

Allied Health Competitive Booklet



Admissions and Selection Process

(as of March 2024)

Admission to Oconee Fall Line Technical College and the competitive selection process are two separate processes; students are responsible for understanding both. This document provides instructions for both college admission and competitive selection. Please read this entire document thoroughly.

OFTC Admissions Process

To be accepted into the College and qualify for selection, students must complete all OFTC admissions requirements:

- Submit a completed [Application for Admission](#). Applicants must apply online at oftc.edu AND pay the non-refundable application fee of \$25.
- Submit an official copy of your high school or the equivalent of a high school transcript (e.g. GED, HiSet, Career Plus HSE), and ALL college/university transcripts to the Admissions Office. **Applicants who have completed a minimum of 30 semester or 45 quarter hours at the degree level may submit official college transcripts in lieu of high school transcript or high school equivalency. However, high school transcript or the equivalent is needed for OFTC graduation.** Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.
- Provide a copy of multiple measures. Please see [OFTC's Academic Catalog & Handbook](#) for the list of validated assessment instruments.
- Apply for [Financial Aid](#).
- Register for class and attend New Student Orientation.

Acceptance into the College does not guarantee admission into an allied health program. The competitive selection process is a separate process that must be completed to gain entry into the student's desired program.

Participating Allied Health Programs

This booklet pertains only to the following Allied Health programs:

- A. Associate Degree in Nursing Bridge (ADN)
- B. Associate of Science in Nursing (ASN)
- C. Diagnostic Medical Sonography
- D. Practical Nursing
- E. Radiologic Technology
- F. Pharmacy Technology
- G. Respiratory Care

Competitive Selection Process

All steps below must be completed before the competitive selection deadline published for each program. Deadlines are listed in this booklet on pages 10-11. To be considered for selection in an allied health program, a student must:

- Complete the following steps by the posted deadline.
- Submit:
 1. [Allied Health Competitive Admissions Application](#)
 2. **Work Experience Credit Verification** (if applicable; page 12 or page 13 in this booklet)
 3. **TEAS scores** (if applicable)
 4. **Official Transcripts**

Once selections are made, all applicants will be notified via email of their acceptance or denial for admission into a competitive program.

Questions?

For questions about the admissions and competitive selection process, please contact the Admissions Office at 478-553-2064 or 478-274-7837 or admissions@oftc.edu.

Allied Health Program Guidelines

Competitive Criteria

- Students can only apply to one program and one location per semester. Students applying for competitive programs must meet all competitive admissions requirements.
- If designated core courses and additional curriculum/other requirements listed on pages 10-11 are not completed by the date listed under deadlines, the application will not be considered.
- Applications to compete must be completed by the documentation deadline listed on pages 10-11. Students without an application to compete on file in the Admissions Office will **NOT** be considered for competition. Applications to compete signify that you:
 1. have completed the designated courses or will finish the designated courses by the indicated deadline.
 2. understand the competitive process, including deadlines for all documentation to include work experience forms, official college transcripts, and TEAS scores.
- **Associate Degree in Nursing Bridge (ADN)**
 - The Associate Degree in Nursing Bridge Work Experience form documenting at least one year's experience working as either a Licensed Practical Nurse (LPN) or a Licensed Paramedic is required to compete for the ADN Bridge program. Work experience must be current by the competitive application deadline.
 - If a student has had an unsuccessful attempt in any RN program, the student will not be eligible for the Associate Degree in Nursing Bridge program unless the student completed an OFTC Practical Nursing program after the unsuccessful RN attempt.

2. Associate of Science in Nursing (ASN)

- Please meet with your program adviser to develop a plan for completion of core as certain classes are only offered one time per year.

3. Diagnostic Medical Sonography

- Please meet with your program adviser to develop a plan for completion of core as certain classes are only offered one time per year.

4. Practical Nursing

- All students accepted into the Practical Nursing cohort will be required to attend program orientation prior to term of entry. Attendance at this event is mandatory, and dates will be listed in the student's program acceptance letter. If a selected applicant does not attend program orientation, his/her slot will be forfeited. No students will be added to the cohort after the orientation session occurs.

5. Radiologic Technology

- Completion of the Imaging Science Technical Certificate of Credit is required prior to competition for the Radiologic Technology program.

