Allied Health Office by the application deadline. If we do not receive your application by the deadline, we will only keep your references for six months.

### Step 6.
Applicants who have met all of the above requirements will be considered for an interview. Letters regarding the date, time, and location of the interview will be sent out approximately two weeks in advance. The interview is approximately 15 minutes in length. The applicant will be asked questions by a group of interviewers. Letters are mailed out shortly thereafter indicating acceptance/non-acceptance into the program. The top 20 applicants will be offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing. (Please notify the Allied Health Office of any change in name or address.)