2024-2025

SHP ADMISSION PACKET
PRACTICAL NURSING
SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP
2024-2025
CCBC Dundalk Campus

School of Health Professions (SHP)

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.

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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

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Practical Nursing Program

Welcome

On behalf of the School of Health Professions, thank you for your interest in the Community College of Baltimore County's (CCBC) Practical Nursing (PN) program. The PN program is designed to provide theoretical, clinical, and laboratory study in nursing which will enable students to learn to assist other licensed health care professionals, such as registered nurses (RN) and physicians, and work as members of a health care team. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure

Examination (NCLEX-PN). 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 PN admissions application.

Sincerely,

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

Program Description

The PN program is a 12-month, 46 credit certificate program, encompassing 3, 15-week semesters. The program is located only on the CCBC Dundalk Campus. The PN program offers three different cohorts: Fall Day, Summer Day, and Spring Evening/Weekend.

Fall Day Cohort: Begins each August. This cohort has class, clinical, and lab offered during the weekdays with some clinical opportunities in the evenings or weekend.

Summer Day Cohort: Begins each June. This cohort has class, clinical, and lab offered during the weekdays with some clinical opportunities in the evenings or weekends.

Early Spring Evening/Weekend Cohort: Begins each January. This cohort has class several evenings a week and lab and clinical on the weekends. In some of our specialty courses clinical may be offered in the evenings on the weekdays.

The PN program is a limited enrollment program with competitive entry. Students seeking admission to the program must complete a School of Health Professions (SHP) Admission Application in SHP CAS prior to the application deadline. Students will be ranked for program admission utilizing specific criteria, i.e. grades received for required non-nursing courses and the score on the Test of Essential Academic Skills (TEAS) pre-admission test.

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All nursing and non-nursing coursework (post-admission) must be completed within the 12month period in order to receive the practical nursing certificate. Although the minimum criteria are outlined in the guide, applicants need to be aware that meeting the minimum requirements does not guarantee acceptance into the program.

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.

Admission Options

The PN program is offering two admission options.

- **Option One** is for students who intend to continue their education at the Registered Nurse (RN) level, after completing the PN program. All the prerequisite courses are transferable to the RN program. Students with this interest need to complete an 8credit Anatomy and Physiology sequence (BIO 220/221) to meet the admission requirements for pursuing the RN program. In addition, they should take ENGL 101 and PSYC 101 to apply to the PN program.

- **Option Two** The prerequisite courses in option two meet the education requirements for the PN certificate but provides an alternative science sequence that will not transfer into a RN program. While we encourage our students to continue their formal education, we recognize that some may not want to continue at the RN level in the near future. Complete BIOL 109 (or equivalent) for admission consideration. In the event that the graduate would decide to continue their education, they will need to complete an 8-credit Anatomy and Physiology sequence to meet the admission requirements of the RN program.

Application and TEAS Deadline

Cohort	Application Deadline	TEAS Deadline	Program Start
Summer Day	April 1st	April 1st	June
Fall Day	May 15th	May 15th	August
Early Spring Evening/Weekend	November 1st	November 1st	January

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Accreditation

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

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

Required Entry Exam

Students must register for the ATI TEAS exam, complete the exam, and submit official scores to CCBC TEAS by the deadlines below:

- April 1st deadline for the April 1st application deadline (Summer)
- May 15th deadline for the May 15th application deadline (Fall)
- November 1st deadline for the November 1st application deadline (January)

TEAS scores are valid for 2 years. TEAS scores of students transferring from CCBC's RN program to the PN program, will have TEAS score valid for 3 years. Scores older than 2 or 3 years (as stated) from the TEAS deadline are not valid. Applicants will need to re-test.

Students must register for the ATI TEAS test, complete the test, and submit official scores to **CCBC TEAS** by the published deadline.

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 for the TEAS information on how to register to take the assessment 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

It is strongly recommended that applicants complete these pre-requisite courses prior to the application deadline. Applications will be considered for students that are taking pre-requisites during the semester of application. However, students who have completed all

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pre-requisites before the application deadline will be more competitive. All pre-requisite courses must be completed with a grade of "C" or better.

- Option One (Continuing to RN) *See end note about RN requirements
  - BIOL 110: Biology I: Molecular and Cells
  - BIOL 220: Human Anatomy and Physiology I
  - BIOL 221: Human Anatomy and Physiology II
  - ENGL 101: College Composition I
  - PSCY 101: Introduction to Psychology
- Option Two
  - BIOL 109: Human Anatomy and Physiology
  - ENGL 101: College Composition I
  - PSYC 101: Introduction to Psychology

Minimum Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Successful completion of the ATI TEAS examination.
- C or better in prerequisite courses
- **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** (or have been completed at 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/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html.
- 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/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.

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.

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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** program by the application deadline. The **non-refundable** $50 application fee is due at time of submission.
   - If you need assistance with the program application, you can watch the video in the application or,
   - You can watch our YouTube video showing an application walkthrough at https://www.youtube.com/watch?v=EFM3cn1ZV5s.

6. Submit (transcripts) and upload (CPR card, license, etc.) all documents to the SHP CAS by application deadline.
7. Signed and uploaded Technical Standards form into Program Materials quadrant
8. 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

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 that 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.
   a. ***To Send an Electronic Transcript***
      i. 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.
      ii. 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

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3. Copy and paste the number in the space on the e-transcript service page.

    iii.   Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

b. ***To Send a Paper Copy Using the US Postal Service***

    i.   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. ii. 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/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html. You must also complete the Transcript Evaluation Request form, which is found at the same link in the 'Next Steps' drop-down menu. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office and complete the evaluation form.

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

Send Official scores and evaluations directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to Verify 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

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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 in your degree audit, (DegreeWorks) 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 students approximately 4 to 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 PN 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 by the American Heart Association. If you need information about CPR courses, cpr.heart.org;
- Proof of a recent physical examination with current immunizations, including COVID-19;
- Proof of current health insurance;
- Criminal background investigation; and
- Drug screening.

Important Information

- In order to progress through and graduate from the nursing program, applicants 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 student 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 student's transcript, then the applicant will be eligible to apply during the following admission cycle.

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- Applicants who have failed out of a RN program (including CCBC) **are** eligible to apply for admission to the practical nursing program at the Dundalk campus. There is no wait period from time of failure to apply to the PN program.

- Students who fail out of the PN Program will not be considered for readmission and/or reapplication to the PN Program for a period of 2 years. Applicants must wait 2 years, from the semester that the failure occurred, before reapplying to the PN Program

RN Requirement

If the student plans to pursue an RN degree, the graduation requirements have changed. One general education elective must also be a Diversity course. We recommend PHIL 240. Students may choose courses from the catalog that have the designation (D) to meet this requirement.

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 http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-AcademicAdvisor.aspx.

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

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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:

  - Performing in depth physical assessments.
  - Working on one's feet up to 8-12 hours.
  - Performing common procedures that require fine motor skills such as vital sign measurement, injections, dressing changes, medication administration.
  - 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 Practical Nursing.
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 Applicant/Date

_____

                    _____

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