



# OZARKS TECHNICAL COMMUNITY COLLEGE

## **Electrical Distribution Systems Program (EDS) Application Process**

Hello and thank you for taking the time to read the application process. Between this document and the Frequently Asked Questions (FAQ) document, many of the typical questions you might have about the program and how to apply will be answered. Any questions you may still have after reading these two documents are most welcome and should be directed to [eds@otc.edu](mailto:eds@otc.edu) or 417-447-7594. This guide will go line by line of the Application Rubric and detail how one goes about claiming the points for various items. After the application deadline, the scores for each applicant will be tallied and those with the most points will be accepted into the program first. In the case of ties, the director for the program and the full-time faculty will review the application materials to determine which student(s) have the best chance of success in the program.

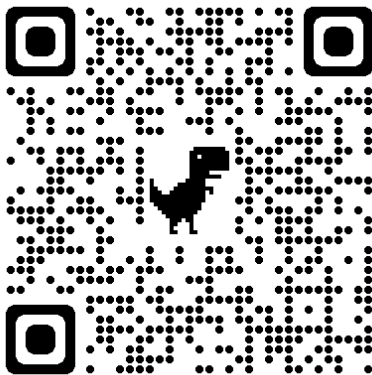
## Points Rubric

<b>Electrical Distribution Systems Program (EDS) Application Rubric</b>		
<b><u>REQUIRED ITEMS</u></b>	<b>Point Value</b>	<b>Your Points</b>
Tour the EDS Program at Lebanon Education Center, Lebanon, MO ____ or Richwood Valley Campus in Ozark, MO ____	10	
Declaration of Campus Lebanon ____ or RVC ____	5	
DOT physical or Class A CDL with no restrictions (other than age) (sports physical for anyone under 18 at close of application window)	10	
Negative drug screen report	5	
Driving Record from the Licenses Bureau	5	
Confirmation of having read the Frequently Asked Questions and application process documents	5	
Viewing digital informational video for the EDS program and submitting the correct email response either on your application or submitted via Email	5	
EDS interview questions	max 20	
<b>Minimum Total points your application should have</b>	<b>49 to 65</b>	<b>0</b>
<b>POINT REDUCTIONS</b>		
8 or more points lost on the driving record in the last 18 months	-10	
DWI/DUI on the driving record (per instance)	-10	
Speeding 15 mph or more over speed limit on driving record (per instance)	-5	
<b>OPTIONAL ITEMS</b>		
Previous fully completed and submitted application to the EDS program	15	
Submitting a completed application Between January 1st and May 1st	5	
General Scholarship(s) to pay for classes, (such as A+, foundation scholarships, high school scholarships) limit 1 for points, but please <b>apply for all the financial aid you can</b>	10	
Scholarship from electrical Coop or Utility Company	20	
Military experience/ DDT 214 with honorable discharge or equivalent	10	
Resume with clearly defined work history	10	
Documented experience related to working at heights/previous climbing training (detailed in a letter of reference is the preferred method)	5	
Class A CDL without restriction (other than age)	15	
Reference letter, general, from non-family member: Limit 1	5	
Reference letter from someone in the electrical distribution field or an EDS program student: Limit 1, must be on company letter head or clearly state writers qualification.	5	
PLS 101 or applicable substitution completed with passing grade	5	
ENG 101 or applicable substitution completed with passing grade of C or better	5	
COM 105, 200 or applicable substitution completed with passing grade	5	
PHY 105, TES 140, or applicable substitution completed with passing grade	5	
MTH 130 or TEC 108 or applicable substitution completed with passing grade of C or better	5	
<b>Max Total Possible</b>	<b>190</b>	<b>0</b>

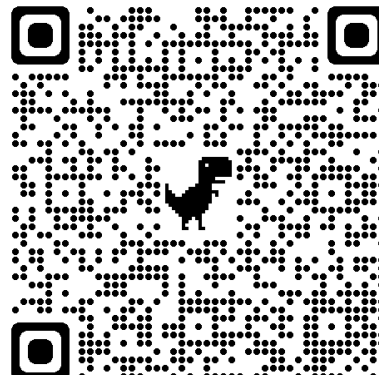
## Application Dates:

We will accept applications from *January 1<sup>st</sup>, 2026, to May 20<sup>th</sup>, 2026*. Each applicant will receive an email notification to their designated email account from OTC of their status, either accepted into the program, not accepted, or alternate on May 21<sup>st</sup> unless there are unexpected delays. Please make sure we have a good contact number for you as we will call you directly if we need to check on anything, such as you have enough points to get a spot in the program, but it is not at your desired campus. Being unable to contact students can greatly slow the selection process. Once the acceptance and alternate position emails go out, you will have 3 business days to accept your position. If we do not hear from you, your position will be given to the next eligible applicant. Alternates will be in line for any openings that may occur from students declining their position in the program or dropping out and thus must be available for the fitting days same as any student accepted into the program. **All official emails after the notification of application status will go to your OTC account**, so please make sure you map your OTC email to an application on your phone and keep notifications turned on so you can keep on top of things.

