

OZARKS TECHNICAL COMMUNITY COLLEGE

Dental Assisting Program Application Checklist Updated 3/19/2025

APPLICATION DEADLINES

- **USE THE ONLINE APPLICATION PORTAL TO APPLY:** apply.otc.edu
- **June 15** – This cohort begins with the Fall Intersession (first 2 weeks of 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, completion of clinical observations hours, and residency status. 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](#).
- ☐ **Official transcripts from accredited schools attended other than OTC must be received by OTC Admissions before the application deadline.**
- ☐ Complete 24 hours of clinical observation/job shadowing by the application deadline. Upload the [Dental Observation Form](#) during the application process to document the requirement of 24 hours.
- ☐ Complete the [Work Verification Form](#) by the application deadline. Upload the form during the application process.
- ☐ Complete the **ONLINE APPLICATION PROCESS, apply.otc.edu, by the application deadline.**
- ☐ The TOEFL is required by student if English is not student's primary language. Additional information is 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/>

ENGLISH PROFICIENCY REQUIREMENT:

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

- Minimum **TOEFL iBT** 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) **during the online application process (by the application deadline)**.
- Testing is completed through the [TOEFL](#) website.
- 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 (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.
- Students will be notified of acceptance or non-acceptance into the program via the online application portal.
- 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 can reapply online for the next deadline.
- ✓ 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).