

2024-2025



SHP ADMISSION PACKET
LPN TO RN BRIDGE
SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025
CCBC Dundalk Campus

School of Health Professions (SHP)

Program Application Checklist 2024-2025

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

School of Health Professions (SHP).....	2
Program Application Checklist 2024-2025	2
Welcome.....	5
Program Description	5
Accreditation	5
Application & TEAS Deadlines	6
Required Entry Exam	6
Required Prerequisite Coursework.....	6
Minimum Admission Criteria.....	7
Steps for Admission	8
TRANSCRIPTS.....	9
Admission Response	11
Post Admission	11
Important Information.....	11
Transition Course Failure.....	12
Who to Contact	12
Documentation of LPN Employment Hours	13
Employer #1	13
Employer #2	13
Employer #3	14
Employer #4	14

LPN TO RN BRIDGE PROGRAM

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's LPN to RN Bridge Program. The LPN to RN Bridge course is offered as a traditional 12-week face-to-face program on the Dundalk campus in summer and fall. Students who successfully complete the LPN Bridge course are permitted to join the RN program (traditional day program) at the beginning of the second year of the RN program. The LPN to RN Bridge course is also offered in a blended format each spring. Upon successful completion of this course students are permitted to join the RN program at the beginning of the second year. These RN courses are also offered in the blended format.

Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

I wish you the best with submission of your admissions application.

Sincerely,
Cheryl J. McNamara, D.N.P., R.N. Program Director

Program Description

The LPN to RN Bridge program is designed as a pathway for licensed practical nurses to transition into the registered nurse program. Applicants must have a valid Maryland LPN license. Students complete prerequisite courses and apply for admission. The bridge course is provided on the Dundalk campus and offered each fall and summer. Upon successful completion of the bridge course, students articulate into the third semester (second year) of the RN program.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. An outside vendor is used to manage the applications. This vendor is the School of Health Professions Central Application System (SHP CAS). CCBC and the SHP CAS are separate systems and do not share information. Two sets of transcripts must be sent to apply, one to the SHP CAS and one to the CCBC Registrar. Send inquiries to shpseat@ccbcmd.edu.

Accreditation

The Program is accredited by the Maryland Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

ACEN
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326 www.acenursing.org
(404) 975-5000

Application & TEAS Deadlines

November 1 for Spring
March 15 for a Summer start
May 15 for a Fall start

Required Entry Exam

The ATI Test of Essential Academic Skills (ATI TEAS) is a general knowledge exam used as part of the admissions process by Nursing and Allied Health schools nationwide. This is a standardized exam created by a company called Assessment Technologies Institute (ATI). The TEAS exam covers general content in Reading, Mathematics, Science, English, and language usage.

- TEAS scores are valid for three years from the date that the test was taken for applicants who have completed the CCBC LPN program within the last year.
- For all other applicants, the scores cannot be more than two years old at the TEAS deadline date of November 1 for spring, March 15 for summer start or May 15 for fall start.
- If the TEAS was taken more than two or three years before the deadline, then you will have to retest.

The minimum scores for admission to CCBC Nursing are listed below. If you do not participate in the ATI TEAS, your application will not be evaluated. Students who do not meet these minimum scores may not be reviewed for admission.

- Overall – PROFICIENT (58.7%) or higher
- Reading – 69.0% or higher

Additional information about registering to take the TEAS can be found at:

<http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx>

Required Prerequisite Coursework

Students must have completed or be currently enrolled in and scheduled to complete the following required courses prior to the start of the program. All courses must be complete with a C or better.

The following courses are **required** for admission:

Prerequisite Courses

➤ BIOL 110 Biology I: Molecules and Cells* (4 credits)	➤ PSYC 101 Introduction to Psychology (3 credits)
➤ BIOL 220 Human Anatomy and Physiology I (4 credits)	➤ PSYC 103 Principles of Human Growth and Development (3 credits)
➤ BIOL 221 Human Anatomy and Physiology II (4 credits)	➤ ENGL 101 (3 credits)
➤ BIOL 230 Microbiology (4 credits)	

*BIOL 110 Biology I: Molecules and Cells may be a prerequisite for BIOL 220 and BIOL 230. The requirement may be waived for students transferring BIOL 220 and/or BIOL 230. It is not required for admission into the program however may be required for graduation.