**DON'T MISS OUT ON IMPORTANT INFORMATION, DOWNLOAD THE OUTLOOK APP TODAY!**



Microsoft Outlook Apple App



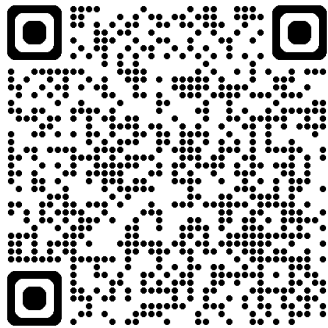
Microsoft Outlook Google App

## Submitting Paperwork:

Applicants will submit the paperwork portion of their application either electronically via email sent to [eds@otc.edu](mailto:eds@otc.edu) or directly by bringing the items to their campus of choice. The day of your tour would be a great opportunity to turn in the physical paperwork if you have everything ready. There are black boxes you can drop your paperwork into at each location. At the Lebanon Center it is in the EDS area, to the immediate left as you enter the main door. At the Richwood Valley Campus, it is in the RVA/storm shelter building, by office 112. You can also email [eds@otc.edu](mailto:eds@otc.edu) or call 417-447-7594 for more information and assistance on submitting materials.

Applicants will also need to fill out an online application and there is an instructional video that can be found at the link below:

Here is the link to get started:



Here is the link to the instructional videos on completing the application:

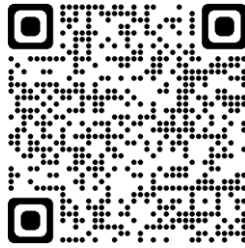
Creating an account: <https://youtu.be/ODKN2Tv-ov4>

Completing the application: <https://youtu.be/dUoJrMS-HC8>

When it comes to digitizing materials, we highly recommend using Adobe Scan, a free application for your phone that can turn pictures into PDFs. Use the following QR code to download the application and from there you can work through the tutorials of the app or go here for a YouTube video: <https://www.youtube.com/watch?v=EjssxDFfDVw>



Adobe scan for Apple



Adobe Scan for Android

**NOTE:** The competition for spots is increasing each year, so make sure you submit all the items you can before the deadline. You can complete and submit your application before you tour the program. Waiting until the last minute to submit your application is a good way to miss out on easy points simply because you do not have enough time to collect all the optional items possible.

## **REQUIRED ITEMS:**

The items in the required section are mandatory for application to the EDS program and failure to submit one of the listed items will disqualify your application from consideration. The required items include touring the EDS program, declaration of campus, DOT physical or copy of your CDL license, negative drug screen, a copy of your driving record, confirmation of reading the FAQ and Application documents, viewing the digital information video and submitting the phrase, and completing the EDS interview process. If you read this document fully, you will discover what we are wanting for each item of the application.

If you are applying, and have not already done so, please send us an email with your name, phone number, and the email address you plan to check for updates to [eds@otc.edu](mailto:eds@otc.edu). This will get you on our contact list and make sure you are kept current on any changes that might occur. If after reading through everything in this document you still have questions, please reach out to us at [eds@otc.edu](mailto:eds@otc.edu) or call 417-447-7594.

**Tour:**

Tour the EDS Program at Lebanon Education Center, Lebanon, MO \_\_\_\_ or  
Richwood Valley Campus in Ozark, MO \_\_\_\_\_

There is no substitution for taking the time to come and view the program in action. There will be several open tour dates in the spring for both locations and someone from the EDS program will reach out to you about picking your tour day. You will complete your interview, learn about the program and the application process, and get a chance to climb a pole! For the climbing part you will need to wear long pants, closed-toe shoes (preferably boots if you have them) and a shirt that fully covers your torso (long sleeves would be best). This is for safety reasons and is part of the expectations that students will work under in the program. For assistance in scheduling your tour please call 417-447-7594 or email [eds@otc.edu](mailto:eds@otc.edu). Tours fill up quickly so don't wait!

