

# OZARKS TECHNICAL COMMUNITY COLLEGE

## Dental Hygiene Application Checklist Updated 8/18/25

**\*Testing Update**

### APPLICATION DEADLINE:

- **USE OUR ONLINE APPLICATION PORTAL TO APPLY:** [apply.otc.edu](https://apply.otc.edu)
- May 31 - This cohort begins in the fall semester (August)
- Location: OTC Springfield Campus, 1001 E. Chestnut Exp., Springfield, MO

*The Dental Hygiene Program is a selective admission program and admission is determined by a points-based system. Points are awarded on the grades made in the preadmission classes, completion of clinical observations hours or CDA experience, Bennett, Wonderlic and Pegboard test scores, cumulative GPA on all courses completed, and residency status. For additional information, visit the Candidate Selection Form [here](#) on the DHY Admission Information webpage.*

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

- ☐ Complete OTC admissions process.
- ☐ \*Complete the preadmission required courses. Student must email [healthsciences@otc.edu](mailto: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.**
- ☐ All preadmission requirements must be completed by the application deadline.
- ☐ \*\*Complete testing by the application deadline. Registration is required through Testing Services! Click [here](#) for registration and information.
- ☐ If applicant is a current CDA, upload a current certificate or documentation verifying their current CDA status by the application deadline.
- ☐ If applicant is **not** a current CDA, complete 24 hours of clinical observation/job shadowing **by the application deadline. During the online application process, upload the [Dental Observation Form](#) to document the requirement of 24 hours.**
- ☐ If applicable, complete the [Work Experience Form](#) during the application process and by the application deadline. The dates listed on the work experience form must demonstrate at least two full years of experience completed by the May 31 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.
- ☐ Complete the **ONLINE APPLICATION PROCESS, [apply.otc.edu](https://apply.otc.edu), by the application deadline.** Incomplete files will not be considered.

### **\*GRADES/GPA**

- A GPA less than 2.5, will not be given points as outlined on the Candidate Selection form.
- Complete preadmission courses with a grade of “C” or higher for points as outlined in the Candidate Selection form.
- The cumulative GPA score includes all courses completed at accredited institutions transferred to OTC.

**\*\*TESTING - Test early – appointments fill up quickly at Testing Services.**

- Student may take the Bennett, Wonderlic, and Peg Board tests once in an application cycle. (June 1 - May 31).
- Schedule and complete through Testing Services at OTC.
- To help you prepare for testing, the OTC Library has the following materials:
  - Ebook [Secrets of the Wonderlic Basic Skills Test Study Guide](#)
  - Print [Wonderlic Basic Skills Test Study Guide](#)
  - Print [Secrets of the Wonderlic Scholastic Level Exam](#)
  - Print [Mechanical Aptitude Test: Secrets Study Guide](#)
- Student will receive scores upon completion of tests.
- Student must upload results during the online application process, by the application deadline.
- Upload test results as instructed by the application portal and review carefully for accuracy before submitting.
- Test results expire 2 years from the date of testing.
- Tests taken for the Dental Assisting application cycle may be used if they haven't expired.

**ENGLISH PROFICIENCY REQUIREMENT**

Students whose primary language is not 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) **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:**

- Based upon the program's admission scoring system, the top 20 applicants are offered a position in the program 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 selection process.
- 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 the Health Sciences office with any questions at (417) 447-8803 or [healthsciences@otc.edu](mailto:healthsciences@otc.edu).

Dental Hygiene 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](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](mailto:healthsciences@otc.edu)).***