

# Allied Health Competitive Booklet



# Admissions and Selection Process

*(as of June 2023)*

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) | F. Computed Tomography (CT)         |
| B. Associate of Science in Nursing (ASN)    | G. Magnetic Resonance Imaging (MRI) |
| C. Diagnostic Medical Sonography            | H. Medical Assisting                |
| D. Practical Nursing                        | I. Pharmacy Technology              |
| E. Radiologic Technology                    | J. 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 8-9. 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 10 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](mailto:admissions@oftc.edu).

## Allied Health Program Guidelines

### Competitive Criteria

- Students can only apply to one program and one location per semester. Students not selected must meet **all** competitive admissions requirements for future allied health competitive admissions.
  - If designated core courses and additional curriculum/other requirements listed on pages 8-9 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 8-9. 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.
1. **Associate Degree in Nursing Bridge (ADN)**
    - A 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**

- Completion of the courses in the Health Care Assistant Technical Certificate of Credit is required prior to competition for the Practical Nursing Diploma.
- All students accepted into the Practical Nursing cohort will be required to attend program orientation during the break 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. Computed Tomography (CT)**

- OFTC Radiologic Technology graduates will receive first option for available seats. However, if additional seats remain after OFTC graduates are accommodated, other credentialed professionals in good standing with ARRT or NMTCB will be placed on a first-come, first-serve basis. All certifications must be turned in to the Admissions Office by the deadline.
- **Offered every other Fall Semester: 2024, 2026, 2028, and 2030.**

### **2. Magnetic Resonance Imaging (MRI)**

- OFTC Radiologic Technology graduates will receive first option for available seats. However, if additional seats remain after OFTC graduates are accommodated, other credentialed professionals in good standing with ARRT, ARDMS, or NMTCB will be placed on a first-come, first-serve basis. All certifications must be turned in to the Admissions Office by the deadline.
- **Offered every other Fall Semester: 2025, 2027, 2029, and 2031.**

### **3. Medical Assisting**

### **4. Pharmacy Technology**

### **5. Respiratory Care Technology**

## **Designated Courses & Time Expiration**

- The Registrar will calculate GPA's 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 8-9.

## 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 **59.5** 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 online to take the TEAS exam. The TEAS test fee must be paid in advance of the test.
- Students may choose to take the TEAS test at another 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 Practical Nursing competition for applicants who graduated from the Health Care Assistant Technical Certificate of Credit at OFTC.
- Three (3) bonus points will be awarded in ADN Bridge competition for applicants who graduated from the Practical Nursing or Paramedicine program at OFTC.

## 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.

## 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 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**

- To complete the 50% residency requirement for graduation, PNSG 2010 (Introduction to Pharmacology and Clinical Calculations) and PNSG 2030 (Nursing Fundamentals) are the only Practical Nursing courses eligible for transfer credit.
- There is no validation testing for PNSG 2010 transfer credit.
- To receive transfer credit for PNSG 2030, 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.

### **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 112  
478-274-7836  
[jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)

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

EEOC Officer  
Rosemary Selby  
Office: North Campus 205  
478-553-2055  
[rselby@oftc.edu](mailto:rselby@oftc.edu)



# Designated Courses & Deadlines

	Designated Core Courses	Additional Curriculum/Other Requirements	Term of Entry	Deadlines
ASSOCIATE DEGREES	<b>Associate Degree in Nursing Bridge (ADN)</b>			
	BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L BIOL 2117 BIOL 2117L ENGL 1101 ENGL 1102	ENGL 2130 MATH 1111 <b>OR</b> MATH 1103 PSYC 1101	<ul style="list-style-type: none"> <li>One additional 3 credit hour approved general education course</li> <li><b>AND</b> LPN unrestricted license or paramedic license</li> <li><b>AND</b> Work Experience form documenting at least one year of work experience as either a License Practical Nurse (LPN) or Licensed Paramedic.</li> <li><b>AND</b> Current American Heart Association Basic Life Support (BLS) card will be required on first day of class</li> </ul>	<b>Fall 2024</b> (North Campus)  May 13, 2024  <i>*All required documents are due by the specified deadline.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allied Health Competitive Admissions Application</li> <li><input type="checkbox"/> Work Experience Credit Verification (Required)</li> <li><input type="checkbox"/> Official Transcripts</li> <li><input type="checkbox"/> TEAS scores</li> </ul>
	<b>Associate of Science in Nursing (ASN)</b>			
	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"> <li>One additional 3 credit hour approved general education course</li> <li>Current American Heart Association Basic Life Support (BLS) card will be required on first day of class</li> </ul>	<b>Spring 2024</b> (South Campus)  November 1, 2023  <i>*All required documents are due by the specified deadline.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allied Health Competitive Admissions Application</li> <li><input type="checkbox"/> Work Experience Credit Verification (if applicable)</li> <li><input type="checkbox"/> Official Transcripts</li> <li><input type="checkbox"/> TEAS scores</li> </ul>
	<b>Diagnostic Medical Sonography</b>			
	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"> <li>N/A</li> </ul>	<b>Fall 2024</b> (South Campus)  May 13, 2024  <i>*All required documents are due by the specified deadline.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allied Health Competitive Admissions Application</li> <li><input type="checkbox"/> Work Experience Credit Verification (if applicable)</li> <li><input type="checkbox"/> Official Transcripts</li> <li><input type="checkbox"/> TEAS scores</li> </ul>
<b>Pharmacy Technology</b>				
	ALHS 1040 ALHS 1090 BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L COLL 1060	ENGL 1101 ENGL 2130 MATH 1111 <b>OR</b> MATH 1103 PSYC 1101	<ul style="list-style-type: none"> <li>One additional 3 credit hour approved general education course</li> </ul>	<b>Fall 2024</b> (South Campus)  June 7, 2024  <i>*All required documents are due by the specified deadline.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allied Health Competitive Admissions Application</li> <li><input type="checkbox"/> Work Experience Credit Verification (if applicable)</li> <li><input type="checkbox"/> Official Transcripts</li> </ul>
<b>Radiologic Technology</b>				
	BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L ENGL 1101 ENGL 2130	IMSA 1100 MATH 1111 <b>OR</b> MATH 1103 RADT 1010	<ul style="list-style-type: none"> <li>Completion of the Imaging Science Assistant Technical Certificate of Credit is required by the end of the term prior to competition.</li> </ul>	<b>Spring 2024</b> (South Campus)  November 1, 2023  <i>*All required documents are due by the specified deadline.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allied Health Competitive Admissions Application</li> <li><input type="checkbox"/> Work Experience Credit Verification (if applicable)</li> <li><input type="checkbox"/> Official Transcripts</li> <li><input type="checkbox"/> TEAS scores</li> </ul>
<b>Respiratory Care</b>				
	BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L BIOL 2117 BIOL 2117L CHEM 1151 CHEM 1151L	COLL 1060 ENGL 1101 ENGL 2130 MATH 1111 PSYC 1101	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<b>Fall 2024</b> (South Campus)  June 7, 2024  <i>*All required documents are due by the specified deadline.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allied Health Competitive Admissions Application</li> <li><input type="checkbox"/> Work Experience Credit Verification (if applicable)</li> <li><input type="checkbox"/> Official Transcripts</li> </ul>