Your responses to the interview questions as well as your willingness to climb will determine your score for this portion of the application.

**Declaration of Campus:**

Declaration of Campus Lebanon \_\_\_\_ or RVC \_\_\_\_\_

The EDS program is available at the OTC Lebanon Center and the OTC Richwood Valley Campus near Ozark. When you complete the online application, you will have the chance to indicate if you prefer Lebanon, Richwood Valley, or will be happy with either campus. Those who score the highest will get the first choice of location and we will work down the list from there. It is possible to earn enough points to get into the program, but your preferred location to be full. If this happens, we will look at your application to see if you are okay with

taking the classes at either location. You are welcome to decline a position that is not at your preferred location and reapply the following year after earning more points by completing general education classes or other optional items that will increase your score.

**DOT physical with Drug Screen:**

DOT physical or Class A CDL with no restrictions (other than age) (sports physical for anyone under 18 at close of application window)

If you have a current/active Class A CDL with no restrictions (other than age), you can skip the DOT physical portion. The submission of a copy of the front and back of your CDL license with a drug screen (not more than a year old) will earn the points for this section as well as credit for the EDS 151 & 152 classes if you are accepted into the program. For those needing a CDL, you can get the physical and drug screen someplace local, or you may work with one of the places listed below and in the FAQ document. The DOT physical is good for 2 years. The Lebanon CDL classes are administered via Clement Truck Driving Academy and the Richwood Valley CDL classes are administered via 160 Truck Driving Academy.

For the drug screening we are looking for a 10-12 panel pre-employment urine analysis. During the DOT physical there is a urine specimen taken, but that is to measure kidney function and not for drug screening. **You will need to ask for the drug screening separately** and not every DOT physical provider does the drug screen as well. There is a DOT specific drug screening and that one is usually very expensive. We do not need that for your application, the pre-employment one is sufficient for our needs. The use of CBD oil can cause a positive result for cannabis and inhaling secondhand cannabis smoke can also cause you to fail the drug screening.



Students should expect to take another drug test during their CDL training with our vendors as this is a common practice for them.

- You can get the DOT physical and drug screening at a local location, or you may work with one of the following:
  - KT Health Clinic  
2032 E Kearney St Suite 108  
Springfield, MO 65803  
417-832-8678  
8a.m.-3p.m.  
No Appointment Walk in  
DOT Physical \$100 Drug Screen 10 panel \$65/12 Panel \$75
  - Fordland Medical Clinic  
1059 Barton Dr  
Fordland, MO 65652  
417-767-2273  
DOT \$65 Drug Screen 10 Panel is \$45
  - Rolla Family Clinic  
1060 C South Bishop Ave  
Rolla, MO 65401  
573-426-5900  
Monday-Wednesday 9 a.m.-7 p.m. closed for lunch @ 1:30 pm-2:30 p.m.  
Walk in, no Appointment.  
DOT \$154 Drug Screen \$42
  - Direct Primary Care  
2220 S. Jefferson Ave  
Lebanon, MO 65536  
417-531-0410  
No DOT physical Drug Screen \$25
  - Bays Chiropractic Clinic  
212 Vance Rd.  
Lebanon, MO 65536  
417-531-6251  
DOT physical \$80 No Drug Screen

- Lake Regional Clinic  
750 Cowan St.  
Lebanon, MO 65536  
417-532-2805  
Schedule Ahead if you do not want to wait/will accept walk-in M-TH 7:30-4  
NO FRIDAYS  
DOT Physical \$70   Drug Screen \$35

These are items you will need to submit for the application, and you may be able to have the vendor send you a scanned copy. Also, please **keep a copy of your DOT physical handy** as you will need it for the CDL permit and licensing. You may also need to provide a copy of this when applying for an internship or job down the road.

The CDL is a critical component for success in the Electrical Distribution Field and without this it will be extremely difficult if not impossible to find a job. For this reason, those that cannot pass the DOT physical or do not already have their Class A CDL without restriction (barring age) will not be considered as candidates for the EDS program. We do not want students to spend 2 years training in a field they cannot get a job in. We are happy to work with students who cannot pass the DOT physical find a tech field they can succeed in and help them achieve that goal. If you have any questions on this, please contact us at [EDS@otc.edu](mailto:EDS@otc.edu) or 417-447-8146

If you are color blind, you will need to tell the examiner so they can do deeper testing to see if you can designate colors enough to determine stop lights and such. If you have had a seizure in the last 30 years, have a seizure condition, or a disease like Muscular Dystrophy, you will not be able to pass the DOT physical. If you are under 18 you will not be able to get a DOT physical and will need to submit a sports physical for your application. You will need to complete a DOT physical on or after your 18<sup>th</sup> birthday and get it submitted to us before the CDL

classes start. Should you fail the DOT physical for any reason, you will not be able to continue with the EDS program.

