2024-2025

CCBC

SCHOOL OF
HEALTH PROFESSIONS

SHP ADMISSION PACKET
EMERGENCY MEDICAL SERVICES TECHNOLOGY

COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025
CCBC Essex Campus

1. **Apply to CCBC**
☐ Complete the free CCBC application: [Apply to CCBC](#)

2. **Submit**
☐ Submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: [Next Steps](#)

3. **Complete**
☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC (ccbcmd.edu)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review
☐ Review the Admission packet for your program

5. **Meet**
☐ Meet with a Health Professions Academic Advisor [Meet with an Advisor (ccbcmd.edu)](#)

6. **Take**
☐ If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

7. **Apply**
☐ Access SHP CAS: [SHP CAS Login.](#) Dental Hygiene - [DH CAS Login](#)
☐ Complete each quadrant of the SHP CAS or DH CAS application

   ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications

☐ Submit the application with the non-refundable application fee by the program deadline

For assistance:

- Click the blue question mark in the top right corner of each page of the SHP CAS application

- Email shpseat@ccbcmd.edu

- Contact your Health Professions Academic Advisor

- Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. **Check**
☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. **Monitor**
☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. **Confirm**
☐ Log into your *myCCBC* account then review your *SIMON Degree* Audit to confirm transcripts from other institutions have been received and evaluated

11. **Be Notified**

   ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html
3. https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html
4. Meet with an Advisor (ccbcmd.edu) https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html
5. https://www.atitesting.com/teas
6. https://shp.liaisoncas.com/applicant-ux/#/login
7. https://dhcas.liaisoncas.com/applicant-ux/#/login
8. https://id.quicklaunch.io/CCBC

Contents

Emergency Medical Technology

Program Description

The EMS profession is an integral part of the healthcare continuum, both in the United States and abroad. The CCBC Emergency Medical Services Technology program prepares our students to meet the challenges of providing quality pre-hospital care to the sick and injured by providing a solid, evidence-based, state-of-the-profession educational experience. Instruction is provided by experienced EMS educators and clinicians with a variety of backgrounds and experiences.

The CCBC Emergency Medical Technology program paramedic core courses are completed over a 16-month contiguous and sequential period. Additional coursework to meet the certificate or degree options is recommended prior to entry into the program to promote student success. The clinical courses include scheduled rotations in some of the nation's top hospitals and are integrated with field rotations with the Baltimore County Fire Department and/or the sponsoring agency of the student. Courses also include a combination of in-person classroom sessions and blended learning models.

Upon successful completion of the core program courses, the student will be eligible to sit for the National Registry of Emergency Medical Technicians certification exam. Computer-based testing is available in the CCBC Pearson-VUE testing center.

Advanced placement options are available for students who are currently certified at the Maryland CRT-I level.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

Accreditation

The Community College of Baltimore County Emergency Medical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Committee on Accreditation of Emergency Medical Services Education Programs (CoAEMSP). The program is also a recognized Advanced Life Support Education Program by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) Emergency Medical Services Board.

Admissions Deadline

March 1st for a Fall start

March 1st for a Summer start for Advanced Placement eligible applicant

Credit Certificate Program

All courses must be completed in the listed sequence and with a grade of "C" or better. Upon successful completion of these courses, the students are eligible to apply for graduation with the Emergency Medical Services Technology Certificate and the students are eligible to sit for national and state licensure.

Fall 1:

- EMST 240 – Paramedic Foundations
- EMST 213 – Paramedic Clinical Practice I
- EMST 212 – Paramedic Operations

Spring:

- EMST 211 – Paramedic Medical & Trauma Emergencies I
- EMST 222 – Paramedic Special Populations
- EMST 214 – Paramedic Clinical Practice II

Summer:

- EMST 221 – Paramedic Medical and Trauma Emergencies II
- EMST 223 – Paramedic Clinical Practice III

Fall 2:

- EMST 224 – Paramedic Internship

Associates of Applied Science Degree

These courses are not required to be completed by the admission deadline, however have shown to benefit students entering the core program courses. These courses must be completed prior to applying for graduation for the Associates of Applied Science Degree.