The following general education courses are not required prior to entrance into nursing but must be successfully completed by the end of the program, prior to graduation. All courses must be completed with a C or better. For best admission consideration, all courses should be completed at the time of application.

General Education Courses

<ul style="list-style-type: none"> ➤ General Education Arts & Humanities Elective (3 credits) <ul style="list-style-type: none"> ➤ Recommended: PHIL 240 Ethics ○ Must also be a Diversity course 	<ul style="list-style-type: none"> ➤ General Education Math Requirements (3-4 credits) <ul style="list-style-type: none"> ➤ Recommended: MATH 125 or MATH 153
➤ CMNS 101 Fundamentals of Communication (3 credits)	

Minimum Admission Criteria

Applicants will be selected for the BRIDGE COURSE after scores are received for the ATI TEAS preadmission test. The following criteria will be applied in the selection process:

1. Copy of current Maryland LPN License renewal form from the Maryland Board of Nursing website uploaded to the SHP CAS application, in the Program Materials quadrant.
2. Applicants that are applying to the online Blended program that starts in January are required to attend a Blended Program Information session. Attendance is mandatory to be eligible for admission to the program.
3. Must submit the Clinical Experience/Recommendation Form by the application deadline documenting at least 500 hours of employment as a licensed Practical Nurse

(LPN) uploaded to the SHP CAS application. (This form is the last page of the Admission Packet.)

4. Successful completion of any college math course that meets the general education requirement, a course at the level of college algebra, or successful completion of MATH 082;
5. Completion of the Test of Essential Academic Skills (TEAS) by the application deadline and with a satisfactory score.
6. Review, sign and upload Program Technical Standards into the Program Materials section of the SHP CAS application.
7. The CCBC School of Health Professions' Practical Nursing program has a minimum age requirement of 18 years old to enroll in the program. These restrictions are in line with state laws and accreditation standards, which are determined independently from CCBC's control. We place high importance on adhering to these regulations to guarantee the excellence and reliability of our programs.
8. A minimum GPA of 2.50 on the prerequisite, general education and program required courses, and an overall CCBC GPA of at least 2.00.
 - a 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 "Transfer to CCBC" section <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>. 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

In the event there are more applicants for the LPN/ADN Transition Course than spaces available, and all applicants meet the minimum standards required, consideration will be given based on the following criteria according to the rank order assigned below:

- LPNs who graduated from the CCBC Practical Nursing program
- LPN's who graduated within the last five years from a school participating in the MD State Articulation Agreement
- The greatest number of required general education courses completed with the highest GPA
- Scores on the TEAS examination
- Additional completed general education course work
- Acute Care Work experience

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. Complete ATI TEAS testing by deadline.
5. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP LPN to RN Bridge Program** by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
 - a. If you need assistance with the program application, you can watch the video in the application or,
 - b. You can watch our YouTube video showing an application walkthrough at <https://www.youtube.com/watch?v=0lpzOSzanKw>
6. Submit (transcripts) or upload (CPR card, license, etc.) all documents to the SHP CAS by application deadline.
7. Applicants will receive an **email** inviting them to complete the **CCBC SHP**
 - a. **Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and to the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, 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 sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program you are applying to only requires an unofficial transcript sent to the SHP CAS, 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.
 - o **To Send an Electronic Transcript**
 1. 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.

2. 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.
 3. 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**
 1. 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.
 2. Provide the Registrar with the following items:
 - a. 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.
 - b. 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-creditclass/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 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-CCBCfrom-another-college.aspx>. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to Determine if 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.

Admission Response

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

Applicants who are offered a seat in the program and choose to accept that seat, are required to pay a non-refundable \$200 seat fee to accept their offer of admission and reserve their space in the RN programs or the LPN to RN Bridge program. The fee will be applied to the student account after the first several weeks of class. Students who accept a seat and then do not attend the program will not be eligible for a refund of the fee.

Post Admission

Applicants should be aware that the following items will be required to progress in the clinical/practicum components of the program. Further information will be provided by the program director.

Provide proof of current CPR certification at the Healthcare Provider Level. If you need information about CPR courses, (<https://cpr.heart.org/en/cpr-courses-and-kits/healthcareprofessional/basic-life-support-bls-training>);

- Proof of a recent physical examination with current immunizations, including COVID19;
- Proof of current health insurance; • Criminal background investigation; and
- Drug screening.