### **Negative Drug Screen:**

<b>Negative drug screen report</b>
------------------------------------

As a part of the application process, you will need to take a standard pre-employment type drug screen and upload the results into your EDS application. This applies to both those submitting a DOT physical and those that have their Class A CDL already. The drug screen must be less than a year old. While there is a urine sample taken during the DOT physical, the drug screening is a separate test and something extra you will need to ask for. The urine analysis that is part of the DOT physical is to check kidney function.

We are looking for a standard pre-employment type 10 to 12 panel test utilizing urine. There is no need to get a blood or hair test that is often very expensive. If you have questions on this part, please email [eds@otc.edu](mailto:eds@otc.edu) or call 417-447-7594

### **Driving Record:**

<b>Driving Record from the Licenses Bureau</b>
--

You can get a copy of your current driving record for a nominal fee from the Missouri License Bureau and it is another item you will need to submit for your application. We need this to make sure there are no complications with your ability to get or maintain a Class A CDL. If you have any concerning items on your driving record, such as a DWI or DUI, please contact the EDS program at 417-447-8146 for more information. Some items are a no-go for training while others need to have occurred a year or more in the past.

## **FAQ and Application document verification of review:**

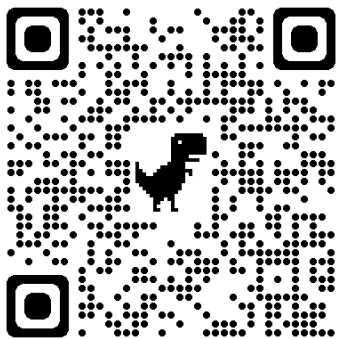
Confirmation of having read the Frequently Asked Questions and Application process documents

In the EDS application you will be asked to confirm that you have read the FAQ and Application documents by entering yes or no in the box. It is in your best interest to read these documents fully and not just type yes as many of the questions you might have will be answered by these documents. **By answering yes, you are stating you have read the documents and thus are responsible for any content/instructions found there in.** If you have any questions about information in these documents, email [EDS@otc.edu](mailto:EDS@otc.edu) or call 417-447-7594

## **Digital Informational Session on the EDS Program:**

Viewing digital informational video for the EDS program and submitting the correct email response either on your application or submitted via Email

You can find the digital information video at this address:  
<https://academics.otc.edu/electrical-distribution/about/>. At the end of the presentation, you will find the key phrase you must enter into the EDS application to get these points. This presentation covers the basics of the program as well as outlining the costs involved with the first semester if you take the CDL classes as well. This is a very important presentation to view, and I encourage you to share it with your support group as well.



EDS Digital Information Video

**EDS Interview:**

EDS interview questions
-------------------------

When you come for your application tour of the EDS program, we will schedule a time for your 15-minute interview. The interview is our chance to get to know you better and for you to share why you want to join the EDS program and what makes you a good candidate. This is worth up to 20 points on the application and will be scored by a rubric to make sure it is fair for all. Be prepared to answer key questions like why you want to be a lineworker, your key skills, how you deal with adversity, and similar questions.

## POINT REDUCTIONS:

8 or more points lost on the driving record in the last 18 months
DWI/DUI on the driving record (per instance)
Speeding 15 mph or more over speed limit on driving record (per instance)

Due to input from our advisory committee, which is made up of representatives from the power distribution industry, we have discovered that certain items on your driving record make it extremely difficult if not impossible to get a job and/or internship in the industry. Because of this the following items on your driving record will deduct points from your total application score:

- A loss of 8 or more points in the last 18 months (-10 points)
- DWI or DUI (-10 points per instance)
- Speeding 15 mph or more over the posted limit (-5 points per instance)

These items can cause trouble in getting your CDL, keeping your CDL, and/or being insurable on the job when driving. On top of this, having a DWI or DUI in the last year prevents you from being able to train at the Clement Truck Driving Academy. It is highly advised that anyone who has one or more of these issues should work to see if it can be removed from their record before application to the program. We will check your driving record to see if any of these items are present and deduct points for each instance found as listed above.