- BIOL 109 – Human Anatomy and Physiology
- ENGL 101 – College Composition
- PSYC101 – Introduction to Psychology
- MATH 135

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- SPCM 101 – Fundamentals of Communication
- Any 3 Credit diversity course
- EMST 105 – Emergency Medical Technician

Advanced Placement Options

Maryland CRT-I Licensed Clinicians

Applicants possessing a valid and current Maryland CRT-I license are eligible to receive credit for prior learning and advance placement into the Certificate program.

Candidates will be required to complete entrance baseline skills competency testing for all advanced-level skills in the CRT-I scope of practice as part of the entrance process.

Upon successful completion of the entrance process, the required coursework to meet the requirements for licensure is as follows:

Summer:

- EMST 221 – Paramedic Medical and Trauma Emergencies II
- EMST 223 – Paramedic Clinical Practice III

Fall 2:

- EMST 224 – Paramedic Internship

Licensed Healthcare Provider (Nursing, Physician Assistant)

Applicants possessing a valid and current licensed healthcare provider credential are eligible to receive credit for prior learning and advance place into the Certificate program. Candidates must have a valid Maryland Emergency Medical Technician (EMT) license.

Candidates will submit a Licensed Healthcare Provider to Paramedic application packet to the Maryland Institute for Emergency Medical Services Systems for credential evaluation and interview. Once completed the MIEMSS recommendations will define the scope of the advanced placement into the program. An individual learning plan will be issued and coursework will be assigned accordingly. At a minimum, all candidates in this option will complete field rotations and Paramedic Capstone requirements.

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Admission Criteria

These are the minimum requirements for application eligibility to enter the program, those not meeting all of these conditions will not be considered for entry.

1. EMST105 Emergency Medical Technician
   a. If not a previous CCBC student, an active/current EMT Certification will be used to give credit for prior learning for this course.
   b. If a Maryland CRT-I, an active license must be uploaded to the application to be used to give credit for prior learning for this course.
2. If a previous CCBC student, a minimum 2.00 GPA.
3. Current AHA or ASHI BLS Provider certification
4. Transcripts from previous colleges should have be uploaded, official transcripts are preferred. Official transcripts ARE required in order to consider transfer credits for the degree program.
5. Signed Emergency Medical Services Technical Standards form – mandatory.
6. Per industry standards, applicants to the Emergency Medical Services Technology program (Paramedic) must be 17, with parental permission and have received a GED or HS diploma before applying/starting program courses.
   a. EMST 105 is not included in this age or education requirement and students can be 16 years of age with parental permission.

7. Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the "How to submit your final transcript" section of the Apply Now webpage at: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.

Steps for Admission

1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into https://shp.liaisoncas.com/applicant-ux/#/login and apply to the **CCBC SHP** EMT or CRT-I to Paramedic certificate or degree program by the application deadline. The **nonrefundable** $50 application fee is due at the time of submission.

   a. If you need assistance with the program application, you can watch the videos within the application or,

b. You can review our YouTube video [showing an application walkthrough at https://youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w](https://youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w)
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the deadline.
6. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

Transcripts from <u>ALL</u> US colleges and universities attended by the applicant are required to be submitted to the SHP CAS <u>and</u> to the CCBC Registrar.

1. Official transcripts, AP, CLEP scores, or international transcript evaluations should be sent directly to the CCBC Registrar/Office of Enrollment Services.
2. Unofficial transcripts should be uploaded directly to your online program application.
3. Unofficial AP or CLEP score reports may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be uploaded to the SHP CAS Transcript Processing Center and sent to CCBC's Registrar, 4 to 6 weeks prior to the application deadline. You must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS
1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying.

