LPN to RN Bridge Program
School of Health Professions
Community College of Baltimore County (CCBC)
Dundalk Campus

Admissions Guide
2020 - 2021
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 Transition Course (LPN Bridge) is offered as a traditional 12-week face-to-face fall program at the Dundalk campus. 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 Bridge students are guaranteed a seat only in the day program at the Essex and Catonsville campuses. The LPN Bridge Course is conducted as a daytime program in the fall semester on the Dundalk Campus.

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 bridge 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. Upon successful completion of the bridge course, students articulate into the third semester of the RN program. The RN program is conducted on the Catonsville and Essex Campuses.

Admissions Deadline
May 31 for a fall start.
Accreditation
The Program is accredited by the Maryland Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

ACEN
3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326
www.acenursing.org
(404) 975-5000

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.

Students must register for the ATI TEAS test, complete the test, and submit official scores to CCBC TEAS by the deadline of May 15th.

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
Students must have completed or be currently enrolled in and scheduled to complete the following required courses prior to application deadline. All courses must be complete with a C or better.
The following courses are **required** for admission:

### Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110 Biology I: Molecules and Cells*</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 220 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 221 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 230 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 103 Principles of Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
</tbody>
</table>

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. All courses must be complete with a C or better. For best admission consideration, all courses should be completed at the time of application.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Arts &amp; Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>CMNS 101 Fundamentals of Communication</td>
<td>3</td>
</tr>
<tr>
<td>General Education Math Requirements</td>
<td>3-4</td>
</tr>
<tr>
<td>Recommended: PHIL 240 Ethics</td>
<td></td>
</tr>
<tr>
<td>Recommended: MATH 125 or MATH 153</td>
<td></td>
</tr>
</tbody>
</table>

### Minimum Admission Criteria

Applicants will be selected for the TRANSITION COURSE after scores are received for the ATI TEAS preadmission test. The following criteria to select applicants will be applied:

1. Copy of current Maryland LPN License renewal form from the Maryland board of Nursing website uploaded to the SHP CAS application;
2. Must submit the Clinical Experience/Recommendation Form by the application deadline documenting at least 6 months of employment as an LPN uploaded to the CCBC CAS application; EFFECTIVE for 2020 – 500 hours of employment as an LPN is required instead of 6 months.
3. 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 083;
4. Completion of the Test of Essential Academic Skills (TEAS) by the application deadline and with a satisfactory score.
5. Satisfactory completion of the required general education courses by the end of the spring semester.
6. 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.

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 course work
- Acute Care Work experience

**Steps for Admission**

1. Apply for admission to CCBC at [http://www.ccbc.edu/apply](http://www.ccbc.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](https://shp liaisoncas.com/applicant-ux/#/login) and apply to the program by the application deadline. The non-refundable $50 application fee is due at time of submission.
6. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the April 15th deadline.
7. 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**

1. This program requires that all official college transcripts be submitted to the SHP CAS preferably 4-6 weeks prior to the admission deadline.
a. SHP CAS Transcript Processing Center  
   i. All official U.S. College transcripts, including CCBC, are required to be sent to the SHP CAS Transcript Processing Center. Hard copies (paper copies) must be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your SHP CAS application) to the below address. Alternatively, you may choose to send an electronic transcript (if your school offers it) for faster processing. You may find us as CCBC UniCAS, SHP CAS or something similar according to how your school has it listed.

   **SHP CAS Transcript Processing Center**  
   P.O. Box 9134  
   Watertown, MA 02471

b. CCBC Enrollment Services Center, Baltimore, MD  
   i. Additionally, ALL official U.S. College transcripts, not including CCBC, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL [http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student](http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student).

c. SHP Admission Office, Baltimore, MD  
   i. If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do Not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

   **CCBC School of Health Professions Admission Office**  
   7201 Rossville Blvd.  
   Administration Building, Suite 100  
   Baltimore, Maryland 21237

2. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
   a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
   b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
   c. Applications missing transcripts will not be considered for admission.
Admission Response

Admissions decisions are emailed to students approximately 6 to 8 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.

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

Important Information

- The nursing program highly recommends that students complete all required non-nursing courses before entering the program.
- 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 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.
- 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 5 years, counting from the semester of the failure.
Students who have a W, D or F in a Nursing course taken within 5 years of the program start **MUST submit a letter or email** directly from that program's Director stating that they are in good standing within the program and are currently admissible if they wish to be considered for a CCBC RN program.

**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 and Science 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-Academic-Advisor.aspx](http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx).

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