	Designated Core Courses	Additional Curriculum/Other Requirements	Term of Entry	Deadlines
DIPLOMAS	Medical Assisting			
	ALHS 1011 ALHS 1090 COLL 1060 ENGL 1010 MATH 1012 PSYC 1010	• N/A	Spring 2024 (South Campus)	November 1, 2023  *All required documents are due by the specified deadline. <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	• N/A	Fall 2024 (South Campus)	June 7, 2024  *All required documents are due by the specified deadline. <input type="checkbox"/> Allied Health Competitive Admissions Application <input type="checkbox"/> Work Experience Credit Verification (if applicable) <input type="checkbox"/> Official Transcripts
	Practical Nursing			
	ALHS 1011 ALHS 1040 ALHS 1060 ALHS 1090 COLL 1060 ENGL 1010 MATH 1012 PSYC 1010	NAST 1100 OR Current Georgia Nurse Aide Registry (CNA License)	• Completion of the courses in the Health Care Assistant Technical Certificate of Credit is required by the end of the term prior to competition. • AND Current American Heart Association Basic Life Support (BLS) certification required first day of class	Spring 2024 (South Campus)  November 1, 2023  Fall 2024 (North Campus) (South Campus)  June 7, 2024  *All required documents are due by the specified deadline. <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
TECHNICAL CERTIFICATES OF CREDIT (TCC)	Computed Tomography (CT)			
	N/A	• Current certification in good standing with: (1) ARRT as either a registered Radiologic Technologist (South Campus) or Radiation Therapist, or (2) NMTCB as a registered Nuclear Medicine Technologist.	Offered Every Other Fall:  Fall 2024 Fall 2026 Fall 2028 Fall 2030 (South Campus)	June 7, 2024 (Fall 2024)  *All required documents are due by the specified deadline. <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"/> If not an OFTC graduate please provide the following: ARRT or NMTCB certification
	Magnetic Resonance Imaging (MRI)			
	N/A	• Current certification in good standing with: (1) ARRT as either a registered Radiologic Technologist or Radiation Therapist or (2) NMTCB as a registered Nuclear Medicine Technologist.	Offered Every Other Fall:  Fall 2023 Fall 2025 Fall 2027 Fall 2029 (South Campus)	June 2, 2023 (Fall 2023)  *All required documents are due by the specified deadline. <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"/> If not an OFTC graduate please provide the following: ARRT, ARDMS, or NMTCB certifications

**IMPORTANT:** Form must be completed by employer. Use a separate form for each employer.

**NOTE:** This form is **REQUIRED** for ADN students and **OPTIONAL** for other Allied Health programs. Check the program and term for which you are applying.

COMPETITIVE PROGRAMS:		NON-COMPETITIVE PROGRAMS:	
<b>Associate Degree in Nursing Bridge (ADN)</b> <input type="checkbox"/> Fall 2024—North Campus (Sandersville)	<b>Practical Nursing</b> <input type="checkbox"/> Spring 2024—South Campus (Dublin) <input type="checkbox"/> Fall 2024—South Campus (Dublin) <input type="checkbox"/> Fall 2024—North Campus (Sandersville)	<b>Computed Tomography (CT)</b> <input type="checkbox"/> Fall 2024—South Campus (Dublin)	<b>Pharmacy Technology Degree</b> <input type="checkbox"/> Fall 2024—South Campus (Dublin)
<b>Associate of Science in Nursing (ASN)</b> <input type="checkbox"/> Spring 2024—South Campus (Dublin)		<b>Magnetic Resonance Imaging (MRI)</b> <input type="checkbox"/> Fall 2025—South Campus (Dublin)	<b>Pharmacy Technology Diploma</b> <input type="checkbox"/> Fall 2024—South Campus (Dublin)
<b>Diagnostic Medical Sonography</b> <input type="checkbox"/> Fall 2024—South Campus (Dublin)	<b>Radiologic Technology</b> <input type="checkbox"/> Spring 2024—South Campus (Dublin)	<b>Medical Assisting</b> <input type="checkbox"/> Spring 2024—South Campus (Dublin)	<b>Respiratory Care</b> <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

**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