To Send an Electronic Transcript
- o Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.
- o You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.
- o Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

To Send a Paper Copy Using the US Postal Service
- o You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', chose Option 2: Order a Mailed Paper Transcript.

Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.

- o Provide the Registrar with the following items:
    1. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CAS ID number on the transcript before mailing it.
    2. Give the Registrar this mailing address:
       SHP CAS Transcript Processing Center
       PO Box 9134
       Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

How to Confirm that Transcripts are Received
Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS AND CCBC)

1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.
2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

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Admission Response

Admissions decisions are emailed to applicants approximately 6 to 8 weeks after the application deadline.

Post Admission

Applicants who receive a conditional offer of admission to the Emergency Medical Technology program must be prepared to provide the following prior to the fall semester. Further information is provided at orientation by the program director.

- Provide proof of current AHA or ASHI CPR certification at the Healthcare Provider Level.

- Proof of a recent physical examination with current immunizations,

- Proof of current health insurance

- Complete a Castlebranch background check and drug screen. Information for completing this process will be provided in the conditional offer letter and is at the cost of the student. The cost is approximately $100.00 that is paid directly to the vendor. Any issues identified during the background process or drug screen may restrict the student from continuing in the program or admissions process.

- Complete a EMT program uniform order form and provide payment to CCBC in the form of cash, check or credit card and,

- Obtain the required textbooks and LMS access to complete coursework throughout the program. A copy of the required materials, ordering information and costs will be provided in the conditional acceptance letter.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor** only. Call 443-840-2222 or visit online at http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx.

Program Director –is able to answer questions about the program, the processes, scheduling, and other related details on the courses or program requirements. You can contact the program director at 443-840-1429 or email jtaylor2@ccbcmd.edu.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu

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Technical Standards & Functional Job Description

The Paramedic must be able to deal with adverse and often dangerous situations which include, responding to calls in districts known for high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, having solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

The role of the Emergency Medical Technician (EMT) and/or Paramedic demands intelligence, sound judgment, intellectual honesty, the ability to relate to people, good communication skills, and the capacity to react to emergencies in a calm and reasonable manner.

Both EMTs and Paramedics must be confident leaders who can accept the challenge and high degree of responsibility entailed in the position. The EMT and Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview and communicate with patients, family members, or others, maintain safety, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at an optimum level in a non-structured environment that is constantly changing.

The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and Commission on Accreditation of Allied Health Education Programs (CAAHEP) mandates the students meet certain criteria for paramedic.

Physical Demands:

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, an excess of 125 pounds. Motor coordination is necessary because over uneven terrain the patient, the Paramedic, and the other worker's well-being must not be compromised or jeopardized.

Students participating in the program MUST:

- Have the mental, emotional, and physical ability, and stamina to complete the program's clinicals and required sequence
- Possess emotional maturity and stability to approach highly stressful situations in a calm, safe, and rational manner
- Have well-developed communication skills, both in oral and written English language
- Must be able to apply basic principles of mathematics to the calculation of problems associated with weight conversion, medication dosages, and other conversion problems, and differentiate temperature readings between centigrade and Fahrenheit scales

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- Be physically and academically prepared to participate in clinical assignments which occur at various times both in field and hospital settings
- Display strong ethical integrity consistent with working as a healthcare clinician
- Have a minimum of physical abilities in areas of sensory function, hand-eye coordination, auditory ability, and neuromuscular control to competently perform technical activities that are a critical part of this program and the profession, including:
  - Good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times.
  - Be able to lift 125 pounds.
  - Motor coordination is necessary because of uneven terrain.
  - Large motor skills such as stooping, bending, lifting, and transferring patients
  - Work on one's feet for 8 to 24 hours

Declaration: I have read and understand the technical standards required by the Emergency Medical Services Technology Program. I hereby declare that I can meet the above-listed professional technical standards. PLEASE BE SURE TO SUBMIT THIS WITH YOUR APPLICATION.

_____   _____   _____

Name Printed   Student Signature   Date