Important Information

- The nursing program highly recommends that applicants complete all required non-nursing courses before entering the program.
- Students accepted into the LPN-RN Bridge program are required to complete all courses in the RN program, even courses taken during a previous unsuccessful RN admission.
- In order to progress through and graduate from the nursing program, students must successfully complete all courses with a grade of "C" or better.
- If an applicant earned a D or F grade as the last grade in a course used for admission consideration, even if the applicant is currently enrolled in the repeat, the applicant is not eligible to apply for the nursing program. The applicant must first replace the D or F grade with a passing grade. Once the new grade has been

posted on the applicant's transcript, then the applicant will be eligible to apply during the following admission cycle.

- Applicants who have failed out of a nursing program or have earned two failing grades in another nursing program are not eligible to apply for admission to the CCBC RN program for a period of 3 years, counting from the semester of the failure.
- Applicants who have a W, D or F in a Nursing course at another school, taken within 3 years of the CCBC program start **MUST submit a letter or email** directly from that program's Director stating that they are in good standing with the previous program and could return to that program to continue enrollment.

Transition Course Failure

If students are unsuccessful in the LPN to RN Transition course on the first attempt, they will NOT be permitted to repeat the course. These students may apply for admission to the RN program, and if accepted, will begin the RN program with the first course.

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.

For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443-840-3816 or visit the Student Services Center room 102. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at <https://www.cbcmd.edu/Student-Life/Student-Support/Advising/index.html>.

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

Documentation of LPN Employment Hours

This form must be uploaded to the SHP CAS application to document a minimum of 500 hours employment as a Licensed Practical Nurse.

Print Applicant Name: _____

CCBC Student ID Number: _____

Employer #1

Employer Name (Company or Healthcare Facility): _____

Start Date: _____ End Date: _____

Hours worked per week: _____ # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager:

Signature of Manager:

Manager Email:

Manager Phone:

Employer #2

Employer Name (Company or Healthcare Facility):

Start Date: _____ End Date: _____

Hours worked per week: _____ # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager:

Signature of Manager:

Manager Email:

Manager Phone:

_____ Print

Applicant Name: _____

CCBC Student ID Number: _____

Employer #3

Employer Name (Company or Healthcare Facility): _____

Start Date: _____ End Date: _____

Hours worked per week: _____ # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager:

Signature of Manager:

Manager Email:

Manager Phone:

Employer #4

Employer Name (Company or Healthcare Facility): _____

Start Date: _____ End Date: _____

Hours worked per week: _____ # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager:

Signature of Manager: _____

Manager Email: _____

Manager Phone: _____

Nursing Program – Technical Standards

- ◆ Have the academic ability to learn a large volume of technically detailed information and be able to synthesize and use this data to solve complex clinical problems. This information must be acquired in a short and intense period of study which requires well developed study skills, a high level of motivation and may require considerable personal and financial sacrifice
- ◆ Have the mental, emotional, physical ability and stamina to complete the program in the required sequence
- ◆ Possess the emotional maturity and stability to approach highly stressful human situations in a calm, safe, and rational manner
- ◆ Have well developed oral and written English language communication skills
- ◆ Be physically and academically prepared to participate in clinical assignments which occur at different times in a variety of geographic locations
- ◆ Carry health insurance and provide documentation of same, and have Health Care Provider CPR certification
- ◆ Display strong ethical integrity consistent with working as a health care professional
- ◆ Have the minimum physical abilities in the areas of sensory function, hand-eye coordination, auditory ability, and neuromuscular control to competently perform the technical activities that are a critical part of the program curriculum and profession, including:
 - a. Performing in depth physical assessments;
 - b. Working on one's feet up to 8-12 hours;
 - c. Performing common procedures that require fine motor skills such as vital sign measurement, injections, dressing changes, medication administration.
 - d. Performing common procedures that require large motor skills such as stooping, bending and lifting, turning, transferring and ambulating adult patients.

Declaration - I have read and understand the technical standards required for the LPN to RN Bridge Program. I hereby declare that I am able to meet the above-listed essential technical standards. BE SURE TO SUBMIT WITH APPLICATION.

Name of Applicant (Print or type)

Signature of Witness/Date

Signature of Applicant

Date