Other Allied Health Programs

1. Pharmacy Technology

2. Respiratory Care Technology

Designated Courses & Time Expiration

- The Registrar will calculate GPAs for all applicants.
- The competitive GPA is calculated using only grades earned in the designated courses.
- The competitive GPA is typically not the GPA listed in Degree Works.
- ALHS, BIOL, CHEM, and PHYS courses must have been completed within the past five (5) calendar years (January-December), and if these courses have been repeated, the last two grades within the previous five (5) calendar years (January-December) will be used in the GPA calculation. If the student has been continuously enrolled at OFTC, the five-year period will not apply.
- OFTC will accept the following courses completed within the past three (3) calendars years (January-December): DMSO, IMSA, MAST, NAST, PHAR, PHLT, PNSG, RADT, RESP, and RNSG. (Only RNSG Courses in the Associate of Science in Nursing Program are eligible.)
- General education core courses, such as English, math, and psychology do not expire. The highest attempt of these general education core courses will be used in the GPA calculation.
- Transfer students must submit ALL final transcripts by the designated deadline listed on pages 10-11.

Exemption Exam

- Exempted course credit will not be used for calculating the GPA for a competitive allied health program acceptance. Students may only exempt **two** courses in competitive allied health programs.
- To receive exemption credit, for NAST 1100-Nurse Aide Fundamentals, the student is responsible for providing a copy of current Georgia Nurse Aide Registry (CNA license) to the Registrar's Office.

TEAS Information

- Students applying for Associate Degree in Nursing Bridge, Associate of Science in Nursing, Diagnostic Medical Sonography, Practical Nursing, and Radiologic Technology programs must complete the *Test of Essential Academic Skills* (TEAS).
- The test must be taken and scored prior to the application deadline. The highest overall score will be used in the competitive process. The TEAS exam must be taken within a 2-year period prior to the competitive application deadline. Students are allowed unlimited attempts within the 2-year requirement.
- A minimum TEAS scores of **57.8** must be attained for competition for Practical Nursing. A minimum TEAS score of **65** must be attained for competition for the Associate Degree in Nursing Bridge, Associate of Science in Nursing, Diagnostic Medical Sonography, and Radiologic Technology.
- Students should register to take the in-person TEAS exam at atitesting.com. The TEAS test fee must be paid in advance of the test.
- All TEAS assessments must be taken in-person at a Post-Secondary Institute Testing Center. No online or remote TEAS test results will be accepted or considered for competition.
- Students may choose to take the TEAS test at another Post-Secondary Institute Testing Center. However, the transfer of scores from other testing centers is not automatic. Any student who tests at a testing center other than OFTC must request their scores be sent to OFTC by the application deadline.

Bonus Points

- With the exception of the ADN Bridge, bonus points may be earned through documented, program specific, paid work experience. One (1) bonus point for every year of work experience will be awarded with a maximum of three (3) bonus points for consecutive work experience. Only work experience from the past five years will be considered for bonus points.
- Three (3) bonus points will be awarded in ADN Bridge competition for applicants who graduated from the Practical Nursing or Paramedicine program at OFTC.
- Practical Nursing
 - Four (4) points - Verified current license or certification (Georgia CNA license, Georgia EMT license, or AAMA CMA certification in good standing) or verified completion of the NAST 1100 Nurse Aide Fundamentals course within 3 years of the competitive deadline. Copies of current license or official transcript for the NAST 1100 Nurse Aide Fundamental course must be received by OFTC by the application deadline.
 - Three (3) points - One bonus point for every year of work experience will be awarded with a maximum of three bonus points for consecutive, program-specific work experience. Only work experience from the last five years will be considered for bonus points.
 - Two (2) points - Possession of an associates degree or higher documented by official transcript. Maximum of 2 points awarded.

Competitive Scoring Process

Following the successful completion (a grade of “C” or higher) of all designated courses, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

$$(GPA/4.0 \times 50\%) + (TEAS/100 \times 50\%) + \text{Bonus Points} = \text{Total Score}$$

- All students’ total scores will be ranked from the highest to the lowest. Students with the highest total scores, a GPA of at least 3.0, and the required minimum TEAS score (see “TEAS Information” section) will be accepted. The total number of students accepted is based on the number of available openings. If all seats are not filled through the competitive admissions requirements, consideration may be given to students who did not make the required GPA or TEAS cut scores based on the number of available seats.
- In the event of a total score tie, the student with the highest GPA will be selected.
- For any program not requiring the combination of TEAS Score and GPA, the required component will count at 100%.