## OPTIONAL ITEMS

The following items are not required for your application to the EDS program but will increase your total points and thus your chances of getting into the program. It is rare that anyone can add all the items in the optional section, so just add the items you can. Please read through all the optional items and add all that you can to your application. You can add items to your application file up to and including May 20<sup>th</sup> when the application window closes. Anything sent after 8 am on May 21<sup>st</sup> will not be added to your total application score.

### Previous Fully Completed Application to the EDS program:

Previous fully completed and submitted application to the EDS program
---

For those that submitted a complete application and reapply to the EDS program, you will receive an automatic 15 points. Please include a note detailing the year you applied for the program so we can verify your previous application status. DOT physicals are good for 2 years, but you will need to make sure it does not expire before the end of the fall semester you are applying for. **All application materials will need to be resubmitted** as things change from year to year and the specifics of what we are looking for change as well. To be considered a previous applicant, we need something on file for you in a previous application period and it needs to be a completed application not just a couple of items submitted. **At the bare minimum you must have submitted all the required items in the previous application to be considered a reapplying student.** Being on the contact list or having only sent in a few documents does not qualify you as a previous applicant.

If you followed the advice received with the notification that you did not make it into the program previously, you will have new gen ed credits to add to your file and likely some other optional items. If you are only counting on these extra 15 points to get you in, there could still be issues. **Please be sure to add EVERY extra optional item you can.**

### **Submitting a Complete Application Between January 1 and May 1:**

<b>Submitting a completed application Between January 1st and May 1st</b>
---

When you submit your completed application through the OTC system, it will attach a date of completion to your application. If that date falls between January 1 and May 1, you will receive an additional 5 points for your diligence. You can complete and submit your application **BEFORE** you tour the program, so do not wait! You can view the application video to help with application process, and you can always ask us any questions you may have at [eds@otc.edu](mailto:eds@otc.edu) or you can call 417-447-7594.

If you do not turn 18 before May 1, you may submit a sports physical in place of your DOT physical. Please keep in mind that as soon as you turn 18 you will need to complete that DOT physical and send us a copy to [eds@otc.edu](mailto:eds@otc.edu). Should you not turn 18 until sometime in June or July and you earn a spot in the program, please keep in mind that failing the DOT physical will disqualify you from the EDS program.

The application system should have closed after the application window ended in the spring, but just in case there are any issues, any application received before January 1<sup>st</sup> will not be considered and you must resubmit your application.



## Scholarships:

General Scholarship(s) to pay for classes, (such as A+, foundation scholarships, high school scholarships) limit 1 for points, but please <b>apply for all the financial aid you can</b>
Scholarship from electrical Coop or Utility Company

There are two sets of points possible here, 20 points for having a scholarship from an electrical provider and 10 points for having a scholarship in general to help pay for your classes. For this you will need to provide documentation that you have been approved for the scholarship in your application documentation. Many electrical providers have scholarship programs and getting in good with one of them before beginning the EDS program is a great way to increase your chances of getting an internship with them and quite possibly a job when you get out. The first semester has a couple of big-ticket items (the CDL training and the required equipment) thus the need for additional funding streams. A+ and Pell Grant will not be enough to cover the first semester if you do not have a CDL already so the more funding you have the easier things will go. The max points you can get for scholarships is 30 but we fully encourage you to apply for every scholarship you can.

Examples of general scholarships include A+, Pell Grant, and various scholarships you might get from individuals or companies. The electrical provider scholarships will be through various utilities and likely something you must apply for directly with said utility. Sending a copy of your award letter or something from your high school counselor in the case of A+ will get you these points.

## DDT 214:

Military experience/ DDT 214 with honorable discharge or equivalent
---

If you have military experience, please provide a copy of your DDT 214 showing current service, an honorable discharge, or honorable equivalent discharge for your application. It does not have to be an official copy, but it does need to show all the usual information so we can verify your status. If you are having trouble finding or getting a copy of your DDT 214, speak with the veteran services at OTC and they should be able to help you or email [eds@otc.edu](mailto:eds@otc.edu) and we will help get the lines of communication open. A dishonorable discharge will ***NOT*** earn you points for this section.

## Resume:

Resume with clearly defined work history
--

For these points you will send us your resume clearly showing your work experience. We are looking for the typical things you would expect on a resume, where you worked, the dates you worked there, and the basics of your job tasks. This is something our advisory committee requested as they feel that previous work experience will help prepare you for future work in the electrical distribution field. Also, keep this somewhere you can find it easy as we will help you refine your resume during your first year to use when applying for internships and then ultimately jobs down the road.

