OZARKS TECHNICAL COMMUNITY COLLEGE

Dental Assisting Program
Application Checklist
Updated 8/23/23
**TESTING UPDATE

APPLICATION DEADLINES
- **June 15 – This cohort begins in the fall semester (August)**
- **October 31 – This cohort begins in the spring semester (January)**
- **Location: OTC Springfield Campus, 1001 E. Chestnut Exp., Springfield MO**

The Dental Assisting Program is a selective admission program and admission is determined by a points-based system. Points are awarded on the grades made in the general education classes, Bennett, Wonderlic and Pegboard scores, completion of clinical observations hours, residency status, and attending an informational session. For additional information, visit the Candidate Selection Form here on the DAS Admission Information webpage.

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

- ❑ Complete OTC admissions process.
- ❑ Complete the general education courses outlined on the Candidate Selection form. Review the Candidate Selection form here.
- ❑ Request to have all official transcripts mailed to OTC. If classes were completed at OTC, an OTC transcript is not required.
- ❑ Complete 24 hours of clinical observation (job shadowing) hours & submit Clinical Observation form by the application deadline. Job shadowing form may be found here.
- ❑ ****Complete testing by the application deadline. Registration is required through Testing Services!** Click here for registration and information.
- ❑ Submit the Dental Assisting application to the Health Sciences office **by the application deadline**. Application may be found here.
- ❑ The TOEFL is required by student if English is not student's primary language. Additional information below. Results are due by the application deadline.

GENERAL EDUCATION CLASSES & THE SELECTION PROCESS:

- ✓ Points are given for the grades made in the general education courses outlined on the "Candidate Selection Form found here.
- ✓ Complete as many general education courses as possible with the highest grade possible for the best possible score.
- ✓ If applying to the June 15 deadline, general education courses to be considered, must be completed by the end of the spring semester.
- ✓ If applying to the October 31 deadline, general education courses to be considered, must be completed by the end of the fall A block.
- ✓ OTC general education courses will be applied first to the Dental Assisting AAS degree "elective" course requirements. All other transfer courses will be reviewed for applicability, to meet the "Elective" degree requirements, on an individual applicant request.
- ✓ Guidelines for Repeating a Course: https://students.otc.edu/registrar/course-repeat-policy/

TESTING:
**Student may take the Bennett, the Wonderlic, and the Peg Board testing <u>once</u> in an application cycle. (June 16 – June 15 or November 1 – October 31)
**Schedule and complete through Testing Services at OTC.

**Results are known immediately. Testing Services will deliver test results to the Health Sciences office.
**Test results are due by the application deadline.
**Test results expire 2 years from date of testing.
**If student is reapplying, new test results will be required by the application deadline.
**Tests taken for the Dental Hygiene application cycle may be used if they haven't expired.

ENGLISH PROFICIENCY REQUIREMENT:
Students whose primary language is <u>not</u> English must document their English language proficiency. This requires:

- ❖ Minimum **TOEFLiBT** passing score of 81, with a minimum speaking score of 24. *Program will waive TOEFL requirement if the student has already obtained a bachelor's degree from a US regionally accredited University**
- ❖ 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.
- ❖ Results must be emailed to healthsciences@otc.edu by the application deadline.

NOTIFICATION OF ACCEPTANCE (1 – 2 weeks following the application deadline):

- Based upon the program's admission scoring system, the top 24 applicants will be offered a position in the class and will receive information on the necessary steps to complete the program admission.
- In the event of a tie in final points, the student's cumulative GPA will be used in the final selection.
- 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.
- 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 are requested to notify the Health Sciences 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.
- ➢ Incomplete files will not be considered.

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

Dental Assisting students must be able to perform essential functions. Technical Acceptance Standards refer to nonacademic admissions criteria essential to participate in the dental programs. Click here for the standards: http://academics.otc.edu/media/uploads/sites/8/2015/11/DAS_TECHNICAL_ACCEPTANCESTANDARDSPDF.pdf

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).