APPLICATION DEADLINE:

- October 1st – This cohort begins in the spring semester (January)
- Location: 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, Kaplan score, references, and the interview process.

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

- Complete OTC admissions process. Visit www.otc.edu/start-here
- Attend an informational session at the Springfield campus. Visit here for dates and times. This is recommended but not required.
- 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 Allied Health 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 Kaplan and basic math assessment tests by the application deadline. Information is outlined on the Kaplan Testing Schedule or you may test at the Springfield campus by scheduling through Testing Services.
- Complete TOEFL testing, if English is not student’s native language, by the application deadline.

TESTING:

- A minimum overall score of 60 percent must be achieved on the Kaplan Admission Test to be considered for the interview process.
- The Kaplan & math assessment test may be taken only one time per application period:
  - October 1 – April 1
  - April 1 – October 1
- Points are given for the Kaplan score over 60%.
- Test results will be filed in student’s application file.
- Suggestions on how to study for the Kaplan may be found here.
- Student must pass the basic math assessment with 70% or higher. This is taken in coordination with the Kaplan test. This assessment consists of 10 questions.
  - The math test includes: addition, subtraction, multiplication, and division of decimals and fractions, reducing fractions, long division, operation symbols, and mixed numbers.
- Tutoring is available – click here for campus locations.
ENGLISH PROFICIENCY REQUIREMENT:

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

- Minimum TOEFL iBT passing score of 84, 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) with their practical nursing application 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.

INTERVIEW PROCESS:

- Students receiving the highest level of admission points will receive an invitation to be interviewed.
- An email regarding the date, time, and location will be sent to the student’s OTC email address approximately 2 weeks in advance. Responsibility will fall to the student to check their OTC email for interview information.
- Use this document to prepare for the interview phase.

NOTIFICATION OF ACCEPTANCE:

- Based upon the program’s admission scoring system, the top 25 applicants will be offered a position in the program and will receive information on the necessary steps to complete the program admission.
- Letters are mailed out to the address on the application, by USPS, indicating acceptance or non-acceptance into the program.
- Notify the Allied Health office of any change in name, address, or phone number.
- The accepted students will receive an acceptance packet through their OTC email account to complete the admission process.

REAPPLICATION:

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

Contact the Allied Health Office with any questions at (417) 447-8803 or alliedhealth@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 Allied Health Office for additional information (alliedhealth@otc.edu).

Updated 9/10/18