Residency Requirements for Admissions

Out of state and non-citizen students shall be enrolled in the College on a space available basis and shall not displace any Georgia students desiring to enroll in the College.

Advanced Placement/Re-Entry

Students who have been unsuccessful or have withdrawn from an allied health program at OFTC, or another TCSG school and desire to re-enroll must compete for re-entry.

In order to graduate from Oconee Fall Line Technical College allied health programs, the student must complete a minimum of fifty percent (50%) of the course work of a particular program of study at OFTC. See the [OFTC Academic Catalog & Handbook](#), for more information.

Program Re-Entry/Transfer Students

Students who wish to reenroll in a program must meet OFTC's first term entry requirements.

- Students must complete the [Allied Health Competitive Admissions Application](#), choosing their status as "Re-Entry".
- Students will be ranked from the highest to the lowest based on the normal competitive process. Students with the highest ranking will be accepted, up to the maximum of available openings.
- Students requesting re-entry into a program cohort will only be added if vacant slots exist.

Associate Degree in Nursing Bridge

- Students wishing to transfer into the Associate Degree in Nursing Bridge program must compete and, if selected, will be placed in first semester RNSG classes. There are no advanced placement slots for transfer into the ADN Bridge program.

Diagnostic Medical Sonography

- Students wishing to transfer or re-enter the Diagnostic Medical Sonography program are only allowed to re-admit into first or second semester courses.
- Students returning or transferring into the Diagnostic Medical Sonography program must attend scanning labs the semester before re-entry. Specific requirements and deadlines for lab and clinical competencies as well as clinical onboarding must be met before the re-entry term begins. See the program advisor three weeks into the term prior to your re-entry term to receive the detailed Advanced Placement Re-entry Requirements for the Diagnostic Medical Sonography program.
- Any student unsuccessful in meeting all re-entry requirements by the prescribed deadline will not be allowed to attend clinical rotations and, therefore, will be withdrawn from the program.

Practical Nursing

- Students enrolled in a practical nursing cohort before August 2024 must compete for the new practical nursing program and begin with first semester classes. No advanced placement slots will be available.
- PNSG 1600 (Introduction to Pharmacology and Clinical Calculations) and PNSG 1605 (Fundamentals) are the only Practical Nursing courses eligible for transfer credit.
- There is no validation testing for PNSG 1600 transfer credit.
- To receive transfer credit for PNSG 1605, students must successfully complete validation testing administered by OFTC faculty. Validation testing includes the applicable ATI (Assessment Technologies Institute) exam(s) and a skills-based performance test. The ATI exam(s) must be completed with a minimum score of a level 2; the skills-based test must be

completed with a score of 100%. Both requirements must be fulfilled prior to the student being allowed to compete for a program slot. Therefore, all skills validation testing must be completed before the competitive application deadline for the chosen term of entry. Tests should be scheduled well in advance, and availability is based on OFTC instructor schedules. Students will be allowed one attempt on the ATI exam(s) and one attempt on the skills-based exam. Successful completion of the ATI exam(s) is required prior to the skill-based test being administered. The fee for the ATI exam must be paid with a credit card by the student during the testing process.

Radiologic Technology

- A student seeking readmission into the Radiologic Technology program must complete validation testing administered by OFTC Radiologic Technology faculty. Validation testing will consist of a combination of a skills-based test and a written examination. Both requirements must be fulfilled prior to the student being allowed to compete for a program slot. Therefore, all skills validation testing must be completed before the competitive application deadline for the chosen term of entry. Validation testing should be scheduled well in advance, and availability is based upon OFTC instructor schedules. The written examination will cover materials taught in previously taken coursework. The student must make a grade of 75 or better on the written exam. The skills test will cover competencies from the procedures learned in previously taken coursework. The student must make an 80 or better on the skills test.

Respiratory Care

- Students wishing to re-enter or transfer into the Respiratory Care program must successfully complete validation testing administered by OFTC Respiratory Care faculty. Validation testing will consist of a combination of hands-on program-related activities and written evaluation, which will require a score of 70% or greater. Both requirements must be fulfilled prior to the student being allowed to compete for a program slot. Therefore, all skills validation testing must be completed before the competitive application deadline for the chosen term of entry. Validation testing should be scheduled well in advance, and availability is based on OFTC instructor schedules.