### **Documented Experience working at Heights:**

Documented experience related to working at heights/previous climbing training (detailed in a letter of reference is the preferred method)

This is something you would want to put on your resume and hopefully have in a letter of recommendation. We are looking for things such as: worked as a professional tree trimmer, worked high steel, I was a roofer, Military MOS that applies, climbed poles or trees as part of a professional job, etc. **Things that WILL NOT work:** I climbed a tree once, I hunt from tree stands, I have ridden in a plane, I'm not scared of heights, and so on.

It is possible you may use a document that you submitted for another set of points in the application to get this set as well. If that is the case, it is recommended that you try to detail the work at heights by either highlighting the part you want us to focus on or in some way telling us which document to check.

### **Class A CDL without restriction (other than age):**

Class A CDL without restriction (other than age)

If you have your class A CDL without restriction already, simply include a clear copy of your current license front and back and this will net you 15 points. If you are accepted into the program, we will use the copy of your CDL and your negative drug screening to get you credit for the EDS 151 and 152 classes, providing you have not taken them with us already.

## Reference Letters:

Reference letter, general, from non-family member: Limit 1
Reference letter from someone in the electrical distribution field <i>or</i> an EDS program student: Limit 1, must be on company letter head or clearly state writers qualification.

You will receive 5 points for one reference letter from a non-family member. You will receive 5 more points for a reference letter from someone involved with an electrical distribution provider on the company's letterhead or from someone who has graduated from/is currently enrolled in the Ozarks Tech EDS program. If it is not on company letter head, the writer must clearly detail their position in the power distribution industry or EDS program. You may turn in only one of each and you will not get multiple sets of points for a single reference letter. To get all the points you will need two separate reference letters uploaded to your application.

You are free to get as many reference letters as you like and it is highly recommended to keep track of these letters and use them when applying for internships or jobs in the electrical distribution field. A common question we get is 'Would a letter from someone who does residential or commercial electrical count?' and the answer is no. Building wiring is what happens on the customer side of the meter. The EDS program is focused on everything from the meter up, all the way to the power generation plant and that is a whole different process/focus.

### Points for Completed Courses:

PLS 101 or applicable substitution completed with passing grade
ENG 101 or applicable substitution completed with passing grade of C or better
COM 105, 200 or applicable substitution completed with passing grade
PHY 105, TES 140, or applicable substitution completed with passing grade
MTH 130 or TEC 108 or applicable substitution completed with passing grade of C or better

We will only award points for successfully completed courses that apply to the EDS degree. If you completed your application before you completed a class you would like points for, it is your responsibility to provide us with copy of your transcript or a letter from your high school (in the case of dual credit) showing you have completed the course with a passing grade or a grade of C or better for ENG 101, MTH130, or TEC 108. If you are taking classes at Ozarks Tech, please let us know and we will double check everyone's file after spring grades post, but that will only show us Ozarks Tech classes and anything you previously transferred in. If you take spring classes anywhere besides Ozarks Tech or dual credit high school classes, you will need to send us an unofficial transcript or a letter from your high school showing your passing/required grade.

Any course that shows as withdrawn, incomplete, failed, and/or below a C for ENG 101, MTH130, or TEC 108 will not earn you any points. If you fail or withdraw from multiple college courses, there is a fair chance this will interfere with your financial aid going forward. I advise anyone in this situation to talk with someone in the OTC student services group so you have a good understanding of how this could impact your educational experience.

Please refer to the EDS block diagram for the recommended general education classes as well as allowable substitutions.

### **OTHER QUESTIONS:**

This covers the key points of applying for the EDS program, but any additional questions you may have please direct to [EDS@otc.edu](mailto:EDS@otc.edu) or you can call 417-447-7594. You can go back to the EDS digital application as many times as you need before submission, and it should show your progress along the way. If you run into technical problems with your application, please email the Help Desk at [helpdesk@otc.edu](mailto:helpdesk@otc.edu). If this does not resolve your issue in a timely manner, please contact us.

**GOOD LUCK!!!**

**I (please print name) \_\_\_\_\_ have fully read  
the Application document and understand that I am responsible for the information  
contained herein. I also understand that if I have any questions about these items, I should  
contact the EDS program via email at [eds@otc.edu](mailto:eds@otc.edu) or call 417-447-7594.**

**Signed \_\_\_\_\_**

**(please sign the line provided and return this page with your paperwork)**

**Note: you can send an email to [eds@otc.edu](mailto:eds@otc.edu) acknowledging you have read the  
Frequently Asked Questions document and agree with the statement above**