



The Community College of Baltimore County

Practical Nursing, Registered Nursing & Paramedic to RN Bridge

Pre-Admission Examination T.E.A.S

NOTICE: APPLICANTS MUST BE REGISTERED TO TAKE THE PRE-ADMISSION EXAMINATION PRIOR TO THE APPLICATION DEADLINE FOR THEIR PROGRAMS.

All students who apply for admission to the Registered Nursing Program, the Practical Nursing Program, and the Paramedic to RN Bridge Program at CCBC will be required to participate in pre-admission testing. The test is called the Test of Essential Academic Skills (TEAS). This test contains four sections: reading, English, math, and science.

You must take the TEAS as part of the application process. The score you receive on the test will be considered as part of the selective admissions process. The Nursing Program recommends that if your total score on the TEAS is less than 70% and/or if your score on the reading subtest is less than 90%, you should consider repeating the test to raise your score in these areas. **If you do not participate in the TEAS, your application will not be evaluated.**

Procedure:

1. The test will be offered on all three campuses. The test is administered in a paper and pencil format. Please see the attached schedule for specific dates, times and testing locations.
 - a. **If you are applying for the RN program you must take the test on the Essex or Catonsville campus.**
 - b. **If you are applying for the PN program, you must take the test on the Dundalk campus.**
2. **First Time TEAS Testers – You must register** with ATI Testing before you take the test for the first time. Go to www.atitesting.com then follow the directions on the Page 4 of this packet. This will insure that you have an ATI number for the pencil and paper test. You must have the number with you the day of test.
3. **Returning TEAS Testers – Who used Social Security Number or CCBC Student ID – You must register** with ATI before you take the test to update your account – Go to www.atitesting.com then follow the directions on the Page 4 of this packet.
4. **Testers who have an ATI number from previous testing do not have to re-register but need to have their ATI number with them on the day of the test.**
5. You will need to schedule at least four hours to take the test. You must arrive ½ hour prior to the start of the test; and you must have your ATI number. Calculators are not allowed. The tests will start promptly at the scheduled times. Late arrivals will not be able to test.



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- There are a limited number of seats available at each testing session. It is to your benefit to register and take the test as early as possible. Once seats are filled, no additional testing times will be added.
- Testing is scheduled in person at the Nursing Office on the Catonsville, Essex or Dundalk campus. The offices are open Monday through Friday, 9 a.m. to 4 p.m. Contact information is listed below. You may also mail your certified check or money order to the contact person at the specific campus. Please include your address, phone number, testing date, and whether you are a first time TEAS tester or a returning TEAS tester, so the contact person can mail you a receipt. Seats for the test will not be held until payment is received.

8. Contact Information

<i>Ms. Shirley Kozlakowski</i> <i>CCBC Catonsville</i>	<i>Ms. Jackie Williams</i> <i>CCBC Dundalk</i>	<i>Ms. Rose Struble</i> <i>CCBC Essex</i>
<i>800 S. Rolling Road – H323</i> <i>Baltimore, MD 21228</i> <i>410-455-4984</i> <i>skozlakowski@cbbcmd.edu</i>	<i>7200 Sollers Point Road – G105</i> <i>Baltimore, MD 21211</i> <i>410-285-9437</i> <i>jwilliams@cbbcmd.edu</i>	<i>7201 Rossville Blvd. – J300</i> <i>Baltimore, MD 21237</i> <i>410-780-6360</i> <i>rstruble@cbbcmd.edu</i>

- Students are required to prepay the testing fee. The cost is \$40.00. **You must prepay with either a certified check or money order payable to CCBC. Cash and personal checks will not be accepted.** Students are required to pay the testing fee at the time the test date is scheduled. Students must pre-register and pre-pay for the test.
- If you take the test once and feel you could improve your score, you may retake the test only one time per application cycle (total of 2 times per application cycle). You are required to pay for the test each time you take the test.
- If you are unable to take the test at your scheduled time, you will be issued a refund only if you give 48 hours advance notice of your inability to take the test.
- Reasonable accommodations on this test are available for students with documented disabilities. When scheduling your appointment to take the TEAS, you should submit a copy of the accommodation letter written by a disability support services counselor at CCBC or the college you have previously attended. If you have questions regarding disabilities, please call:
 - Essex - Office of Special Services (410-780- 6741),
 - Dundalk - Center for Academic Career & Life Planning (410-285-9808),
 - Catonsville - Student Success Center - Services for Students with Disabilities (410-455-6946 or TTY at 410- 455-4163).
- A study guide for this exam is available at the campus bookstores or at the ATI web site www.atitesting.com. The study guide is the **ATI Test of Essential Skills Study Manual**. The price is approximately \$40.00.



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14. For applicants who feel they would benefit from a review of Math Skills please consider coming to the Student Success Center located on all three campuses for an interactive video course called **ModuMath**. This course is **free** and reviews concepts in Mathematics: Numbers, Rational Numbers, Algebra, Ratios and Proportions, Measurement, Graphs and Diagrams **at your own pace and on your own schedule**. This software is divided into two main parts - Basic Math and Algebra. Please see the attached flyer for more detailed information.

15. The School of Health Professions strictly enforces its Honor Code during testing: "I will neither give nor receive unauthorized aid on this assignment/examination and that I will report all violations I observe." Any breach of this code will result in the exam being confiscated by the proctor and the tester being asked to leave. Students who are confirmed to have cheated on the TEAS exam will be permanently deferred from admission into the nursing program.

In case of inclement weather, call the CCBC Weather Hotline number:

410-780-6711 (Essex Campus)

410-455-4567 (Catonsville Campus)

410-285-6700 (Dundalk Campus)

or check the CCBC website at www.ccbcmd.edu.

If the college is closed or opening late due to inclement weather, the TEAS Test will be cancelled. Please call back to reschedule your test date. There are no additional fees to reschedule for a test cancelled by CCBC due to inclement weather.



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ATI Testing Registration Information For Your TEAS Paper/Pencil ID Number

First Time TEAS Testers

The following must be done before you take the test for the first time.

Step One: Go to www.atitesting.com

Step Two: Select "Create new account". Located under the sign in box.

Step Three: Complete the web form

**Institution: CCBC TEAS - ADN should be selected for the *Registered Nursing Program*
CCBC TEAS - PN should be selected for the *Practical Nursing Program***

Step Four: Click on Register

Your ATI number for the pencil & paper test will then be issued. It will begin with an "A".

This number is to be used each time you take the test.

You must have it with you when you take the test.

You may want to write it on your TEAS registration receipt or store it on your cell phone.

An e-mail from ATI Testing will be sent to you confirming your Username and Password.

You only have to register one (1) time. The ID Number given will be used for all TEAS Tests you take.

Returning TEAS Testers

The following must be done before you take the test

For a student who has used their SS# or CCBC Student ID in the past:

Step One: You will need to update your account. Sign in.

Username: Social Security number

Password: last 4 digits of Social Security number

Step Two: You will then create a new Username and Password and fill in the required information.

Step Three: Complete the Web Form

**Institution: CCBC ADN should be selected for the *Registered Nursing Program*
*or***

CCBC PN should be selected for the *Practical Nursing Program*

Step Four: Click on Register

Your ATI number for the pencil & paper test will then be issued.

This number is to be used each time you take the test.

You must have it with you when you take the test.

You may want to write it on your TEAS registration receipt or store it on your cell phone.

You only have to register one (1) time. The ID Number given will be used for all TEAS tests you take.