Appeals

- Refer to the [OFTC's Academic Catalog & Handbook](#) for the appeal process.
- Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to Oconee Fall Line Technical College. Appeals should be made in writing to the Director for Student Affairs within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the Vice President for Student Affairs.
- This appeal also must be made in writing to the Vice President within three (3) business days of receiving notification of the Director for Student Affairs' decision. The decision of the Vice President is final. Please refer to the OFTC Student Handbook for information regarding Admissions Appeals.
- If a student has been extended two attempts into a specific allied health program at HGTC, STC, and/or OFTC and does not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal via the admissions appeal process.

Non-Discrimination Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to manage inquiries regarding the nondiscrimination policies:

TITLE IX Coordinator
Janet Smith
Office: South Campus,
WRS 112A
478-274-7836
jrsmith@oftc.edu

ADA/504 Coordinator
Saketta Brown
Office: South Campus,
WRS 101E
478-274-7643
sdbrown@oftc.edu

EEOC Officer
Rosemary Selby
Office: North Campus 205
478-553-2055
rselby@oftc.edu

Designated Courses & Deadlines

	Designated Core Courses	Additional Curriculum/Other Requirements	Term of Entry	Deadlines
ASSOCIATE DEGREES	Associate Degree in Nursing Bridge (ADN)			
	BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L BIOL 2117 ENGL 1101 ENGL 1102	ENGL 2130 MATH 1111 OR MATH 1103 PSYC 1101	<ul style="list-style-type: none"> One additional 3 credit hour approved general education course AND LPN unrestricted license or paramedic license AND Work Experience form documenting at least one year of work experience as either a License Practical Nurse (LPN) or Licensed Paramedic. AND Current American Heart Association Basic Life Support (BLS) card will be required on first day of class. Classes taken the summer semester before competition will not be considered in the competitive process. 	Fall 2024 (North Campus) May 13, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (Required) <input type="checkbox"/> Official Transcripts <input type="checkbox"/> TEAS scores
	Associate of Science in Nursing (ASN)			
	BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L BIOL 2117 BIOL 2117L ENGL 1101 ENGL 1102	ENGL 2130 MATH 1111 PSYC 1101	<ul style="list-style-type: none"> One additional 3 credit hour approved general education course Current American Heart Association Basic Life Support (BLS) card will be required on first day of class 	Fall 2025 (South Campus) June 6, 2025 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts <input type="checkbox"/> TEAS scores
	Diagnostic Medical Sonography			
ALHS 1090 BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L ENGL 1101	ENGL 2130 MATH 1111 PSYC 1101 PHYS 1110 PHYS 1110L	<ul style="list-style-type: none"> N/A Classes taken the summer semester before competition will not be considered in the competitive process. 	Fall 2024 (South Campus) May 13, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts <input type="checkbox"/> TEAS scores	
Pharmacy Technology				
ALHS 1040 ALHS 1090 BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L COLL 1060	ENGL 1101 ENGL 2130 MATH 1111 OR MATH 1103 PSYC 1101	<ul style="list-style-type: none"> One additional 3 credit hour approved general education course 	Fall 2024 (South Campus) June 7, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts	
Radiologic Technology				
ALHS 1090 BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L ENGL 1101 ENGL 2130	IMSA 1100 MATH 1111 OR MATH 1103 PSYC 1101 RADT 1010	<ul style="list-style-type: none"> Completion of the Imaging Science Assistant Technical Certificate of Credit is required by the end of the term prior to competition. 	Spring 2025 (South Campus) November 6, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts <input type="checkbox"/> TEAS scores	

Designated Core Courses	Additional Curriculum/Other Requirements	Term of Entry	Deadlines
Respiratory Care			
BIOL 2113 COLL 1060 BIOL 2113L ENGL 1101 BIOL 2114 ENGL 2130 BIOL 2114L MATH 1111 BIOL 2117 PSYC 1101 BIOL 2117L CHEM 1151 CHEM 1151L	<ul style="list-style-type: none"> • N/A 	Fall 2024 (South Campus)	June 7, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts
Pharmacy Technology			
ENGL 1010 MATH 1012 PSYC 1010 ALHS 1011 ALHS 1040 ALHS 1090 COLL 1060	<ul style="list-style-type: none"> • N/A 	Fall 2024 (South Campus)	June 7, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts
Practical Nursing			
	<ul style="list-style-type: none"> • Current American Heart Association Basic Life Support (BLS) certification required first day of class 	Spring 2025 (South Campus)	November 6, 2024
		Fall 2024 (North Campus)	June 7, 2024 <i>*All required documents are due by the specified deadline.</i> <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts <input type="checkbox"/> TEAS scores <input type="checkbox"/> Documentation of licensure/certification for bonus points

IMPORTANT: Form must be completed by employer. Use a separate form for each employer. ADN Bridge applicants **MUST** complete a different work experience form. This form is **OPTIONAL** for applicants of all other Allied Health programs.

NOTE: Check the program and term for which you are applying.

COMPETITIVE PROGRAMS:		NON-COMPETITIVE PROGRAMS:
Associate of Science in Nursing (ASN) <input type="checkbox"/> Fall 2025—South Campus (Dublin)	Practical Nursing <input type="checkbox"/> Fall 2024—North Campus(Sandersville) <input type="checkbox"/> Spring 2025—South Campus (Dublin)	Pharmacy Technology Degree <input type="checkbox"/> Fall 2024—South Campus (Dublin)
		Pharmacy Technology Diploma <input type="checkbox"/> Fall 2024—South Campus (Dublin)
Diagnostic Medical Sonography <input type="checkbox"/> Fall 2024—South Campus (Dublin)	Radiologic Technology <input type="checkbox"/> Spring 2025—South Campus (Dublin)	Respiratory Care <input type="checkbox"/> Fall 2024—South Campus (Dublin)

Student's Name _____ Student ID 900 _____

I certify that the above named person has been employed by this facility as a paid employee within the last five years.

For *Allied Health students* (does not include ADN students): "Bonus" points equaling one point for each year of work experience directly related to the program of study will be awarded, up to a maximum of 3 (three) bonus points for consecutive work experience.

You must submit a work experience form for each employer.

Employer, please list major duties and dates (month/year) of employment for each position held. *If the individual is still employed, please write "still employed" as the end date.*

HIRE DATE / END DATE: _____ POSITION/JOB TITLE: _____

Duties _____

 Name of Person completing this form (Please print)

 Position/Job Title

 Signature of Person Completing this form

 Business Address

 Date

 City State Zip

 Name of Business

 Phone

This information is true and accurate.

 Student Signature

Send completed form to one of the following: **North Campus** – 1189 Deepstep Road, Sandersville, GA 31082, Phone: 478-553-2064, Fax: 800-373-4783, Email: admissions@oftc.edu
South Campus – 560 Pinehill Road, Dublin, GA 31021, Phone: 478-274-7837, Fax: 800-373-4783, Email: admissions@oftc.edu

IMPORTANT: Form must be completed by employer. Use a separate form for each employer. This form is REQUIRED for ADN Bridge applicants. Applicants must have at least one year's current work experience as an LPN or a Paramedic to qualify for the competition into the OFTC ADN Bridge program.

NOTE: Check the program and term for which you are applying.

COMPETITIVE PROGRAMS:

Associate Degree in Nursing (ADN) Bridge

Fall 2024—North Campus (Sandersville)

Student's Name _____ Student ID 900 _____

I certify that the above named person is currently employed as an LPN or a Paramedic by this facility as a paid employee.

You must submit a work experience form for each employer.

Employer, please list major duties and dates (month/year) of employment for each position held.

HIRE DATE / END DATE: _____ POSITION/JOB TITLE: _____

Duties _____

 Name of Person completing this form (Please print)

 Position/Job Title

 Signature of Person Completing this form

 Business Address

 Date

 City State Zip

 Name of Business

 Phone

This information is true and accurate.

Student Signature

Send completed form to one of the following: **North Campus** –1189 Deepstep Road, Sandersville, GA 31082, Phone: 478-553-2064, Fax: 800-373-4783, Email: admissions@oftc.edu
South Campus – 560 Pinehill Road, Dublin, GA 31021, Phone: 478-274-7837, Fax: 800-373-4783, Email: admissions@oftc.edu